

Navy Manpower



Augmentation Guide



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAV INSTRUCTION 3060.7C

From: Chief of Naval Operations

Subj: NAVY MANPOWER AUGMENTATION GUIDE

Ref: See appendix A

1. Purpose

a. To establish policy and procedural guidance for the deployment of Navy personnel to augment joint and Navy forces in support of contingency operations, full scale war, or other national emergencies; to govern individual augmentee (IA) procedures for the activation, deactivation, mobilization, and demobilization of Reserve Component (RC) personnel, the deployment and re-deployment of Active Component (AC) personnel, and the processing of personnel at the Expeditionary Combat Readiness Center (ECRC) Navy mobilization processing sites (NMPS); and to provide guidance on command responsibilities, the augmentation pipeline, and special cases boards (SCB).

b. This instruction is a complete revision and should be read in its entirety. Notable changes are summarized in subparagraphs 1b(1) through 1b(5).

(1) Establishes Commander, Navy Expeditionary Combat Command (COMNAVEXPDCMBTCOM) as type commander (TYCOM) and local area coordinator for mobilization responsible for providing support via the ECRC NMPS to ensure IA Sailors are properly screened for deployment and receive required services upon re-deployment.

(2) Describes the augmentation pipeline in terms of an IA lifecycle (pre-deployment, processing, training, boots-on-ground, re-deployment, post-deployment) and expounds upon all phases.

(3) Defines IA command and control roles and responsibilities.


(4) Provides detailed information on IA sourcing from both the RC and AC.

(5) Sets forth criteria and procedures for SCB for delays, deferments, and exemptions.

2. Cancellation. OPNAVINST 3060.7B and OPNAVINST 1001.24.

3. Scope and Applicability. This instruction applies to all Department of the Navy (DON) IA participants and the commands to which they are assigned. The policy outlines the minimum requirements for the management and oversight of IA participants.
4. Policy. Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM), is designated by the Chief of Naval Operations (CNO) as the executive agent and supported commander for IA and IA family support across the individual augmentation continuum and is responsible for overall management and establishment of policy and processes for the activation, deactivation, mobilization, and demobilization of RC IA personnel, and deployment processing and re-deployment processing for AC IA personnel. RC mobilization and demobilization processing and AC pre-deployment screening and re-deployment processing will be executed at the NMPS through shore-based Navy and Marine Corps infrastructure using policies and procedures outlined in this instruction.
5. Terms and Definitions. The terms used in this instruction are defined in appendix B.
6. Records Management
 - a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.
 - b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.
7. Review and Effective Date. Per OPNAVINST 5215.17A, Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1)) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms. The complete list of required forms and their availability is contained in appendix C.



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Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil/>

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CHAPTER 1
INTRODUCTION

1. Mobilization and Augmentation

a. In line with reference (a), mobilization is 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 Military Services to a state of readiness for war or other national emergency.

b. Reference (a) provides fundamental principles and guidance for the planning and conduct of joint military mobilization and demobilization, as well as some additional methods for force expansion, including use of volunteers and Presidential Reserve Call-up (PRC). The DoD total force policy guides mobilization planning and the development of procedures for the employment of reserve military manpower.

c. It is DoD policy that the RCs of the Military Services provide operational capabilities and strategic depth to meet U.S. Defense requirements across the full spectrum of conflict under reference (b), sections 12301, 12302, 12304, 12304a, 12304b and 12306, and that the AC and RC are integrated as a total force based upon the attributes of the particular Service component and individual competencies. DoD total force policy is issued in reference (c), and OPNAVINST 1000.16L sets forth the Navy total force policy for the integration of the AC and RC into a cohesive single force, capable of responding decisively to all requirements, both in peacetime and war.

d. Although the term mobilization is typically associated with the process of ordering the RC forces to active duty pursuant to a declaration of war or national emergency, it can be more broadly associated with all activities necessary for the orderly transition of both AC and RC forces from a peacetime to wartime posture. Mobilization of the RC facilitates the augmentation of Navy and joint active duty forces during times of crisis in support of contingency operations, operational missions, and national emergencies or in time of war. Additionally, augmentation may require the individual deployment of AC personnel to support these same contingency operations, operational missions, national emergencies, or in time of war.

e. When a need for augmentation of Navy and joint active duty forces is identified, the augmentation is accomplished through IA or unit mobilization. In line with reference (b), an IA is 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. Navy IA requirements are categorized as either request for forces (RFF), joint manning document (JMD), or Service to Service augmentation. RFFs are

used to meet combatant commander (CCDR) requirements for a temporary period of time and are broken down as either ad hoc or unit augmentations. JMD requirements are temporary duty (TDY) IA assignments identified on a JMD to support a CCDR or joint task force (JTF) commander to augment operations during contingencies. References (c) and (d) provide guidance for the validation and sourcing of individual augmentation manpower requirements to meet CCDR operational needs. Service augmentations are contingency support (either AC or RC) to augment existing Navy or United States Marine Corps (USMC) commands and are generally Navy-support-to-Navy.

2. General Guidelines

a. For purposes of this instruction and Navy usage, all personnel deployed on individual orders in response to IA tasking from the executive agent for IAs is considered an IA, to include, but not limited to, individual augmentee manpower management (IAMM) assignments, global support assignments, overseas contingency operation support assignments (OSA), RC mobilized, and health services augmentation program personnel.

b. The process to source RC Sailors to fulfill Navy or joint augmentation requirements is detailed in chapter 6, RC sourcing guidelines. AC Sailors fill IA requirements via the IAMM assignments, global support assignments, or OSAs' processes. The sourcing processes for AC Sailors are detailed in chapter 7, AC sourcing guidelines.

c. While mobilized members of commissioned reserve units deployed in support of contingency operations or other operational missions as authorized by reference (b) are not IAs by the joint definition, they are IAs according to the Navy definition. Therefore, the policies and procedures for mobilization and demobilization outlined in this instruction apply. In line with reference (d), members of reserve units will, so far as practicable and to the maximum extent possible, be ordered to active duty with their units.

CHAPTER 2
MOBILIZATION OVERVIEW

1. Introduction to the Joint Planning Process

a. At the national level, military strategic planning is primarily conducted within the operation of the Joint Strategic Planning System (JSPS) discussed in reference (e). The JSPS provides the formal structure and administrative framework for the proper execution of the Chairman of the Joint Chiefs of Staff (CJCS) statutory responsibilities to include providing military and strategic advice to the President of the United States (POTUS) and the Secretary of Defense (SecDef). Office of the Chief of Naval Operations (OPNAV) supports the CNO in his or her role as a member of the Joint Chiefs of Staff (JCS) by providing input to the JSPS.

b. In line with reference (e), the CJCS assists the POTUS and SecDef in providing unified strategic direction to the Military Services by linking strategic objectives and concepts to the plans, resources, doctrine, and joint activities required to implement them. The National Military Strategy and the Joint Strategic Capabilities Plan (JSCP) are the primary strategic documents within the JSPS that the CJCS employs to assist in providing direction to the Military Services to achieve national security objectives in support of the National Security Strategy and the National Defense Strategy.

c. In line with reference (a), the CJCS, in consultation with other members of the JCS, prepares integrated plans for military mobilization. The DoD Master Mobilization Guide (MMG), the Guidance for Employment of the Force, and Guidance for the Development of the Force provide basic guidance to direct and coordinate mobilization planning within DoD. Mobilization planning is also heavily influenced by the JSCP which establishes planning relationships and provides mobilization recommendations to SecDef. The JSCP tasks the CCDRs, their Service Components and Military Departments to develop and refine operation plans (OPLAN) and supporting mobilization plans.

d. In line with reference (a), during the contingency planning process, the Military Departments furnish mobilization related information to the CCDRs, including manpower capacity or capability, which is incorporated into the OPLANs under development or revision. This information comprises the number of AC and RC personnel required by Service and skill for each option included in the OPLAN. The requirements and support needed to execute the OPLAN are incorporated into the time-phased force deployment data (TPFDD), a database file located within the Joint Operation Planning and Execution System (JOPES).

e. In line with reference (a), JOPES is the principal system of joint policies, procedures, and reporting structures within DoD for translating policy decisions into OPLANs and operation orders (OPORD) in support of national security objectives. JOPES employs an electronic data

processing system encompassing personnel, procedures, directives, and communication systems supporting the deployment and re-deployment of forces. In most cases, data derived from JOPEs is used during the execution phase.

f. The Military Departments prepare mobilization plans that support CCDR's OPLANs, concept plans, OPORDs, and campaign plans in response to actual or potential contingencies. The mobilization plans identify the anticipated forces, including requirements for force expansion with RC units and personnel, and resource support needed to execute mobilization at the direction of SecDef. Mobilization planning is critical to ensure the nation's ability to timely respond to crisis with unity of effort, decisive objectives, flexibility, and sustainability.

2. Levels of RC Mobilization and Legal Authorities

a. Various levels of military commitment and levels of mobilization are available to the POTUS and Congress when RC forces are needed for an appropriate response to national security threats or other emergencies. The ability to mobilize RC forces rapidly and efficiently in response to crisis or national emergency is essential to the security of the nation.

b. Individual and unit members of the RC and retired personnel may be ordered to active duty voluntarily or involuntarily under authorities provided in reference (b). In references (d), (f), and (g), DoD established policy, procedures, and responsibilities for ordering the RC to active duty under these applicable provisions of law to support the national defense strategy across the full spectrum of military operations, including sustained operational missions, emergent contingency operations, and service during national emergencies or in time of war.

(1) Partial Mobilization. Following a Presidential declaration of national emergency, the POTUS may order to active duty (other than for training) up to 1 million members of the Ready Reserve, without their consent, for a period not to exceed 24 consecutive months under reference (b), section 12302.

(2) Full Mobilization. In line with reference (b), section 12301(a), RC units and personnel may be involuntarily ordered to active duty pursuant to a congressional declaration of war or national emergency for the duration of the emergency or war plus 6 months thereafter. The Ready Reserve, Standby Reserve, and Retired Reserve may be involuntarily mobilized under this authority. However, a member in an inactive status or in a retired status may not be ordered to active duty without approval of SecDef.

(3) Total Mobilization. The POTUS, upon a congressional declaration of war or national emergency and with passage of legislation authorizing force expansion, may authorize the Services to add new forces and personnel necessary to achieve national security objectives.

(4) PRC. In line with reference (b), section 12304, other than during war or national emergency, the POTUS may authorize SecDef to order any unit, and any member not assigned to

a unit organized to serve as a unit, of the Selected Reserve (SELRES) or any member of the Individual Ready Reserve (IRR) (designated as essential by the Secretary of the Military Department concerned) to active duty without their consent for not more than 365 days when it is determined necessary to augment the active forces for any operational mission. This authority extends to certain emergencies wherein the POTUS determines it necessary to provide assistance in responding to an emergency involving a use or threatened use of a weapon of mass destruction, or a terrorist attack or threatened terrorist attack in the United States that results, or could result, in significant loss of life or property. No more than 200,000 members of the SELRES and IRR may be on active duty under PRC at any one time, of which no more than 30,000 may be members of the IRR.

(5) Military Services in Disaster Response. In line with reference (b), section 12304(a), SecDef may involuntarily activate any Ready Reserve units and individuals under Federal authority to respond to a domestic emergency or major disaster for up to 120 days. A State governor or territorial chief executive must first make a request for such support.

(6) Assured Access Authority. In line with reference (b), section 12304(b), the Military Department Secretaries may involuntarily activate SELRES units (not individuals) other than during times of war or national emergency for preplanned missions in support of a combatant command (CCMD). The maximum call-up is 365 days. No more than 60,000 SELRES troops can be activated under this authority at any one time.

(7) Voluntary Order to Active Duty. Pursuant to reference (b), section 12301(d), an authority designated by the Military Department Secretaries may order a member of the RC under the Secretary's jurisdiction to active duty, or retain the member on active duty, at any time with the consent of the member. Under this authority, RC volunteers may serve on active duty in support of operational missions, contingency operations, national emergencies, or in time of war. In line with reference (c), RC members voluntarily ordered to active duty under reference (b), section 12301(d), are accounted for in line with reference (g).

(8) Active Duty Retiree Recall. Pursuant to reference (b), section 688, and regulations established by SecDef in reference (g), the Military Department Secretaries are authorized to order to active duty, at any time, without their consent the following: retired members of the AC; members of the Retired Reserve who were retired under reference (b), sections 1293, 3911, 3914, 6323, 8911, or 8914; or members of the Fleet Reserve. This authorization does not require a declaration of war or national emergency. OPNAVINST 1300.19A provides Navy guidelines on mobilization of retired Navy personnel.

(9) Retired Reserve Recall. Reserve members in a retired status (other than those who fall within the categories outlined in reference (b), section 688) may be ordered to active duty involuntarily pursuant to a declaration of war or national emergency declared by Congress. However, a retiree in this category may not be ordered to active duty unless the Military

Department Secretary, with approval of SecDef, determines there are not enough qualified Reserves in an active status who are readily available in line with reference (b), section 12301(a).

(10) Recall of the Standby Reserve. Units and members in the Standby Reserve may be involuntarily ordered to active duty only as provided in reference (b), sections 12306 and 12301(a). This authority requires that the Military Department Secretaries, with the approval of the SecDef, first determine there are not enough qualified members in the Ready Reserve who are readily available. DoD Instruction 1235.09, Management of the Standby Reserve, of 12 February 2014 and SECNAVINST 1001.32C provide additional policy and procedural guidance on the management and mobilization of the Standby Reserve.

(11) Stop Loss Authority. Under the authority of reference (b), section 12305, during any period members of the RC are serving on active duty pursuant to an order to active duty under sections 12301(a), 12302, 12304, 12304a, or 12304b, the POTUS may suspend any provision of law relating to promotion, retirement, or separation applicable to any member of the Military Services determined essential to the national security.

(12) Order to Active Duty to Provide Assistance in Response to a Major Disaster or Emergency. In line with reference (b), section 12304a, when a Governor requests Federal assistance in responding to a major disaster or emergency, the SecDef may, without the consent of the member affected, order any unit, and any member not assigned to a unit organized to serve as a unit, to active duty for a continuous period of not more than 120 days.

(13) Order to Active Duty for Preplanned Missions in Support of the CCMDs. In line with reference (b), section 12304b, when the Secretary of a Military Department determines that it is necessary to augment the active forces for a preplanned mission in support of a CCMD, the Secretary may order any reserve unit, without the consent of the members, to active duty for not more than 365 consecutive days.

- c. Figure 2-1 outlines the statutory authority for the various levels of mobilization.

STATUTE	INVOKED BY	REASON	ELIGIBLE PERSONNEL	DURATION
10 U.S.C. § 12301(a) Full-Total Mobilization			Ready Reserve, Standby Reserve and Retired*	Duration of War or Emergency plus 6 months
10 U.S.C. § 12302 Partial Mobilization	President	National Emergency	Ready Reserve (SELRES, IRR, Individual Mobilization Augmentee (IMA))	No more than 24 consecutive months
10 U.S.C. § 12304 Presidential Reserve Call-Up (PRC)	President	Operational mission or as provided in 10 U.S.C. § 12304(b)	SELRES and designated essential IRR	Up to 365 days
10 U.S.C. § 12304a Involuntary Mobilization	SECDEF	To Provide Assistance in Response to a Major Disaster or Emergency	SELRES	Not more than 120 days
10 U.S.C. § 12304b Involuntary Support	SECNAV	For Preplanned Missions in Support of the Combatant Commands	SELRES	Not more than 365 consecutive days
10 U.S.C. § 6485	Congress or President	War or National Emergency or when otherwise authorized by law	Fleet Reserve	Duration of war or emergency plus 6 months under 12301(a) or no more than 24 consecutive months under 12302
10 U.S.C. § 688 Active Duty Retiree Recall	SECNAV per SECDEF guidance	At any time	USN retired members with 20 years active duty and Fleet Reserve	Refer to 10 U.S.C. § 688
10 U.S.C. § 12301(d) Voluntary Order to Active Duty	An authority designated by SECNAV	At any time	Any member of the RC	No limit**

Figure 2-1 - Legal Authorities

Note:

* A member in an inactive status or in a retired status may not be ordered to active duty without approval of the SecDef.

** RC members who are voluntarily on active duty (reference (b), section 12301(d)) orders for over 3 years or a cumulative period of active duty that exceeds 1,095 days in the previous 1,460 days will be accounted for as an element of overall AC end strength in line with reference (b), section 115, but will not be allowed to impact active duty accessions, promotions, or individual community end strength numbers.

3. Mobilization Execution Phase. When a crisis develops and mobilization of the RC is determined necessary, the following sequence of events in subparagraphs 3a through 3i takes place.

a. In response to the imminent crisis, the joint operation planning process (JOPP) is invoked and involves the time-sensitive development of joint OPLANs and OPORDs for the deployment, employment, and sustainment of assigned and allocated forces. As the principal military advisor to the POTUS, the CJCS coordinates with the CCDRs and the National Command Authority (composed of the POTUS and SecDef) to determine a desired response or course of action (COA). The COA may be derived from an existing OPLAN (deliberate planning) or developed through crisis action planning (CAP) based on actual circumstances that exist at the time planning occurs. The COA must include the force requirements, including active and reserve combat, combat support, and combat service support forces, needed to execute the COA.

b. In line with reference (e), a COA is any sequence of activities that an individual or unit may follow, a possible plan opens to an individual or commander that would accomplish, or is related to the accomplishment of, the mission, the scheme adopted to accomplish a job or mission, a line of conduct in an engagement, or a product of the JOPES concept development phase and the COA determination steps of the JOPP.

c. The CCDR in the affected geographic region initiates a request (based on the COA development during JOPP) through the CJCS to SecDef to seek mobilization of the RC upon a determination there is a need for additional manpower and resources to respond to the crisis or national emergency. The Joint Staff (JS), Logistics (J-4), coordinates the request within the JS and with the Service Components and CCMD mobilization planners. The CJCS informs SecDef of the recommended COA that includes the level of mobilization needed and the forces required to respond to the crisis or emergency. The CJCS provides a prepared memorandum to SecDef to request the POTUS to declare a national emergency and invoke partial mobilization authority (or PRC authority).

d. The approved COA or OPLAN is then converted to an OPORD by the supported CCDR. SecDef approval is required prior to execution of an OPORD. The OPORD identifies the forces, sustainment, and strategic mobility resources required by the concept of operations. Force and support requirements are published in the TPFDD letter of instruction.

e. SecDef will then direct the Military Departments to proceed, delegating authority to order the RC to active duty with imposed ceilings on the number to be called from each Military Department. The Office of the Secretary of Defense (OSD) will issue implementing instructions and provide additional personnel policy guidance to be followed.

f. SECNAV will delegate the mobilization and call-up authority to the CNO for execution. Deputy Chief of Naval Operations (Operation, Plans and Strategy) (CNO (N3N5)) executes the

mobilization or call-up order. CNO (N3N5) coordinates with CNO (N1) and U.S. Fleet Forces Command (USFLTFORCOM), Personnel Development and Allocation (N1), to determine how to meet Navy and joint manpower requirements.

g. Navy-Marine Corps Mobilization Processing System (NMCMPMS) is the Navy manpower and personnel Web-based distribution system utilized Navywide to capture, store, validate, track, and account for each manpower requirement. NMCMPMS is also utilized to track requirements, issue orders, and track personnel assigned to the requirement throughout the deployment. Appendix D provides further guidance on NMCMPMS.

h. The COMUSFLTFORCOM IA Portal is the Navy's Web-based, real-time application that derives information directly from NMCMPMS to further track requirements and manage personnel sourcing from inception to end of mission (including rotations), in addition to maintaining associated historical data. Sourcing personnel to a requirement requires: confirming validation dates, establishing which IA process applies, tasking the appropriate budget submitting office (BSO) TYCOM, ensuring training tracks are provided, and tracking the manning request and nomination process, vetting candidates for qualification, providing the demand signal for orders issuance and ensuring orders modifications details are communicated accurately to reflect intent and ordered changes. Historical data includes providing regular reports to account for, count and categorize missions and requirements, actual sourcing statistics, weekly metrics, training reports, and other source data.

i. ECRC will establish NMPSs, as determined by COMNAVEXPDCMBTCOM, to ensure orderly, efficient, and complete processing to AC, RC, and IRR personnel. Additional information concerning the ECRC processing site is located in chapter 5.

4. Mobilization and Augmentation Roles and Responsibilities

a. Introduction. This section provides a brief description of the roles and responsibilities of the position, office, or command as it relates to the mobilization and individual augmentation process. Mobilization encompasses a broad spectrum of activities and organizations to include support from Federal agencies and expansion of the industrial base. The responsibilities of the various Federal agencies that support and sustain the Nation's military forces are outside the scope of this chapter.

b. SecDef. In line with reference (b), section 113, SecDef is the head of the DoD and the principal assistant to the POTUS in all matters relating to the DoD. SecDef directs the mobilization and demobilization of the RC units and personnel pursuant to appropriate legal authority through the Military Departments.

c. OSD. In line with reference (a), in time of war or national emergency, OSD assists and supports the SecDef in managing and executing mobilization and demobilization by developing implementing guidance for issuance by SecDef to the JS, Military Departments, and DoD agencies.

d. CJCS. In line with reference (b), section 151, the Chairman is the principal military advisor to the POTUS, SecDef, and the National Security Council. In line with reference (a), the Chairman, in consultation with the other members of the JCS, prepares integrated plans for military mobilization, establishes planning relationships, develops mobilization options, and provides mobilization recommendations to the SecDef.

e. JS. In line with reference (a), the JS supports CJCS in integrating the mobilization plans of the Military Departments and DoD agencies. The JS (J-4) is the focal point in the JS for integrating mobilization plans and coordinating mobilization execution. JS, Manpower and Personnel (J-1), reviews manpower related mobilization requirements, identifies and prioritizes sourcing options for personnel augmentation, and validates augmentation requests. JS, Operations (J-3), provides the CCDR requirements and JS (J-3)'s recommendation to the CJCS, presents alert and mobilization packages through the CJCS to the SecDef for approval, and reviews augmentation requirements to ensure a unit or units cannot provide the same capabilities.

f. CCMD. In line with reference (b), section 161, a CCMD is a unified or specified command with a broad continuing mission under a single commander established and so designated by the POTUS, through the SecDef, and with the advice and assistance of the CJCS. CCMD authority is non-transferable and is exercised by the CCDR over forces in the assigned geographic or functional area of responsibility (AOR).

g. CCDR. A CCDR is a commander of one of the unified or specified CCMDs established by the POTUS. In line with reference (a), CCDRs organize and employ assigned and attached forces and are principally responsible for the preparation of OPLANs and OPORDs. CCDRs determine mobilization requirements, identify RC forces, and based upon additional planning guidance, incorporate information on capabilities into campaign plans, OPLANs, and OPORDs. CCDRs are designated as supported or supporting.

(1) Supported CCDR. In line with reference (f), a supported CCDR has primary responsibility for all aspects of a task assigned by the JSCP or other joint operation planning authority. Supported CCDRs develop OPLANs, contingency plans, and OPORDs that identify force levels and capabilities required to support and sustain operational missions in response to requirements of the CJCS. Supported unified CCMDs include U.S. Central Command (USCENTCOM), U.S. European Command, U.S. Northern Command, U.S. Pacific Command, U.S. Southern Command, and U.S. Africa Command (USAFRICOM).

(2) Supporting CCDR. In line with reference (f), a supporting CCDR provides augmentation forces and other support to a designated supported CCDR. Supporting CCDRs

may require mobilized assets to accomplish assigned support missions. Supporting unified CCDRs include U.S. Transportation Command, U.S. Strategic Command, and U.S. Special Operations Command.

h. DON. In line with reference (b), section 5011, the DON is separately organized under SECNAV. It operates under the authority, direction, and control of SecDef.

i. SECNAV. In line with reference (b), section 5013, SECNAV is a civilian appointed by the POTUS and is responsible for, and has the authority necessary to conduct, all affairs of the DON, subject to the authority, direction, and control of SecDef and as provided by law. SECNAV is responsible for mobilization and demobilization of the Navy and Marine Corps Reserves as directed by SecDef.

j. CNO. In line with section 700.405 of Title 32, Code of Federal Regulation, the CNO is the principal naval advisor and naval executive to the SECNAV on the conduct of the naval activities of the DON. CNO is responsible for organizing, training, equipping, preparing, and maintaining the readiness of Navy forces, including those for assignment to unified or specified commands, and for the performance of military missions as directed by POTUS, SecDef, or the CJCS. The CNO presides over OPNAV and is a member of the JCS.

k. OPNAV. In line with reference (b), sections 5031 and 5032, OPNAV is the executive part of the DON and operates to assist SECNAV in carrying out his or her responsibilities. OPNAV also provides assistance to the Under Secretary of the Navy, the Assistant Secretaries of the Navy (ASN), and the CNO. OPNAV is responsible for the employment of the Navy, including recruiting, organizing, supplying, equipping, training, servicing, mobilizing, demobilizing, administering, and maintaining of the Navy as well as assist with the execution of any power, duty, or function of SECNAV or CNO.

l. CNO (N1). CNO (N1) prepares for the employment of the Navy by developing plans for recruiting, training, educating, mobilizing, demobilizing, administering, and managing the Navy total force. In carrying out these functions, CNO (N1):

(1) is responsible for the overall management and the development of policy, plans, and procedures for the activation, deactivation, mobilization, and demobilization of the Navy RC;

(2) implements CNO mobilization directives by providing policy guidance on the preparation of orders, delay, deferment, and exemption criteria, and other manpower and personnel issues related to mobilization and demobilization pursuant to guidance provided by SECNAV and SecDef;

(3) provides funding guidance and establishes limits for unit and individual mobilization;

(4) provides funding for: required organizational clothing and individual equipment (OCIE), chemical, biological, radiological, nuclear defense and high-yield explosives (CBRNE), and equipment and theatre specific training for Navy members not sponsored through Navy commissioned units or other resource sponsors; and

(5) serves concurrently as the Chief of Naval Personnel (CHNAVPERS).

m. Military Personnel, Plans, and Policy (OPNAV (N13)). OPNAV (N13) will provide military personnel policy guidance to include compensation, pay entitlements, and stop-loss measures and actions. Stop-loss actions for the RC will be coordinated with the Chief of Navy Reserve (CNO N095).

n. 21st Century Sailor Office (OPNAV N17). OPNAV (N17) is responsible for establishing policy for personal and family readiness support for IAs and their families.

o. CNO (N3N5). CNO (N3N5) plans and coordinates the global employment of naval forces to include the implementation of the fleet response plan and Navy's personnel augmentation effort, coordinates global force management (GFM) issues, to include sourcing ad hoc RFF and joint individual augmentation allocation, resolving real-time changes to the GFM allocation plan, and compiling future year sourcing requirements.

p. Director, Operations and Plans (OPNAV (N31)). OPNAV (N31) serves as the principal advisor to CNO (N3N5) and CNO on current operations, GFM, anti-terrorism force protection, nuclear powered warship issues, individual augmentation, medical planning, and other fleet matters.

q. Plans and Force Management (OPNAV (N312)). OPNAV (N312) provides oversight and administers policy in the execution of individual augmentation for active and reserve forces. OPNAV (N312) is delegated approval authority for Service retained Navy forces supporting JMD, RFF, ad hoc, and in lieu of forces and Service support for Navy and Marine Corps requirements through individual augmentation. In addition, OPNAV (N312):

(1) serves as principal advisor on matters relating to individual augmentation of conventional forces supporting JS, OSD, and Service requirements;

(2) briefs SECNAV and SecDef for approval or notification of mobilization requests prepared and coordinated by USFLTFORCOM (N1), and attends mobilization meetings chaired by OSD;

(3) reviews and provides Service position on recommended sourcing solutions provided by USFLTFORCOM (N1) while adhering to OSD, SECNAV, and Service policy guidelines;

(4) coordinates with USFLTFORCOM (N1) to provide Navy assessment of Service risk in response to emergent and rotational CCMD demand, and reviews skill set and recommend appropriate substitution based upon CCMD position description;

(5) collaboratively develops Navy global source solutions with USFLTFORCOM, Commander, U.S. Pacific Fleet, and CNO N095 to meet CCDR's requests for augmentation, of which efforts include the use of reserve units, individual reserves, and active forces in support of JS, OSD, and Service requirements;

(6) collaborates with the Surgeon General of the Navy (CNO N093) to ensure requests for medical augmentation requirements are valid and consistent with CNO N093 guidance; and

(7) approves mobilization for training requirements to improve availability and minimize critical skill set shortfalls in low supply and high demand communities.

r. CNO N093. Reference (b), section 5137, establishes CNO N093, who also serves additional duty as Chief, Bureau of Medicine and Surgery (BUMED) (M00). CNO N093 directs and coordinates Navy health programs providing centralized and coordinated, policy development, guidance, and professional advice on health service programs for the DON. In addition, CNO N093, BUMED (M00):

(1) develops health care policy for all shore-based treatment facilities and operating forces of the Navy and Marine Corps in line with reference (j);

(2) provides guiding principles and overarching policies for Navy medicine (NAVMED), as well as exercise command and control authority over NAVMED regional commands in line with BUMEDINST 5450.165C;

(3) reviews and appraises naval medical capability for health care delivery and ensures operational contingencies are responded to in a timely manner in line with reference (h) and in strict adherence to BUMEDINST 6440.5D, Navy Medicine's Augmentation Program, which establishes the policy and procedural guidance for the mobilization and deployment of NAVMED individuals and platform augmentation;

(4) ensures medical treatment facilities (MTF) within NAVMED regions provide the necessary medical and dental support to execute pre-deployment medical and dental suitability screening of IA members (both AC and RC Sailors) in line with references (h) and (i), as supplemented by current individual force health protection policies, National Defense Authorization Act policies, and DoD overseas contingency operations health care policies;

(5) ensures IA members (both AC and RC Sailors) are provided command level medical support services required to complete post-deployment health assessments and demobilization

medical and dental screening in line with references (i), (j), and (k), and following specific CCMD and OSD requirements as well as those mandated by law; and

(6) issues and revises the NAVMED 1300/4 Expeditionary Medical and Dental Screening for Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) and supplemental NAVMED 1300/5 through 1300/11 AOR theatre specific medical screening forms (listed individually in appendix C), in conjunction with DD Form 2807-1 Report of Medical History.

s. COMUSFLTFORCOM. COMUSFLTFORCOM is the executive agent and supported commander for IA and IA family support and the Navy global force manager for IAs. As such, COMUSFLTFORCOM responsibilities are included in the following subparagraphs 4s(1) through 4s(7).

(1) In line with OPNAVINST 5440.77B, as the Navy GFM, USFLTFORCOM (N1) provides the designated joint force provider with integrated Navy global force sourcing solutions in response to CCDR requests for Navy general purpose forces, ad hoc forces, and IAs in coordination with U.S. Pacific Fleet; Commander, U.S. Naval Forces Europe; Commander, U.S. Naval Forces Africa; Commander, U.S. Naval Forces Central Command; Commander, U.S. Naval Forces Southern Command; Commander, Navy Reserve Force Command (COMNAVRESFORCOM) and other Navy echelon 2 commands. In addition, USFLTFORCOM (N1):

(a) develops risk-based ability to source recommendations for OPNAV (N312) regarding unassigned augmentation and global support manpower requirements, including the best AC or RC mix;

(b) prepares and submits to OPNAV (N312) all documentation required to validate new missions and to revalidate recurring missions tasked to the Navy;

(c) disseminates IA requests for AC requirements among BSOs and TYCOMs for RC requirements to COMNAVRESFORCOM, Force Mobilization (N35);

(d) provides nominee information to Commander, Navy Personnel Command (COMNAVPERSCOM), Augmentation Management Division (PERS-46) for order writing and specific guidance on sensitive leadership screened positions requiring a leadership record review;

(e) maintains risk-based community red lines;

(f) assesses performance and effects and recommends changes to policy and resourcing levels;

(g) sources and tracks all valid manpower requirements and tracks workflow processes and mission planning of all augmentation requirements directly supporting overseas contingency operations in response to CCDR requests;

(h) determines IA, temporary additional duty (TEMADD), JMD, and RFF sourcing impacts against personnel readiness of all U.S. Navy operational forces worldwide and sourcing of all IAs in support of CCDRs operational requirements;

(i) maintains overall responsibility for sourcing of all GFM Navy augments for joint, United Nations, North Atlantic Treaty Organization, and Navy operations, contingencies, mobile training teams, and exercises, and responds to emergency and crisis support manpower requests with related urgency; and

(j) coordinates with COMNAVEXPDCMBTCOM and COMNAVPERSCOM (PERS-46) to develop, implement, issue, execute, and ensure compliance with all IA business rules for all processes for both AC and RC.

(2) Develops and implements IA and IA family support strategy and program guidance within CNO (N1) policy guidance.

(3) Directs, oversees, and coordinates activity across the Navy to ensure overall execution of IA and IA family support programs throughout the fleet.

(4) Assesses performance and effects of IA and IA family support programs and policies. Redirects efforts, if necessary, and provides feedback and any proposed policy changes to CNO (N1).

(5) Ensures IA and IA family support programs, policies, and objectives are effectively communicated throughout the fleet.

(6) Provides regular assessments to CNO and principals of the Navy Preparedness Alliance.

(7) Coordinates all IA and IA family support initiatives USFLTFORCOM Individual Augmentee Executive Agent (N1F), IA requirements USFLTFORCOM IA GFM-Fleet Personnel Reserves and Programs/Individual Augmentee Global Force Manager (N1D), and IA sourcing USFLTFORCOM Fleet Personnel Allocation and Readiness (N1P).

t. CHNAVPERS. CHNAVPERS commands the Bureau of Naval Personnel (BUPERS) and serves concurrently as CNO (N1). COMNAVPERSCOM is a component of BUPERS.

u. COMNAVPERSCOM. COMNAVPERSCOM commands the Navy Personnel Command and serves concurrently as Deputy CHNAVPERS. COMNAVPERSCOM executes plans and

policies for the distribution, administration, career progression, and assignment of Navy personnel to meet manpower requirements in support of the fleet.

(1) COMNAVPERSCOM, Office of Legal Counsel (PERS-00J) is responsible for the legal review of augmentation policy and processes, including mobilization and demobilization of the RC.

(2) COMNAVPERSCOM, Career Management Department (PERS-4) is responsible for the assignment of Sailors to valid billets in order to satisfy fleet demands and maximize Navy readiness, while also factoring the advancement of their personal career development.

(3) COMNAVPERSCOM (PERS-46) is responsible for the development and execution of augmentation assignment policy, processes and detailing functions to facilitate the deployment and re-deployment of AC IA personnel and the mobilization and demobilization of RC IA and unit personnel to fill validated Joint and Navy contingency manpower requirements. In addition, COMNAVPERSCOM (PERS-46):

(a) generates and issues all mobilization and demobilization orders for RC personnel, including modifications, cancellations, extensions, and transfer orders in coordination with the gaining command, parent command, or Navy operational support center (NOSC), COMNAVRESFORCOM (N35), and USFLTFORCOM (N1);

(b) generates and issues all TDY, TEMADD, and indeterminate TDY orders for AC IA personnel, including modifications, cancellations, extensions, and transfer orders in coordination with the gaining command, parent command, or NOSC (for RC IA Sailors, the parent command is their NOSC), COMNAVRESFORCOM (N35), and USFLTFORCOM (N1);

(c) generates and issues all recall orders for RC personnel and RC units in support of PRC operations, including any modifications, cancellations, extensions and transfer orders in coordination with the gaining command;

(d) communicates and coordinates with Sailors, supported commands, COMUSFLTFORCOM, parent commands, and other commands as required to resolve order itinerary conflicts, ensuring compliance with advance notification requirements and other reporting, pre-deployment and re-deployment processing, and training requirements;

(e) provides Sailor advocacy and customer service support concerning deployment orders, entitlements, IA policy and processes, and mobilization and demobilization accessible to IAs via the Navy Personnel Command Help Desk at 1-866-827-5672, commercial phone numbers: 901-874-4684, 4686, 2448; or DSN 882-4684, 4686, 2448; or e-mail NESSA@NAVY.MIL;

(f) assists CNO (N1) and USFLTFORCOM (N1) with drafting IA policy guidance for issuance to the fleet;

(g) provides subject matter expertise to OPNAV on mobilization and demobilization of the RC;

(h) coordinates with USFLTFORCOM (N1) to control the throughput levels of IA personnel processing through the Navy IA combat training site(s);

(i) coordinates with USFLTFORCOM (N1) to manage the throughput levels of personnel processing through the primary NMPS locations; and

(j) provides technical and functional program manager support for the development, operation, and enhancement of the NMCMPMS.

(4) COMNAVPERSCOM, Reserve Personnel Management Department (PERS-9) administers policy and personnel management for members of the Navy Reserve, including members of the pre-trained individual manpower. Pre-trained individual manpower includes members of the IRR, Standby Reserve, and Navy retirees. IRR members either participate in the volunteer training unit (VTU) or are assigned to the active status pool. In addition, COMNAVPERSCOM (PERS-9):

(a) manages the pre-trained individual manpower community, records, and databases;

(b) manages the Medical Hold (MedHold) program and is the benefit issuing authority for the program. COMNAVPERSCOM, Line of Duty, Medical Hold, and Medical Retention Review Division (PERS-95), determines if demobilizing RC personnel are fit for duty or require placement within the MedHold program in line with reference (1);

(c) manages the line of duty (LOD) incapacitation benefits program in line with reference (1);

(d) implements delay, deferment, and exemption policy and criteria in line with CNO (N1) and OSD guidance;

(e) is responsible for convening COMNAVPERSCOM SCB for adjudication of requests for delays of greater than 30 days for SELRES and VTU members, delays of greater than 3 days for IRR (non-VTU) members, and all deferments and exemptions from mobilization or PRC (the SCB process is outlined in chapter 8);

(f) is responsible for providing official verification and calculation of RC Sailors' total active duty service for administrative screening purposes;

(g) is responsible for writing and issuing recall to active duty orders when a member is approved for sanctuary and then manages active duty time on orders to ensure member retires once 20 years of service is met day-for-day; and

(h) supports USFLTFORCOM (N1) and COMNAVRESFORCOM (N35) by providing applicable records for review for leadership screen IA requirements.

(5) COMNAVPERSCOM, Pay and Personnel Management (PERS-2) provides personnel and pay system policy to support augmentation and provides for benefits administration via Defense Eligibility Enrollment Reporting System (DEERS) and Real-Time Automated Personnel Identification System.

v. CNO N095. In line with reference (b), section 5143, CNO N095 is the principal advisor on Navy Reserve matters to the CNO and also serves as COMNAVRESFORCOM. CNO N095 directs and coordinates the administration and management of the Navy Reserve through plans, programs, policies, and standards. Additional responsibilities are included in the following subparagraphs 4v(1) through 4v(5).

(1) Maintains a strategic reserve force and delivers mission capable units and personnel to the Navy, Marine Corps, and joint forces throughout the full range of operations during peacetime, contingency operations, or war.

(2) Monitors and advises CNO on the status of mobilization readiness of Navy Reserve units and personnel.

(3) Coordinates with appropriate offices and commands in all matters involving Navy Reserve manpower, personnel, and training plans, and policies.

(4) Coordinates with assigned program sponsors in the development and implementation of SELRES programs which provide manpower and deployable equipment to meet mobilization requirements.

(5) Establishes overarching policy and strategy in line with COMNAVRESFORINST 1342.1B for deployment readiness training, the Navy Reserve Warrior and Family Support Programs and the Returning Warrior Workshop (RWW) Program that supports the DoD Yellow Ribbon Reintegration Program in line with reference (m).

w. COMNAVRESFORCOM. COMNAVRESFORCOM serves concurrently as Deputy Commander, Navy Reserve Force Command. COMNAVRESFORCOM executes plans and policies for the activation and deactivation of the Navy Reserve. Additional responsibilities are included below in subparagraphs 4w(1) through 4w(4).

(1) Directs and oversees activation and deactivation processing for all Reserve echelon 4 and below activities in response to CNO (N1) and also COMNAVPERSCOM (PERS-46) mobilization and order writing guidance by the direction of COMNAVRESFORCOM.

(2) Identifies and nominates qualified SELRES and VTU or IRR personnel to fill mobilization requirements as tasked by USFLTFORCOM (N1).

(3) Provides RC mobilization data.

(4) Adjudicates mobilization delay requests of greater than 3 days and up to 30 days for SELRES and VTU members as stated in chapter 8.

x. Reserve Component Commands (RCC). RCCs provide guidance and direction for the proper activation and deactivation of reservists. RCCs coordinate regional RWWs and DoD Yellow Ribbon Reintegration Program.

y. Navy Reserve Activities (NRA). NRAs execute the activation and deactivation processing of assigned reservists. NRA responsibilities are per subparagraphs 4y(1) through 4y(4).

(1) Ensure reserve personnel complete pre-deployment suitability screening requirements as specified in their orders and reference (n).

(2) Utilize the member processing module in NMCMPMS to record activation processing actions completed at the NRA, including the date the RC Sailor reports to and detaches from the NRA.

(3) Ensure the individual mobilization status code is updated in the Navy Standard Integrated Personnel System (NSIPS) to reflect assigned RC Sailors' mobilization or activation status.

(4) Maintain and accurately report SELRES mobilization readiness.

z. Commander, Navy Installation Command (CNIC). CNIC is responsible for supporting local area coordinators for mobilization by providing facilities, fleet and family support center (FFSC) programs and support, chaplain support, and access to region legal service office (RLSO) programs as required for the NMPS process. This includes support during possible future NMPS processing expansion in response to large-scale mobilization efforts in keeping with GFM requirements and timelines outlined in applicable OPLANs.

aa. COMNAVEXPDCMBTCOM. As the TYCOM, COMNAVEXPDCMBTCOM serves as the local area coordinator for mobilization and is responsible for providing support services to

the NMPS to ensure IA Sailors are properly screened for deployment and receive required services upon re-deployment. In addition, as the single process owner of the NMPS Program, COMNAVEXPDCMBTCOM:

(1) provides annual funding for daily operations of the NMPS as well as plans for future program objective memorandum requirements; and

(2) coordinates with ECRC to determine the establishment and disestablishment of NMPSs as well as the geographic locations based upon contingency support.

ab. ECRC. ECRC provides oversight to ensure IA Sailors serving individually or in ad hoc units are properly screened for deployment, are properly trained and equipped to perform assigned missions in support of SecDef ordered operational and contingency operations, and receive required services upon re-deployment at NMPS. Additional ECRC responsibilities are included below in subparagraphs 4ab(1) through 4ab(9).

(1) Coordinates with COMUSFLTFORCOM, COMNAVEXPDCMBTCOM, and U.S. Army Forces Command, and others, to ensure Sailors receive proper combat skills training required for the assigned mission.

(2) Coordinates with COMNAVEXPDCMBTCOM in development of plans and policies, implementation, and guidance for the positioning, distribution, and oversight management of assigned assets to equip Sailors to achieve the required readiness for the IA assignment.

(3) Assigns action officers to IA Sailors and provisional units grouped by mission. ECRC action officers review Sailor mission and training pipelines and communicate directly with Sailors throughout the augmentation process to ensure IAs are fully ready to deploy.

(4) Establishes liaison officer (LNO) positions to provide assistance to Sailors throughout the IA continuum. LNOs assist with berthing, pay issues, communications, scheduling, uniforms, transportation, documentation, surveys, database update, and information archives.

(5) Coordinates and provides reach-back support to forward deployed IA Sailors throughout all phases of IA training, deployment, and post-deployment.

(6) Serves as program manager for OCIE and CBRNE funds.

(7) Manages reserve assets assigned to the mobilization detachment units to include reserve support.

(8) Submits revalidations of NMPS requirements annually to USFLTFORCOM (N1) via COMNAVEXPDCMBTCOM.

(9) Manages standardized briefs provided by the NMPS to deployers and re-deployers.

5. Activation and Mobilization of the RC

a. In line with reference (o), members of the Ready Reserve must be screened annually to ensure they meet the provisions of reference (b), section 10149, and meet military service wartime standards for fitness and military qualifications, and are immediately available for active duty in the event of mobilization or PRC. RC members must be in a fully medically ready status at all times. The NRA must ensure that individual medical readiness requirements are completed on an annual basis as outlined in reference (i) and RESPERS M-1001.5, Navy Reserve Personnel Manual, of 22 November 2017.

b. In line with reference (d), activation and mobilization is a two-step process that effectuates the deployment of RC personnel in support of contingency operations. Activation involves all of the procedures within DoD that order the RC to active duty pursuant to the legal authority of reference (b). Mobilization actions are those taken after alert notification and order to active duty preparing RC units and individuals with the train-mobilize-deploy construct for sustained operational missions, emergent contingency operations, and service during national emergencies or time of war.

c. In line with reference (d), the decision to activate the RC forces will adhere to the judicious and prudent use principles outlined in reference (f). The DoD has outlined standard guidelines, procedures, and policy for activation, operational cycles, mobilization, and demobilization of the RC in references (d) and (f).

d. In line with reference (d), an alert notification may be authorized up to 24 months prior to the mobilization date. In line with reference (d), a minimum of 30 days' notification is required prior to involuntary mobilization to support emergent and recurring requirements unless flag officer waived and approved by SecDef. In line with reference (p), the SecDef has imposed a temporary requirement for a minimum of 120 days of notification except where approved by SecDef. When not further constrained, as in the case of reference (p), Navy policy requires a minimum of 60 days' notification prior to involuntary mobilization without a flag officer waiver. In line with reference (d), the DoD standard for mobilization order approval to mobilization date for recurring requirements is 180 days. Additional guidance on notification requirements is discussed in chapter 6.

e. The NRA will immediately notify RC Sailors of mobilization when the RC Sailor is identified and sourced to fill a mobilization manpower requirement. At that time, NRA will confirm member's address in NSIPS. Orders will be issued via NMCMPs. When the orders are

issued, the NRA will review the orders with the member and assist the member with all pre-deployment suitability screening requirements in line with reference (n) and chapter 4.

f. SELRES and VTU personnel report to their designated NRA for activation processing. The NRA should complete activation processing within 1 to 2 days after the RC Sailor reports to the NRA as directed in the orders.

g. Upon detachment from the NRA, SELRES and VTU personnel will report to the designated NMPS in their orders for mobilization processing. The NRA will make or assist the RC Sailors with transportation arrangements from their primary residence to the NRA and from the NRA to the designated NMPS location. Pre-trained individual manpower personnel, excluding members of the VTU, will not report to an NRA but will report directly to the NMPS for all pre-deployment processing requirements.

h. In line with reference (b), section 802, RC Sailors are subject to jurisdiction under the Uniform Code of Military Justice (UCMJ) effective on the date the members are ordered to report to active duty as specified in the orders. RC Sailors who fail to report on the date specified in the orders may be subject to disciplinary action for violation of the UCMJ, article 86 (Absence without Leave). If an RC Sailor fails to report as ordered, the NRA (or NMPS for pre-trained individual manpower personnel) will follow the guidance in reference (n).

i. The mobilization processing stage is conducted at the NMPS locations. Mobilization and demobilization processing is discussed in chapter 5.

j. COMNAVPERSCOM (PERS-9) conducts initial activation screening of non-drilling IRR members (members not in the VTU) to determine mobilization readiness. In addition, COMNAVPERSCOM (PERS-9) will:

(1) ensure non-VTU-IRR members ordered to active duty receive alert notification and mobilization orders;

(2) ensure NMCMPMS is updated for non-VTU-IRR members who have completed activation and report to the NMPS designated in the orders;

(3) evaluate non-VTU-IRR members claiming a qualification for delay or exemption at an SCB as covered in chapter 8; and

(4) forward the non-VTU-IRR member's personnel service (if available), medical, and dental records to the appropriate NMPS.

CHAPTER 3
AUGMENTATION PIPELINE

1. Introduction. This chapter provides a brief description of the augmentation pipeline that the majority of AC and RC IA personnel will transit through from pre-deployment to post-deployment. It provides guidance to assist the IA Sailor through each stage of the process.

2. Pre-deployment

a. All IAs, which includes RC personnel mobilized as part of an established commissioned unit, are required to complete pre-deployment suitability screening requirements upon receipt of deployment orders and prior to reporting to the NMPS. It is critical that members complete pre-deployment screening requirements in line with reference (n) in order to ascertain whether the member is suitable for deployment. Inadequate and improper screening causes undue hardship on members, imposes burdens on the NMPS and supporting commands, increases the number of fallouts in the process, and degrades the overall readiness of Sailors. Pre-trained individual manpower members, other than members of the VTU, will conduct pre-deployment suitability screening at the NMPS.

b. Upon receipt of deployment orders, the member must read the orders in their entirety and comply with all pre-deployment requirements specified therein. Members will be assisted by their parent command and the command IA coordinator with all pre-deployment suitability screening requirements. For the purposes of this instruction, the parent command of RC personnel will be the NRA. Suitability screening requirements must be completed in line with reference (n). The command IA coordinator will also provide support and assistance to the member and the member's family throughout the entire deployment. The command ombudsman, base chaplain, and the FFSC are also available to assist the family. Additional resources and information are available at the Navy IA Web site, www.ia.navy.mil, and the My Navy Portal Web site, <http://my.navy.mil/>.

c. The member will complete the mandatory requirements listed in the below subparagraphs 2c(1) through 2c(7) prior to departing their parent command or NRA, in addition to any other action items required by their orders.

(1) All applicable screening requirements listed in section I of NAVPERS 1300/22 Expeditionary Screening Checklist must be fully completed within 30 days of the date-time group (DTG) on the orders. Exceptions to the 30-day requirement are specifically addressed in NAVPERS 1300/22.

(2) All medical and dental screening requirements on the NAVMED 1300/4 must be fully completed within 30 days of the DTG on the orders. Medical suitability screening will be conducted in line with reference (h).

Note: NAVMED 1300/4, part II, will be signed by a medical provider (not a medical screener). NAVMED 1300/4 delineates certain items that are required to be completed nearer to the detachment date from the parent command (e.g., DD Form 2795 Pre-Deployment Health Assessment must be completed no earlier than 120 days of expected deployment date). Those items so annotated on NAVPERS 1300/22 must be completed within the designated time frame and prior to member's detachment from the parent command.

(3) DD Form 2807-1 must be completed in conjunction with NAVMED 1300/4.

(4) Any required AOR theater specific medical screening forms, NAVMED 1300/5 through NAVMED 1300/11 AOR theatre specific medical screening forms (listed individually in appendix C) must be completed within 30 days of the DTG on the orders.

(5) All medical screening requirements must be fully completed and any waiver requests must be submitted and fully adjudicated before the commanding officer (CO) or the CO's designee may sign and certify NAVPERS 1300/21 Medical Suitability Certification.

(6) In line with reference (h), DD Form 2795 must be completed no earlier than 120 days prior to the member's expected deployment date. DD Form 2795 must then be reviewed by a health care provider in a face-to-face interview with the member. The member must complete DD Form 2795 online via the Electronic Deployment Health Assessment Web site at <https://data.nmcphc.med.navy.mil/EDHA/login.aspx>.

(7) Complete all mandatory prerequisite training courses on My Navy Portal Navy eLearning Web site and print the certificates. The certificates must be hand carried by the member to the NMPS. The parent command or NOSC will verify that the certificates document completion of all required Navy eLearning courses and the NMPS will serve as the final verification check for training completion within the required timelines.

d. Members will immediately inform the parent command and command IA coordinator of any change in status that could affect the member's suitability for assignment.

e. Members must update the Navy Family Accountability and Assessment System (NFAAS) with current point of contact and family information. The member must list all points of contact in case of emergency.

Note: Members will provide a preferred point of contact in NFAAS by logging into NFAAS, selecting "MY INFO" tab, selecting "INDIVIDUAL AUGMENTEE," and then "EDIT IA Preferred Contact." Members will also provide desired family contact intervals in NFAAS (log into NFAAS, select "MY INFO" tab, select "INDIVIDUAL AUGMENTEE," and then "EDIT IA INFORMATION").

f. The FFSC is available to provide support services for the IA member's family throughout the deployment.

g. For RC members, the NRA activity will coordinate all member travel arrangements from the NRA to the NMPS. For AC members, the command IA coordinator will coordinate with their parent command to arrange transportation to the NMPS. Travel is arranged through the Navy passenger transportation office (NAVPTO) processing station or commercial travel office.

3. NMPS

a. Unless a waiver has been granted, all IA personnel must process through an NMPS prior to deployment and upon re-deployment. Waivers for AC IA personnel have been granted where those personnel served in theaters or at commands capable of completing their re-deployment processing requirements.

b. Members must report to the NMPS in the prescribed uniform of the day. Members will not report wearing flight suits, civilian clothes, coveralls, or physical training gear.

c. All members must bring the completed NAVPERS 1300/22, NAVMED 1300/4, DD Form 2807-1, DD Form 2795, NAVPERS 1300/21, and any required AOR theater-specific medical screening forms to the NMPS. Members must bring all required items listed on the NAVPERS 1300/22 and NAVMED 1300/4.

d. Members must bring all original orders (e.g., permanent change of station (PCS), mobilization, TEMADD, or TDY) to the NMPS. Orders for drilling RC Sailors must be endorsed at the NRA prior to detaching from the NRA to ensure an accurate date for pay and entitlements is established.

e. Pre-trained individual manpower members, other than those in the VTU, report directly to the NMPS from their home of record or place from which called or ordered to active duty. Pre-trained individual manpower members, other than those in the VTU, will not have completed the pre-deployment suitability screening requirements prior to reporting to the NMPS. These members will undergo pre-deployment suitability screening at the NMPS.

f. NMPS functions and processing are discussed in chapter 5.

g. If the CO, ECRC, determines a member being processed at the NMPS should not be released for transfer to the next intermediate stop on the orders itinerary due to a suspected violation of an offense under the UCMJ that may require disciplinary action, the ECRC CO will contact COMNAVPERSCOM immediately.

4. Training

a. All Navy IAs deployed to hostile environments in the assigned AOR for more than 30 days must meet theater entry requirements by attending Navy IA combat training or U.S. Army combat skills required training. The length and type of training required for each deploying member will vary depending on the requirements of the overseas contingency assignment. Additional training comments regarding funding and outfitting may be found in appendix E.

b. USFLTFORCOM (N1), in coordination with OPNAV (N312), is responsible for identifying personnel required to attend Navy IA combat training. COMNAVPERSCOM (PERS-46) schedules billets through the IA orders process. Commands sending Sailors temporarily to USNAVCENT AOR for more than 30 days should contact the theater Navy support unit at to determine if Navy IA combat training, or equivalent training, is required for the TEMADD location. COMNAVEXPDCMBTCOM and ECRC are responsible for IA training oversight.

c. Joint sourcing training and oversight missions (i.e., civil affairs, internment operations, etc.) include combat skills and technical mission specific training. Most RFF missions will fall under the joint sourcing training and oversight process. The CCDR determines the minimum training requirements and coordinates with USFLTFORCOM (N1), who coordinates with JS, USFLTFORCOM, and training providers to specify type of training, length, and location. Examples of non- Joint sourcing training and oversight missions may include provincial reconstruction teams, embedded training teams, and Guantanamo Bay. USFLTFORCOM (N1) determines training requirements for Navy personnel while ensuring these training requirements satisfy the minimum prescribed by the CCDR for the specific assignment.

d. Information about the various U.S. Army combat skills training sites, including transportation, berthing, and messing is available at the ECRC Web site, <http://www.ecrc.navy.mil>, and My Navy Portal Web site, <http://www.ia.navy.mil>.

e. Members attending Basic Combat Skills Course will be issued individual combat gear and equipment for the overseas assignment, in addition to any uniform items not issued at the NMPS.

f. Members will be issued the weapon(s) required by the operational assignment as specified in their orders at the pre-deployment training site. Prior to being issued a firearm or ammunition, all members must complete DD Form 2760 Qualification to Possess Firearms or Ammunition, even if the member is issued a firearm or ammunition only for training purposes.

g. ECRC has established LNO positions for pre-deployment training sites to provide direct assistance and support to Sailors. The LNOs act as the primary liaison between the training personnel and the Sailors participating in training.

h. Combat skills are perishable and U.S. and enemy tactics, techniques, and procedures (TTP) are constantly evolving. Therefore, COMUSFLTFORCOM and COMNAVEXPDCMBTCOM have determined that an IA must successfully complete Navy IA combat training within 90 days prior to each deployment unless deploying to a non-imminent danger pay area. Members who received more extensive combat skills training from a previous Operation Iraqi Freedom and Operation Enduring Freedom deployment must also attend Navy IA combat training as a combat skills refresher if there was a gap of 90 days or more between leaving and re-entering theater. An IA Sailor that attends Navy IA combat training but does not deploy within 90 days will be required to attend Navy IA combat training again to update combat skills training and review current enemy TTPs prior to deploying.

i. As Navy IA combat training has been determined to be the minimum training Navy Sailors need to succeed in these non-traditional Navy roles, approved attendance and 90-day update training waivers will be rarely granted. COMNAVEXPDCMBTCOM will act as the approval authority in coordination with USFLTFORCOM (N1) for all waiver requests. Submit waivers to COMNAVEXPDCMBTCOM, Training (N7) with specific justification for Navy IA combat training substitution.

j. Upon completion of Navy IA combat training or other required combat skills training, the next intermediate stop for all IAs and RC unit personnel is their ultimate duty assignment. The boots-on-ground period commences upon the member's arrival within the geographic AOR of the overseas duty assignment and ends when the member departs the AOR. The ultimate command should have a contact representative on site to meet the member at the final location of debarkation. The command representative will ensure the member is transported to the overseas duty location for check-in processing. Personnel assigned to the USCENTCOM AOR will process through the USNAVCENT forward (FWD) detachment.

5. Boots on Ground

a. Personnel attending Navy IA combat training, or other pre-deployment combat skills training, who will be deployed to the USCENTCOM AOR will process through reception, staging, onward movement, and integration (RSOI) at ECRC FWD detachment for administrative processing, accounting, and additional training if required. After RSOI processing is completed, IA members will be transported to their ultimate duty assignment.

b. While at their overseas assignment, IA Sailors receive support and assistance from the Navy IA support units established in theater. These units provide a Navy presence in a joint operational environment and assist IA Sailors with administrative and personnel requirements. In addition, the units provide reach-back capability to the IA Sailor's parent command and ECRC headquarters. Additional information on the Navy IA support units is located in the IA section on the My Navy Portal Web site, <http://www.ia.navy.mil>.

c. In line with reference (n), IA AC and RC personnel must complete DD Form 2796 Post Deployment Health Assessment (PDHA) online at their overseas duty assignment as close to the re-deployment date as possible, but not earlier than 30 days prior to the expected re-deployment date and not later than 30 days after re-deployment. RC personnel must complete DD Form 2796 before they are released from active duty. Members will complete DD Form 2796 online via the Electronic Deployment Health Assessment Web site:
<https://data.nmcphc.med.navy.mil/EDHA/login.aspx>.

d. RC personnel must contact their in-theater USNAVCENT FWD headquarters or Navy IA support unit to request assistance with demobilization or re-deployment no later than 60 days prior to projected departure. Demobilization orders are issued by COMNAVPERSCOM (PERS-46). RC personnel must have demobilization orders in hand in order to leave theater. AC personnel are not issued demobilization orders.

e. Members must obtain a theater release letter signed by an O6 or above in their chain of command to depart from theater.

f. Members must have in their possession a valid military common access card (CAC) that is not due to expire within 30 days of departure from theater.

g. Members should be issued departing Navy fitness reports and evaluations from their gaining command prior to departure from theater. Reference (q) provides further guidance.

h. Members must ensure all travel claims have been filed with the servicing in-country Navy IA support unit prior to departure from theater. The Warrior Transition Center does not process travel claims. If the member does not file travel claims while in-theater, the member will include these claims in the final travel claim upon return to the parent command or NOSC.

6. Re-deployment

a. Upon completion of the operational assignment (boots-on-ground phase), eligible IA Sailors re-deploy through a warrior transition program in line with DoD guidance and Navy policy. The warrior transition program provides Sailors an opportunity to decompress and to complete mandated administrative and medical requirements.

b. Members who are required to re-deploy through the Warrior Transition Center must contact their Navy IA support unit no later than 45 to 60 days prior to expiration of boots-on-ground deployment to obtain a quota from the Warrior Transition Center. The member's orders will indicate whether the member is required to re-deploy through the Warrior Transition Center. At least 75 days prior to expiration of boots-on-ground assignment, units will provide their quota requirements, transfer of authority timelines, turnover phasing plan, and potential departure issues to the servicing in-country Navy IA support unit.

c. The Warrior Transition Program for USCENTCOM includes, but is not limited to, the following out-processing action items in subparagraphs 6b(1) through 6b(3).

(1) Cleaning, inspection, and return of issued weapons via the Army loan weapons program.

(2) Return of combat gear and equipment, excluding gear that directly touches the skin.

(3) Attendance at various briefs, including warrior transition workshop, combat operational stress continuum self-Assessment in line with DoD Instruction 6490.05, Maintenance of Psychological Health in Military Operations, of 22 November 2011, customs briefs, and other administrative briefs.

d. Additional guidance on the Warrior Transition Program can be found at the Navy IA Web site located at: http://www.public.navy.mil/IA/Pages/R3_AC_ISTOP.aspx.

e. Prior to departing theater, members traveling on a military flight must process through DoD Customs. Members traveling on a commercial flight will process through U.S. Customs at the commercial airport.

f. Members who do not process through Warrior Transition Center or other designated re-deployment transition sites will re-deploy back to their parent command following their order itinerary. Members who did not return via Warrior Transition Center or another designated re-deployment transition sites and who need to return issued weapons and gear must contact ECRC, Supply (N4) directly to make arrangements for gear return. Members who fail to return issued Army gear and equipment will be financially liable.

g. Prior to departing theater, members will coordinate their return plans with their command IA coordinator and parent command in order to facilitate transportation (as required) and reunion events. Upon departure from the Warrior Transition Center, members will re-deploy via their parent command or the designated NMPS, as specified in their orders. Global support assignment officers will be assisted by the ECRC with PCS transfer support. NMPS re-deployment and demobilization processing is addressed in chapter 5.

7. Post-deployment

a. Members will complete DD Form 2900 Post Deployment Health Re-assessment (PDHRA) 90 to 180 days after returning from deployment in line with DoD Instruction 6490.03, Deployment Health, of 11 August 2006 and reference (j).

b. Members and their families may receive counseling and support services at the FFSC, if so desired.

c. Members and their families may participate in the RWW Program in line with reference (m). The RWW provides post-deployment support and reintegration programs to assist IA members and their families with post-deployment stress and reintegration issues. RWWs are a key component to the DoD Yellow Ribbon Reintegration Program.

CHAPTER 4
COMMAND RESPONSIBILITIES

1. Introduction

a. This chapter outlines the responsibilities of the parent commands, NOSCs, COMNAVEXPDCMBTCOM, and ECRC throughout the IA pre-deployment, deployment, re-deployment, and post-deployment process. Due to the importance of the command IA coordinator, the responsibilities of the command IA coordinator are detailed across all phases of the deployment cycle. This chapter also provides guidance for the gaining commands to which the IA member is attached during deployment.

b. The requirement to assign a command IA coordinator applies to all AC commands and commissioned RC units with a unit identification code (UIC). RC members who are individually mobilized (not part of a mobilizing RC unit), the parent command (e.g., the NOSC) must designate a command IA coordinator to support the RC member and his or her family. The NRA command IA coordinator will also support and assist the NRA full-time support and AC staff who may be deployed as IAs, along with their family members. For those IAs from non-standard units (e.g., joint commands, exchange tours, etc.), USFLTFORCOM as the IA executive agent will determine command IA coordinator responsibility. For a non-commissioned RC unit (which is mobilizing as a unit), command IA coordinator responsibilities will be handled by typical unit chain-of-command structure (command master chief, senior enlisted advisor, ombudsman, etc.), but, if desired, these units may also designate command IA coordinator(s).

c. The commands executing parent command responsibilities for IA support are designated below in subparagraphs 1c(1) through 1c(4).

(1) IAMM or OSA commands with a member on TEMADD or TDY orders in support of an IAMM or OSA assignment will retain parent command responsibility for the IAMM or OSA member and the member's family throughout the deployment.

(2) Global support assignment commands with a global support assignment officer that detaches will retain parent command responsibility for the departing global support assignment officer and the officer's family throughout the deployment until the officer reports to the next duty assignment pursuant to PCS orders.

(3) For RC personnel not mobilized as part of an established commissioned unit, the NRA from which the RC Sailor was mobilized will retain parent command responsibility throughout the entire period of deployment until the RC Sailor returns to the NRA.

(4) For RC personnel mobilized as part of an established commissioned unit, the commissioned Navy unit to which the RC Sailor is mobilized will assume all parent command

responsibilities for those RC Sailors and their families throughout the deployment utilizing the support structure within its operational chain of command.

d. It is the responsibility of the CO at the parent command or NOSC to ensure the IA Sailor is provided the required support and assistance to effectively execute the orders and successfully complete the deployment. The CO is also responsible for ensuring the IA Sailor's family receives support and assistance throughout the deployment cycle. Family support services are available via the command IA coordinator, command ombudsman, family readiness groups (FRG), FFSC, chaplains, and medical support personnel.

e. All processing sites (NRA, NMPS), training sites (Navy IA combat training, other combat skills training sites), intermediate commands, and supported commands will utilize the processing module of NCMCMPS to track and record all processing actions from start to finish. NCMCMPS must be updated to reflect detachment dates and dates of arrival at each intermediate and final activity. If processing delays occur, then processing sites and intermediate activities are responsible for updating NCMCMPS.

f. Pre-trained individual manpower members, other than those in the VTU, are not affiliated with an NRA and therefore will not have completed the pre-deployment suitability screening requirements prior to reporting to the NMPS. The NMPS will be responsible for ensuring these members complete the pre-deployment suitability screening requirements. COMNAVPERSCOM (PERS-9) will provide limited administrative support for pre-trained individual manpower members throughout the deployment cycle.

2. Command IA Coordinator

a. All Navy commands with members departing on IA assignments, currently on an IA assignment, or having returned from an IA assignment within the past 9 months will have a command IA coordinator designated in writing by the CO or officer in charge. Commands will designate at least one command IA coordinator in writing. Larger commands are encouraged to assign more than one command IA coordinator. The command IA coordinator is assigned by the CO's representative in NFAAS.

b. This requirement applies to all AC commands and commissioned RC units with a UIC. For other non-commissioned RC units, each NRA must designate a command IA coordinator to support mobilized RC Sailors and their families. The designated NRA command IA coordinator will also support and assist the NRA full-time support and AC staff deployed as an IA, as well as their family members. Non-commissioned RC units may, but are not required to, assign their own command IA coordinator.

c. The command IA coordinator will be E7 or above, preferably with IA experience. Civilian government employees in a position with sufficient authority may be assigned as a command IA coordinator if no suitable military member is available. The command IA

coordinator must complete training (available online via My Navy Portal Web site, <http://my.navy.mil/>), within 60 days of assignment. Assignments must be designated in writing by the parent command CO. Upon completion of approved training, the command IA coordinator will register in NFAAS. While not required, it is highly recommended that command leadership (e.g., CO, executive officer, command master chief) also complete the command IA coordinator training located on the My Navy Portal Web site, <http://my.navy.mil/>. Additional supplemental command IA coordinator training (while not mandatory) is recommended and includes:

(1) checklists, tips, and best practices for administering a command IA coordinator program available on the IA Web site at www.ia.navy.mil/; and

(2) NFAAS command IA coordinator training via Webinar offered twice monthly with no registration required. Schedule and log-in information is available on the NFAAS Web site under the “Online Training” section at <https://navyfamily.navy.mil/>.

d. The command IA coordinator is the command representative to the IA Sailor and their family and is the central point of contact for all IA issues, questions, and problems. The command IA coordinator is tasked with providing the IA Sailor assistance and support throughout the entire deployment cycle. The CO is responsible for ensuring the command IA coordinator fulfills all of the duty functions and responsibilities listed below in subparagraphs 2d(1) through 2d(29).

(1) Ensure the Sailor has been designated as an IA in NFAAS and that an IA file exists in NFAAS. The command IA coordinator will ensure that the IA Sailor’s NFAAS record accurately reflects the assigned command IA coordinator and all command IA coordinator contact with his or her assigned IA Sailor.

(2) Review the orders in their entirety with the member. Ensure the member understands the orders and complies with all pre-deployment requirements as set forth in the orders.

(3) Ensure DEERS and NFAAS information is current for the IA Sailor and family. Ensure the IA Sailor has provided family contact information for NFAAS and has chosen desired command IA coordinator and individual deployment support specialist to family contact intervals in NFAAS. Ensure that TRICARE information is current and for mobilizing RC members and ensure they are informed that they (and their families) are eligible for TRICARE benefits 180 days prior to the mobilization date.

(4) Advise, direct, and assist the member in completing all administrative, medical, training, and other requirements prior to departing the parent command.

(5) Provide assistance to the member in the completion of all pre-deployment suitability screening requirements as outlined in reference (n).

(6) Review NAVPERS 1300/22 with the member. Ensure the member completes all applicable requirements on NAVPERS 1300/22, section 1, within 30 days of the DTG on the orders. Continue to assist screened members with the requirements of section 2. After endorsing completion of section II, retain a copy of the completed checklists: NAVPERS 1300/22 and NAVMED 1300/4 for 2 years. Ensure member's personal information is protected in line with reference (r).

(7) Ensure the member completes NAVMED 1300/4 within 30 days of the DTG on the orders. Ensure DD Form 2807-1 is completed in conjunction with NAVMED 1300/4.

(a) NAVMED 1300/4 delineates certain items that are required to be completed nearer to the detachment date from the parent command (e.g., DD Form 2795 must be completed within 120 days of expected deployment date). Those items must be completed within the designated time frame and prior to the member's detachment from the parent command.

(b) Any 30-day medical screening requirements that cannot be completed within the 30-day time frame must be annotated on NAVMED 1300/4 with an estimated date of completion determined. Refer to subparagraph 4i for guidance on reporting suitability screening.

(c) Parts II and III of NAVMED 1300/4 are required to be completed by a medical and dental provider. Part I of NAVMED 1300/4 can be completed by a medical screener.

(8) Ensure DD Form 2795 is completed no earlier than 120 days prior to the member's expected deployment date in line with reference (n). The member will complete DD Form 2795 online via the Electronic Deployment Health Assessment Web site at <https://data.nmcphc.med.navy.mil/EDHA/login.aspx>. DD Form 2795 will then be reviewed by a health care provider in a face-to-face interview with the member.

(9) Ensure NAVPERS 1300/21 and the NAVPERS 1300/22 are reviewed and signed by the CO or the CO's designee prior to the member's detachment.

(a) NAVMED 1300/4 and any required theater-specific medical screening forms must be fully completed and all waiver requests fully adjudicated before the CO or designee may sign and certify NAVPERS 1300/21. Ensure copies of approved waivers (small arms waiver and medical waiver) are filed in the member's medical record.

Note: NAVPERS 1300/21 is not filed in the member's medical record.

(b) For cases where the CO is recommending the member as suitable for expeditionary assignment when either:

1. the member has a history of unsatisfactory or below standard performance (i.e., any mark below 3.0) in the last 2 years (see NAVPERS 1300/22, section 1, part 8, item (a)), or

2. the member has been subject to non-judicial punishment (NJP) or court-martial in the past 2 years (see NAVPERS 1300/22, section 1, part 7, item (e)).

(10) The command IA coordinator will liaison with the IA suitability screening coordinator at the MTF for medical suitability assistance in line with reference (h). The IA suitability screening coordinator at the MTF is the central medical screening point of contact. The IA suitability screening coordinator will ensure that all NAVMED and deployment health assessment forms documenting completion of screening requirements in support of NAVPERS 1300/22 are filed in the member's medical record. The IA suitability screening coordinator will ensure that the MTF has documented the appropriate medical entries into the Medical Readiness Reporting System (MRRS) as required by reference (h).

(11) Ensure the member's IA administrative and medical screening results and suitability determination are reported following the instructions found in NAVPERS 1300/22.

(a) For AC personnel: Commands must immediately notify USFLTFORCOM (N1) via the BSO or TYCOM of any non-qualifying issues based upon the 30-day screening requirement.

(b) For RC personnel: NRAs must notify COMNAVRESFORCOM (N35) of any non-qualifying issues based upon the 30-day screening requirement.

(c) Commands must provide information on whether the deficiency is an automatic disqualifier or may potentially disqualify the member from deployment. If the deficiency is not an automatic disqualifier, commands must report whether the deficiency is correctable, the estimated time frame to correct the deficiency, and whether the deficiency may prevent the timely deployment of the member.

(12) Maintain contact information on IA members and their families. Official contact information, including desired frequency of contact by family and dates of contact, will be logged and maintained in NFAAS. The command IA coordinator may choose to also maintain a separate contact database or spreadsheet to record contact information, however this additional record will not replace the use of NFAAS.

(13) Contact IA Sailors at least once monthly throughout the duration of deployment until completion of the IA assignment. Maintain contact with the IA Sailor's family at their desired periodicity of contact (e.g., weekly, monthly, every other month). The command IA coordinator will record all contacts in NFAAS.

(14) Ensure IA members and their family members update contact information in NFAAS and are briefed on the importance of updating information as circumstances change. Ensure the member provides contact information on the overseas duty assignment and provides updates each time he or she changes duty location.

(15) Provide the member and their family with contact information for the command ombudsman and the command's 24-hour emergency contact information (i.e., quarterdeck, duty office). Ensure the command ombudsman (if applicable) is aware of the IA's deployment and has contact information for the family members.

(16) Ensure the IA families are aware of command-endorsed FRG activities, as applicable. FRGs are discussed in OPNAVINST 1754.5C.

(17) Schedule the member and their family for IA-specific deployment briefings with FFSC and other pre-deployment briefings as required. RC Sailors will attend a deployment readiness training event prior to mobilization.

(18) Refer the member to the useful information and resources available for themselves and their family at the Military OneSource Web site, <http://www.militaryonesource.mil>.

(19) Ensure that any IAMM embedded alternate or auxiliary is notified of the IA assignment and completes all mandatory suitability screening requirements in line with reference (n).

(20) Liaise with the Navy region command IA coordinator to ensure an FFSC individual deployment support specialist is assigned to each IA family.

(21) Ensure each family that moves to a new location while the member is deployed is properly transferred to the destination FFSC individual deployment support specialist. The command IA coordinator will notify both the losing and gaining Navy region command IA coordinator of the family move and will coordinate with both for assignment of a new FFSC individual deployment support specialist. After a new FFSC individual deployment support specialist is assigned, the losing Navy region command IA coordinator will continue to liaise between the detaching and gaining FFSCs to ensure transfer of the family.

(22) Inform the chain of command of status of IA families in the case of extenuating circumstances (decommissioning of unit, etc.) that may prevent the command from executing IA family support responsibilities.

(23) Ensure that IA families are adequately supported by the detachment that remains in port if the command deploys. If no such element exists, inform the immediate superior in command (ISIC) of the situation and request assistance. Ensure positive hand-off of the IA family to the designated command to provide support during absence of the parent command.

(24) In the event of an order to evacuate due to a natural disaster, the parent command will execute accounting and evacuation orders for IA families in coordination with their Navy region command.

(25) Provide proactive support to the IA and their family during the boots-on-ground phase to resolve issues (e.g., professional support, personal support, career management, assistance with dependent identification cards, etc.). Provide parent command leadership routine status updates.

(26) Include IA families in appropriate command functions.

(27) Coordinate welcome home or reunion events with IA Sailor. Not less than 30 days prior to IA departure from theater, the command IA coordinator will coordinate with the IA, command, and family to determine IA arrival information, leave intentions, and reunion event plans (e.g., airport meet and greet, recognition at unit quarters, awards presentation, plan of the month notes, command picnic or function etc.). To the maximum extent practicable, command-sponsored reunion events should include the IA Sailor's family members.

(a) The importance of the command IA coordinator responsibility to coordinate and execute IA, command, and family reunion events cannot be overstated, as failure to conduct appropriate reunion events often correlates with the failed reintegration of the returning IA into the Navy family.

(b) COs will (at a minimum) ensure the following IA Sailor reunion events are provided: command greeting at arrival airport or transportation hub (unless explicitly declined by IA) to include providing transportation (if desired by IA), recognition of IA (and family if practicable) at a command event (e.g., quarters, picnic, breakfast, etc.), and recognition of IA in official communications (e.g., plan of the month, command quarters, etc.)

(c) Responsibility for ensuring execution of minimum reunion events for mobilized RC members rests with the NRA unless delegated to the returning IA's reserve unit. Responsibility for execution of reunion events for mobilized RC IRR members (who do not process through an NRA) rests with the appropriate RCC. For AC IAMMs, the parent command maintains responsibility for execution of reunion events. For AC global support assignments, ECRC will be responsible for execution of reunion events if the returning IA will remain attached to ECRC for at least 1 month prior to transfer. ECRC will coordinate transfer of reunion event responsibility with the follow-on parent command for those IAs transferring within 1 month of return from theater. As OSA Sailors return to their parent command for 60 days after their IA tour, responsibility for execution of reunion events for AC OSAs remains with their parent command.

(d) In the event that the responsible parent command is deployed, the command will coordinate with ISIC to appropriately transfer reunion event execution responsibility. For those

RC Sailors who do not return to their parent command for some time after NOSC processing (e.g., authorized absence), the NOSC and Reserve parent command will still be responsible for conducting reunion events upon the Sailors return to drilling status. In all cases, reunion event execution will be conducted within 1 month of the IA reporting or returning to the responsible command.

(28) In line with reference (j), ensure DD Form 2900 is completed within 90 to 180 days from the departure from theater date. Commands will ensure re-deploying IAs are afforded time to resolve any outstanding medical issues or referrals from their IA deployment (e.g., PDHA or PDHRA referrals). Medical assistance with navigating the health care system is available 24 hours a day via the Navy 311 system (1-855-NAVY-311) and also via e-mail from the resource referral tracking manager at NMPS_ReferralManager@navy.mil. RC members should contact their NRA medical department for medical assistance and guidance.

(29) Continue to track and assist the IA for 9 months after return from deployment. If the IA transfers within the 9-month period, the command IA coordinator will coordinate with the gaining command's command IA coordinator to effect turnover. The gaining command IA coordinator will pull the NFAAS IA record into the gaining command's UIC within 10 working days. If the IA Sailor separates or retires within the 9-month window following re-deployment, the command IA coordinator will ensure the PDHRA is completed (if required as in line with reference (n)) with the separation or retirement physical. Upon separation, retirement, or the completion of 9-month window following re-deployment, the command IA coordinator will close out the record in NFAAS.

3. Pre-deployment Phase

a. During the pre-deployment stage, parent commands or NRAs must ensure all IAs under their cognizance complete all pre-deployment suitability screening requirements in line with reference (n) and as outlined in subparagraphs 3b through 3d within 30 days of the DTG on the orders. The command IA coordinator, as the parent command or NRA representative, must ensure that the IA Sailor is expeditiously and thoroughly screened to determine suitability for deployment. The command IA coordinator must ensure the IA Sailor complies with all pre-deployment requirements as directed in the orders. Non-adherence to proper screening is costly to the Navy and may be devastating to the mission when IA Sailor fall-outs result in short-notice, rip-to-fill replacements, and gaps in overseas contingency operational assignments.

b. NAVPERS 1300/22 is the screening and preparation tool utilized to ensure the IA member has met all administrative requirements prior to deployment. Parent commands and NRAs must ensure members bring the completed NAVPERS 1300/22, NAVMED 1300/4, DD Form 2807-1, DD Form 2795, NAVPERS 1300/21, any required AOR theater-specific medical screening forms, and all required items listed on the NAVPERS 1300/22 and NAVMED 1300/4 to the NMPS.

c. The NRA must ensure that the requirements listed in subparagraphs 3c(1) through 3c(9) are completed for RC members under their cognizance prior to detachment and transfer to the NMPS.

(1) Endorse the orders on the date the SELRES and VTU members report to their designated NRA. SELRES and VTU members must report to the designated NRA by the report date specified in their orders unless a delay is granted by the NRA CO as annotated in chapter 8. Reporting delays during sustainment phase should not be required if the member is afforded proper advance notification.

(2) Ensure the RC Sailor receives a copy of the endorsed orders. Ensure the RC Sailor understands reporting procedures to all intermediate activities in transit to the ultimate gaining command and upon re-deployment and demobilization.

(3) Create a retain file for each reservist. The retain file should include a copy of the endorsed orders, a copy of all completed suitability screening checklists required by reference (n), a copy of any SCB determinations (if applicable), a copy of the SGLV-8286 Servicemembers' Group Life Insurance Election and Certificate, and a copy of NAVPERS 1070/602 Dependency Application. The NRA will ensure the retain file is kept in a secure location, protected and safeguarded in line with reference (r).

(4) If the member requests a delay, deferment, or exemption, refer to chapter 8 for procedural guidance.

(5) Screen members to ensure they have not been involuntarily mobilized within their dwell time. Chapter 6 discusses dwell time policy.

(6) All mobilized RC Sailors will receive a detachment evaluation or fitness report, except those RC Sailors who will continue to be an integral part of their Navy Reserve unit after mobilization under the same CO. NRA COs should consult reference (q) for further guidance.

(7) Ensure members are aware of their eligibility for pre-activation TRICARE benefits. Pursuant to reference (b), section 1074, RC Sailors who are issued delayed-effective-date active duty orders for more than 30 days in support of contingency operations may qualify for TRICARE benefits beginning on the later of:

(a) the date of issuance of the active duty orders, or

(b) 180 days before the date the member is required to report for active duty pursuant to the orders.

(8) Update the individual mobilization status code in NSIPS.

(9) Utilize the member processing module in NCMCMPS to enter data on all activation processing actions completed at the NRA. Update NCMCMPS to reflect the date the member reported to the NRA and the date the member detaches to report to the NMPS.

d. AC parent commands must immediately notify USFLTFORCOM (N1) via the BSO or TYCOM of any member found unsuitable or disqualified from deployment. For RC members under their cognizance, NRAs will notify COMNAVRESFORCOM (N35).

e. Upon the IA's detachment from the parent command or NRA, AC, SELRES, and VTU personnel will transit through the designated NMPS as specified in their orders for further pre-deployment screening. Pre-trained individual manpower members, other than those in the VTU, will report directly to the NMPS for pre-deployment suitability screening. NMPS processing is discussed in chapter 5.

f. During all deployment stages, ECRC will track all IA missions (billets, orders, and training tracks), other than mobilized commissioned reserve units, in coordination with COMNAVEXPDCMBTCOM and USFLTFORCOM (N1).

4. Training Phase

a. After completion of pre-deployment screening at the NMPS, all IAs and TEMADD personnel deployed to hostile environments in the USCENTCOM and USAFRICOM AORs for more than 30 days must attend U.S. Army combat skills training at Navy IA combat training or other Joint sourcing training and oversight equivalent training. The training phase and Navy IA combat training are discussed in chapter 3.

b. During the training phase, the parent command or NRA will:

(1) monitor and maintain up-to-date IA Sailor and family information in NFAAS;

(2) ensure contact is made at the IA Sailor's desired periodicity (minimum monthly) with IA Sailors and their families and coordinate any required action for issue resolution; and

(3) for IAMM, OSA, and RC mobilization IA Sailors, maintain role of government travel charge card (GTCC) agency program coordinator (APC) and administrative responsibility for security clearances (GTCC APC and administrative responsibilities for global support assignment IAs are maintained by ECRC as described below in subparagraph 4c(8)).

c. During the training phase, ECRC responsibilities are as listed in the following subparagraphs 4c(1) through 4c(8).

(1) Ensure all IA Sailors are outfitted and equipped for their assigned mission following USFLTFORCOM policy and as specified in their orders. No deviations are authorized until validated by COMUSFLTFORCOM and in-theater commands and units.

(2) Ensure all IA Sailors receive the proper combat skills training previously coordinated with the U.S. Army Forces Command.

(3) Ensure IA Sailors train and deploy with the correct weapon(s) following COMUSFLTFORCOM policy. Weapons issue will be coordinated by COMUSFLTFORCOM and ECRC with individual training sites.

(4) Establish LNO positions to provide administrative support for IA Sailors and to liaise with U.S. Army training cadre.

(5) Coordinate pre-trained individual manpower training for IA Sailors to cover the training phase of deployment.

(6) Coordinate, submit, and track IA Sailor travel claims from post-NMPS processing to deployment into theater.

(7) Provide IA Sailor with ECRC hotline information as well as points of contact for in-theater Navy support.

(8) For global support assignment officers only: ECRC assumes role of GTCC APC and administrative responsibility for security clearances upon completion of NMPS processing.

5. Boots-on-Ground Phase

a. During the boots-on-ground phase, the parent command or NRA will:

(1) monitor and maintain Sailor and family information in NFAAS, and

(2) ensure monthly contact is made with IA Sailors and families and coordinate any required action for issue resolution.

b. During the boots-on-ground phase, ECRC will:

(1) provide reach-back support to IA Sailors for routine and emergent issues;

(2) provide assistance with deployment pay, housing, medical, and legal support;

(3) assist parent commands or NRAs in conducting NFAAS personnel accounting of IA Sailors and their families during a disaster or personnel accounting event;

(4) assist parent command or NRA by maintaining a communication channel for IA families and coordinate immediate assistance as required for emergencies; and

(5) assist parent command or NRA by advising them of available resources and the appropriate point of contact to resolve IA family issues for IA Sailors.

6. Re-deployment Phase

a. During the re-deployment phase, the parent command or NRA responsibilities are as included below in subparagraphs 6a(1) through 6a(5).

(1) Ensure command return, reunion, and reintegration program is in place to support re-deploying IA Sailors.

(2) Coordinate planning and conduct mandatory reunion events as described in subparagraph 2d(27) (airport meet-and-greet, IA recognition at command functions and in official communication).

(3) Ensure the member is educated concerning the opportunity to attend an RWW event with their family. Provide funding (or assist member in obtaining funding from USFLTFORCOM) and coordinate schedule to enable member to attend an RWW event.

(4) Ensure completion of DD Form 2796 to include any required medical follow-up and data entry into MRRS.

(5) Parent command will ensure DD Form 2900 is completed between 90 to 180 days after the member returns from deployment in line with reference (n). Ensure any required medical follow-up is completed and results are entered into MRRS.

b. During the re-deployment phase for global support assignment officers, ECRC, as the parent command, will:

(1) provide PCS transfer support, and

(2) ensure completion of DD Form 2796 prior to PCS transfer.

c. Once the global support assignment officer transfers PCS, the new duty station parent command is responsible for ensuring DD Form 2900 is completed.

d. COMNAVPERSCOM (PERS-95) is responsible for ensuring pre-trained individual manpower personnel, other than those in the VTU, complete DD Form 2900. The NRA is responsible for ensuring SELRES and VTU personnel complete DD Form 2900.

7. Legal and Disciplinary Issues

a. IA members are subject to disciplinary proceedings under the UCMJ for offenses committed while on deployment, during transit, and at intermediate stops. The command to which the member is attached will consult with the staff judge advocate (SJA) in the chain of command to determine the proper NJP authority or courts-martial convening authority with jurisdiction. Commands must notify COMNAVPERSCOM, Active Duty Contingency Augmentation (global support assignment, OSA, and IAMM) (PERS-463) of any pending legal action involving AC IA members.

b. In line with reference (b), section 802, RC IA members on active duty are subject to UCMJ jurisdiction. RC members under investigation or pending disciplinary action pursuant to reference (b), sections 801 through 935, may be retained or extended on active duty without the member's consent, provided that the alleged offense was committed while the member was in active duty status and the command has taken action with intent for a trial by court-martial (Manual for Courts-Martial, article 2(a)(1), and Rules for Courts-Martial, rule 202(c)). The member's orders will be modified by COMNAVPERSCOM (PERS-46) to reflect the proper authority for retention due to legal proceedings, reference (b), section 802, in such circumstances.

c. NJP may be imposed on an RC Sailor within the term of service of the mobilization orders in effect at the time the offense was committed. However, an RC Sailor may not be retained or extended on active duty beyond that term of service solely to impose NJP. Consult reference (n) for further guidance.

d. Supported commands must contact the ECRC SJA of any pending or potential military justice issue or investigation involving RC IA Sailors that may result in disciplinary action. Supported commands must consult with the ECRC SJA prior to any decision or action to demobilize the RC IA Sailor. Supported commands must also notify the member's NRA, COMNAVRESFORCOM (N35), and COMNAVPERSCOM (PERS-46) via e-mail (nesa@navy.mil) of any pending legal action involving RC IA Sailors.

e. In line with reference (b), section 802(d), and the Manual for the Judge Advocate General, section 0123(e), an RC member who is demobilized or released from active duty remains subject to jurisdiction under the UCMJ for any offenses committed during the period of active duty and may thereafter be involuntarily ordered to active duty for disciplinary action. Consult COMNAVRESFORCOM, Force Judge Advocate, and reference (n), for specific guidance.

f. The RLSO will be primarily responsible for supplying legal assistance support (wills, powers of attorney, etc.) for all Sailors being processed at an NMPS, or assigned to ECRC-NMPS as staff, in their region. ECRC may augment this support to the extent it has a sufficient Navy Judge Advocate General (JAG) Corps officer or legalmen personnel on hand to do so.

g. The cognizant RLSO, in conjunction with ECRC or COMNAVEXPDCMBTCOM legal staffs, will also provide court-martial support for all ECRC-NMPS court-martial cases, in consultation with the ECRC SJA. The cognizant region commander may exercise general-court martial convening authority over any ECRC-NMPS cases where such jurisdiction is deemed appropriate by ECRC-NMPS or COMNAVEXPDCMBTCOM.

h. In the event that ECRC does have an SJA billet assigned to it, all references to the "ECRC SJA" will be read as meaning "COMNAVEXPDCMBTCOM SJA," as COMNAVEXPDCMBTCOM will assume command services related legal support duties for ECRC and its subordinate elements in the event of such circumstances.

8. Supported Command Requirements

a. The supported or gaining command will endorse the member's orders and update NCMCMPS via BUPERS Online when the member reports to and detaches from the command.

b. When a member detaches (e.g., mission accomplishment, interim transfer, combat casualty, combat fatality), the member's Navy IA support unit must make the appropriate entries into NCMCMPS, detailing the member's interim assignments, reason for detachment, and ultimate destination (e.g., NMPS, Warrior Transition Center, legal, hospital, etc.). The Navy support unit should also list the member's travel information in NCMCMPS. In addition, the command should endorse the member's orders, reflecting the date of release and command point of contact e-mail address and telephone number.

c. Supported commands must ensure RC Sailors detach on the date of release specified in the demobilization orders.

d. Supported commands must complete detaching fitness and evaluation reports prior to releasing IA members from the command. Members should be provided a copy of the completed and signed fitness or evaluation report upon detachment. Commands should either issue awards to the member prior to departure or submit documentation for awards with copy provided to the member. SECNAVINST 1650.1H provides information on Navy campaign medals and personal awards.

e. The supported command must document all TEMADD or TDY assignments executed beyond those detailed in the orders. Commands should use NAVPERS 1070/605 History of Assignments to document specific location of assignment by region, country, period of assignment, and operations supported.

f. The supported command must ensure the member has medical and dental records in hand prior to releasing member to the next intermediate duty station upon re-deployment.

CHAPTER 5
NMPS

1. Overview

a. The NMPS is the central naval activity and the quality assurance checkpoint tasked to ensure AC and RC members in receipt of IA orders or active duty for special work (ADSW) orders are properly screened for the assignment. Parent commands, including NRAs, are responsible for ensuring that members under their cognizance in receipt of deployment orders have completed all mandatory pre-deployment suitability screening requirements in line with reference (n) prior to transfer to the NMPS.

b. The NMPS also serves to ensure that re-deployment and demobilization administrative and medical processing requirements are completed prior to releasing the member to the parent command or NRA upon completion of the operational assignment.

c. All IA Sailors must process through the NMPS location designated in their orders.

d. The current primary NMPS location site is Norfolk (active). Secondary NMPS location sites are: San Diego (inactive), Gulfport (inactive), and Port Hueneme (inactive). Secondary sites include a processing site at Camp Lejeune which processes Navy personnel assigned to USMC or USMC support units, as well as DoD civilians and contractors. COMNAVEXPDCMBTCOM, as the local area coordinator for mobilization, is responsible for determining the location of the primary site and the establishment or disestablishment of any additional sites. All processing sites report directly to the ECRC CO.

e. At times of crisis or large scale contingency operations, NMPS staff may require additional manpower to meet increased workload demands. In such situations, a designated Navy Reserve unit is available to provide additional manpower support. These reserve units, assigned to ECRC, are manned by SELRES personnel. The NMPS staff may be augmented by mobilized RC Sailors or RC Sailors on annual training, active duty for training, inactive duty training, or ADSW. The NMPS may also be augmented by SELRES not attached to the mobilization detachment units.

2. Command and Control Responsibilities. Several commands support and contribute to the successful execution of the ECRC NMPS mission including CNO (N1), Commandant of the Marine Corps, BUMED, CNIC, COMNAVPERSCOM and COMNAVEXPDCMBTCOM. The principal levels of command and control in support of the NMPS mission are included below in subparagraphs 2a through 2e.

a. CNO (N1) is responsible for the overall management of augmentation processes, to include all IA deployment and re-deployment processing and activation, deactivation,

mobilization, and demobilization of RC personnel. CNO (N1) will ensure that these personnel processing functions meet the defined, validated, and integrated requirements of SecDef, CNO, and the CCMD.

b. CNIC is responsible for providing the local area coordinators for mobilization the necessary base facilities support and services to the NMPS for all pre-deployment and re-deployment processing requirements. In addition, CNIC provides IA fleet and family support to AC and RC personnel processing through the NMPS.

c. COMNAVPERSCOM (PERS-46)

(1) Responsible for the revision and update of NAVPERS 1300/22 and NAVPERS 1300/21 following established personnel policy and CCMD requirements.

(2) Provides guidance on the interpretation and application of NAVPERS 1300/22 and NAVPERS 1300/21. Proposed revisions must be forwarded to COMNAVPERSCOM (PERS-46) for staffing.

(3) Manages throughput levels at each NMPS location and is the final authority on the determination of the appropriate NMPS location for processing of all AC and RC personnel and RC units.

(4) Monitors and maintains statistical data on throughput levels at all NMPS locations.

d. The local area coordinator for mobilization will be the COMNAVEXPDCMBTCOM, or a flag officer subordinate to COMNAVEXPDCMBTCOM and designated in writing, to act as local area coordinator for mobilization by direction. The local area coordinator for mobilization coordinates with CNIC to ensure the necessary base facilities support and services are provided to execute all deployment, re-deployment, and demobilization processing requirements.

e. The ECRC CO is responsible to the local area coordinator for mobilization for the expeditious and efficient deployment and re-deployment processing of all personnel who report to the NMPS. The ECRC CO will have command authority over ECRC staff assigned to the NMPS mission, and:

(1) maintains sole authority for management and oversight of augmentation manpower support provided by mobilized RC Sailors for NMPS locations;

(2) publishes policy for the processing of AC and RC personnel through the NMPS;

(3) is responsible for the review, staffing, and final determination of proposed policy changes to personnel processing requirements executed at the NMPS;

(4) is the single process owner to ensure that policy and processing requirements are properly and expeditiously executed at the NMPS via the local area coordinators for mobilization, consistent with this instruction; and

(5) ensures that pre-deployment briefs and post-deployment briefs provided by base facilities and commands that support the NMPS processing functions are standardized to the maximum extent practicable.

3. Local Area Coordinator for Mobilization Responsibilities. U.S. Navy local area coordinator for mobilization, COMNAVEXPDCMBTCOM, (through USFLTFORCOM) and USMC local area coordinator for mobilization (through Headquarters Marine Corps) report to CNO (N1) on the execution of Navy manpower mobilization and augmentation processing. Local area coordinators for mobilization exercise command authority over all AC and RC personnel attached to the NMPS. Specifically, local area coordinators for mobilization will:

a. coordinate and manage all shore infrastructure, activities, and functions that support Navy personnel augmentation processing requirements at the NMPS;

b. coordinate with CNIC to ensure support services are provided to the NMPS from the appropriate base facilities and commands (e.g., chaplain, FFSC, medical, legal, etc.) that are necessary to meet the mandated pre-deployment, re-deployment, and ADSW processing requirements;

c. develop, maintain, and update the NMPS manpower mobilization support plan, and submit to CNO (N1), via COMUSFLTFORCOM or Headquarters Marine Corps, and in coordination with COMNAVPERSCOM (PERS-46) and COMNAVRESFORCOM Operations (N3) as required;

d. ensure that peacetime exercises generate realistic challenges to test and refine the processes at the NMPS (e.g., manpower processing capabilities are adequate to meet projected war or contingency needs);

e. participate in national mobilization exercises as directed by the local area coordinator for mobilization or higher authority, and coordinate with COMUSFLTFORCOM to resolve national mobilization policy issues; and

f. exercise general court-martial convening authority over all military members being processed at NMPS (note that this does not include RC Sailors in a MedHold status).

4. Pre-deployment Processing Guidelines

a. Members are required to report to the NMPS location designated in their orders. Members must report to the NMPS on the date specified in their orders. Any member who fails to report as ordered may be subject to disciplinary action under the UCMJ.

b. COMNAVPERSCOM (PERS-46) coordinates with USFLTFORCOM (N1) for NMPS quota control and assigns the specific NMPS location for each member to ensure maximum capacity at each NMPS is not exceeded. Therefore, requests for change to an alternative NMPS are discouraged and will not normally be approved.

c. Personnel must be in the prescribed uniform of the day when reporting to the NMPS. Additional guidance for reporting personnel can be found on the Navy IA Web site, www.ia.navy.mil.

d. NMPS will endorse each member's orders upon arrival. If the ECRC is co-located with the NMPS, the ECRC will also endorse global support assignment orders. Personnel processing through the NMPS are attached to the NMPS under the cognizance of the ECRC CO until officially released for transfer to the next duty station as specified in their orders.

e. The NMPS will ensure that all deploying personnel are properly screened utilizing the administrative and medical screening checklists listed in reference (n). The NMPS will target processing each member within 5 days from the time the member officially reports to the NMPS. However, certain specific reserve units or individuals may require expedited processing in order to meet immediate CCMD requirements.

f. Upon reporting to the NMPS, SELRES and VTU personnel may have medical or administrative items pending completion if the required facilities and services were not available in the geographic area of the NRA. The NMPS will ensure that these pending items are completed during the pre-deployment screening process prior to detachment of the member to the next intermediate stop in the orders itinerary.

g. Pre-trained individual manpower personnel, excluding members of the VTU, activated to support contingency operations report directly to the NMPS for mobilization processing. Therefore, pre-trained individual manpower personnel will not have completed the pre-deployment suitability screening requirements prior to reporting to the NMPS. The NMPS is responsible for ensuring pre-trained individual manpower personnel complete all suitability screening requirements in line with reference (n). COMNAVPERSCOM (PERS-9) is responsible for ensuring medical and dental records are obtained from the appropriate record holder and forwarded to the NMPS. The NMPS processing time is expected to take longer for pre-trained individual manpower personnel due to additional processing needs.

h. The NMPS will create a retain file on all personnel who process through the NMPS. The retain file should include a copy of the member's endorsed orders, copy of the NAVPERS 1300/22, NAVMED 1300/4, and other theater specific medical screening forms (NAVMED 1300/5 through NAVMED 1300/11), NMPS internal processing checklist, contact information for the member's family, contact information for the member's command IA coordinator, contact information at member's overseas duty station, if known, and any SCB determinations. The retain file may include any other pertinent information that may assist the NMPS with tracking personnel and determined useful as a resource tool upon the member's re-deployment through the NMPS. The NMPS will ensure the retain file is kept in a secure location, protected and safeguarded in line with reference (r).

i. The NMPS infrastructure works to ensure that all pre-deployment suitability screening requirements are properly completed. Any discrepancies or disqualifying responses on the suitability screening checklists must be resolved and the member must be found suitable for deployment before the member is eligible for transfer to the next duty station.

j. The NMPS infrastructure supports all augmentation pre-deployment screening and re-deployment processing requirements at function-specific processing stations under the authority of the local area coordinator for mobilization. These processing stations are located on the military base that supports the NMPS. These processing stations include, but are not limited to, those in the following subparagraphs 4j(1) through 4j(6).

(1) Personnel Support Detachment (PERSUPPDET) Processing Station. The designated NMPS PERSUPPDET provides centralized pay and personnel administrative support. The PERSUPPDET ensures that all personnel and administrative documents and systems are updated and all entitlements are established, including pay and allowances. In addition, the PERSUPPDET:

(a) ensures that mobilized RC Sailors are properly gained to active duty and the active duty pay is established within the Master Military Pay Account (MMPA);

(b) assists members with travel claims that must be filed for travel from the parent command or NRA to the NMPS and upon re-deployment, from the detaching command to the NMPS; and

(c) processes demobilized reservists by preparing and issuing the DD Form 214 Certificate of Release or Discharge From Active Duty in line with reference (s), and ensures strength loss data is entered and disestablishes the active duty MMPA at the end of the order period (includes any leave and respite absence).

(2) Medical and Dental Processing Station. In addition to credentialed providers assigned to the NMPS staff, MTFs, to include military hospitals and clinics, conduct medical and dental screening in support of the NMPS. The NMPS credentialed providers, in conjunction

with the supporting MTF, hospital, or clinic, will ensure that all members in receipt of deployment orders are properly screened for operational assignment in line with reference (h). Reference (h) provides guidance to NMPS providers and MTFs concerning the medical and dental screening, required forms, and medical waiver process. In line with reference (h), MTFs utilize the MRRS and the dental common access system to properly record medical and dental suitability status. The MTFs also provide medical support services for members re-deploying and demobilizing through the NMPS.

(3) Supply Processing Station. ECRC will ensure the outfitting of mission specific uniform and ancillary uniform items required for deployment. Members will also receive OCIE as well as rapid field initiative survivability gear at the Navy IA combat training or at their assigned U.S. Army training installation site.

(4) NAVPTO. NAVPTO arranges travel for personnel to the next intermediate stop on their orders itinerary.

(5) RLSO. The RLSO ensures personnel receive support for wills, powers of attorney, and other legal matters incident to deployment. In addition, the RLSO will ensure personnel are briefed on the legal entitlements and protections under the Servicemen's Civil Relief Act and ensure RC Sailors understand their rights under the Uniformed Services Employment and Reemployment Rights Act.

(6) FFSC Processing Station. FFSCs ensure members receive pre-deployment briefs, information and resources on services, and programs available to members and their family throughout the deployment. FFSC is responsible for providing transition goals, plans, success (Transition GPS) quotas for attached demobilizing SELRES as required by Veterans Opportunity to Work Act of 2011. The FFSC will also provide support services for members who re-deploy or demobilize through the NMPS as needed.

k. To further assist members with the suitability screening process and support requirements, the NMPS will incorporate pre-deployment briefs from supporting base commands and processing stations into the NMPS processing agenda (e.g., RLSO, PERSUPPDET, FFSC, etc.).

l. NMPS will utilize the processing module in NCMCMPS to enter data to track and update processing actions for AC and RC personnel throughout all stages of the pre-deployment and re-deployment screening process.

m. Once a member has arrived at NMPS, the ECRC CO evaluates whether a member is medically or administratively unsuitable for deployment. Members who are found unsuitable for deployment based upon an irreconcilable discrepancy on the NAVPERS 1300/22 or based upon a disqualifying medical or dental condition as determined via the NAVMED 1300/4 process will

not be deployed. In the event a disqualified member disagrees with the unsuitability determination made by the ECRC CO, the member may request reconsideration from the local area coordinator for mobilization.

(1) If further medical evaluation is required before member is cleared for deployment, NMPS will place member's status in NMCMPMS to medical holdover. If a member is found medically unfit or medically disqualified from deployment, NMPS will place member in a de-screened for medical reasons status. If a member is missing any medical or dental requirements (e.g., immunizations), NMPS will place member's status in NMCMPMS to medical requirements are missing.

(2) For members with administrative issues pending (e.g., security clearance), NMPS will place member in an administrative delay status in NMCMPMS. If a member is found administratively disqualified, NMPS will place member in a de-screened for administrative reasons status in NMCMPMS.

(3) IAMM and OSA Sailors found unsuitable for deployment will be returned to their parent command. Global support assignment Sailors will be returned to the ECRC to PCS to their next duty station. RC Sailors will be returned to the NRA. Medical conditions that resulted in the unsuitability determination will be documented and further evaluation will be completed at the MTF supporting the parent command as appropriate.

(4) ECRC Operations (N3) will immediately notify USFLTFORCOM (N1) of any member disqualified for any reason. USFLTFORCOM (N1) will determine impact to mission, possibly re-resource the requirement or start process to activate the auxiliary nominee and mitigate gaps in mission. USFLTFORCOM (N1) will notify and advise COMNAVPERSCOM (PERS-46) to issue orders for modification, cancellation, termination, or demobilization.

5. Re-deployment Processing Guidelines

a. The re-deployment processing guidelines within this section apply to all AC and RC personnel who process through NMPS upon re-deployment or demobilization. Paragraphs 6 and 7 of this chapter discuss additional procedures required for demobilization and deactivation of RC personnel.

b. COMNAVPERSCOM (PERS-46) will make every effort to re-deploy members through the NMPS location closest to the member's parent command.

c. All members re-deploying or demobilizing through the NMPS must report in the proper military uniform (e.g., desert camouflage uniform, battle dress uniform, etc.). Members are not authorized to report in civilian clothes.

d. Members who did not return issued weapons, gear, and equipment at the Warrior Transition Center or other designated re-deployment transition sites will return weapons, gear, and equipment at the outfitting location (e.g., ECRC) in their orders.

e. Upon reporting for re-deployment processing, the NMPS will ensure that the member's orders are properly endorsed.

f. Records pertaining to re-deployment and demobilization processing will be placed in the member's already-established personnel retain file, to be maintained by the NMPS.

g. The NMPS will ensure members complete DD Form 2796 in line with reference (n). DD Form 2796 must be reviewed with the member in a face-to-face interview with a health care provider at the NMPS. A copy of the DD Form 2796 will be placed in the member's medical record and the results recorded in MRRS. DoD Instruction 6490.03, Deployment Health, of 11 August 2006 and OPNAVINST 6100.3A provide guidance.

h. In line with reference (n), AC personnel who identify medical issues on the DD Form 2796 will receive appropriate documentation locally at the NMPS for referral and treatment at their supporting MTF upon return to their parent command. RC personnel who identify medical issues will be addressed in line with reference (l) and paragraphs 6 and 8 of this chapter.

i. When requested, NMPS personnel will assist each member in preparing a travel claim. Members will submit their travel claim to the servicing PERSUPPDET at their parent command or NRA.

j. The NMPS will ensure that members receive required re-deployment briefs (e.g., operational stress control, the RWW Program, FFSC briefs).

k. NAVPTO will arrange travel for personnel to the next stop on their orders itinerary as needed.

l. Members are not authorized to depart until all re-deployment processing requirements are completed. Members who depart prior to official release by the NMPS may be subject to disciplinary action under the UCMJ.

m. NMPS will update NMCMPMS to reflect completion of all stages of re-deployment processing, including travel and transfer information. NMPS will notify the NRA or parent command, via separate correspondence (e.g., e-mail), of travel arrangements for the return of their IA.

6. Demobilization Procedures for Reservists

a. The re-deployment processing guidelines in paragraph 5 apply to all AC and RC personnel. However, RC personnel require the completion of additional demobilization processing items. The release or discharge of SELRES and VTU personnel from active duty involves a two-step process: demobilization at the NMPS and subsequent deactivation at the NRA. Pre-trained individual manpower personnel, excluding those in the VTU, demobilize at the NMPS and do not deactivate via any NRA. COMNAVPERSCOM (PERS-46) is the sole authority for issuing demobilization orders for all RC personnel.

b. Demobilization processing for SELRES, VTU, and pre-trained individual manpower personnel will take place at the NMPS. Upon detaching from NMPS, SELRES, and VTU personnel will report to their designated NRA for deactivation processing. Pre-trained individual manpower personnel, other than VTU members, will detach directly from the NMPS to their home of record.

c. The NMPS will ensure that every RC Sailor has completed all demobilization processing requirements prior to releasing the RC Sailor to his or her NRA or home of record (pre-trained individual manpower members).

d. During the medical out-processing stage, RC Sailors must be determined to be in a fully medically ready status, as defined in references (k) and (t), by credentialed providers prior to release from NMPS. Requirements are contained in the following subparagraphs 6d(1) through 6d(3).

(1) Separation physical evaluation required by NAVMED P-117, Manual of the Medical Department, article 15-20. The separation evaluation includes the information in subparagraphs 6d(1)(a) through 6d(1)(h) below.

(a) Completion of DD Form 2807-1 by the Service member.

(b) Interview of the member and review of the completed DD Form 2807-1 by an appropriate examiner, as defined in article 15-4 of NAVMED P-117 with specific comments on any new medical conditions that have arisen or have materially changed since beginning active duty service (this should include a review of the member's outpatient medical record).

(c) RC members in an active duty status for 180 days or more or RC members serving on active duty for a period of more than 30 days in support of contingency operations will take a comprehensive separation history and physical examination (SHPE) prior to their scheduled date of release. Prior to release from active service, each qualifying Service member will receive an SHPE as documented on DD Form 2807-1 and DD Form 2808 Report of Medical Examination unless the DD Form 2697 Report of Medical Assessment, is specified.

(d) A focused physical examination and laboratory test results, as indicated, for any new or materially changed medical condition discovered.

(e) The completed DD Form 2807-1, DD Form 2808, DD Form 2697, and any other laboratory or imaging tests results will be placed in the Service member's service treatment record. Coordination with Veterans Affairs will be performed as described in reference (t) or subsequent replacement DoD instruction.

(f) The results of the SHPE (DD Form 2807-1, DD Form 2808, DD Form 2697), and any laboratory, pathology, or imaging tests results will be filed in the member's service treatment record and the SF 2766 Adult Preventative and Chronic Care Flow Sheet (problem list) will be updated accordingly.

(g) If a medical condition is identified that warrants further evaluation, the health care provider should complete a referral utilizing the SF 513 Medical Record - Consultation Sheet. The SF 513 will be placed in the medical record and a copy should be provided to the member.

(h) If the medical out-processing reveals an RC Sailor may have incurred or aggravated a service connected injury, illness, or disease while on active duty that may require further evaluation or treatment, refer to paragraph 8 of this chapter for guidance.

(2) Members will be current in category dental class 1 or 2 within 180 days prior to their demobilization date.

(3) The following will be current: human immunodeficiency virus serum draw. Current tuberculin purified protein derivative, as specified in BUMEDINST 6224.8C may be required based upon potential high-risk exposure or following CCMD policy.

e. The NMPS will coordinate with the servicing PERSUPPDET to ensure completion of all out-processing administrative requirements including, but not limited to:

- (1) enter the active duty strength loss in NSIPS;
- (2) prepare and issue the DD Form 214 in line with reference (s);
- (3) close the AC MMPA and ensure remaining pay and allowances are paid to member;
- (4) account for and process all accrued leave under current law and policy prior to separation and ensure any terminal leave is recorded in the Defense Joint Military Pay System.
- (5) ensure DEERS status is updated as appropriate; and

(6) process supplemental travel claims for pre-trained individual manpower personnel if requested by member.

f. The PERSUPDET will contact COMNAVPERSCOM (PERS-46) if a member claims to have attained 18 or more years of cumulative total active duty service and does not desire to be separated in line with reference (b), section 12686. COMNAVPERSCOM (PERS-9) provides the calculation and verification of total active duty service.

g. NMPS will ensure each RC Sailor is briefed on available transition services and benefits under the Transitional Assistance Management Program (TAMP) in line with OPNAVINST 1900.2C Updated guidance on this program is provided on the COMNAVPERSCOM Transition GPS Web site at: <http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx>.

(1) Ensure every member has completed a DD Form 2648 Preseparation Counseling Checklist for Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR) Full Time Support (FTS), and Reserve Program Administrator (RPA) Service members.

(2) Use current OPNAV and COMNAVRESFORCOM guidance for conducting pre-separation counseling utilizing DD Form 2648. The career counselor or command transition officer that conducts the pre-separation counseling is responsible for annotating completion in the Career Information Management System (CIMS) and uploading the completed document to the Defense Manpower Data Center Web site, <https://www.dmdc.osd.mil/appj/dwp/index.jsp>. The command counselor or command transition officer will provide the original DD Form 2648 to the member.

(3) RC members who have served 180 days or more on active duty under the authority of reference (b) are required to complete the Transition GPS program. Transition GPS consists of the following parts: DD Form 2648, Veterans Affairs benefit briefings, and the Department of Labor (DOL) Employment Workshop. Members may elect exemption from the DOL Employment Workshop based on the following: existing employment, enrollment in an accredited technical training, undergraduate, or graduate degree program, or previous attendance at Transition GPS. For RC members exempt from the DOL Employment Workshop of Transition GPS, the member will document the exemption on the DD Form 2648. For all RC members who are not exempt from the DOL Employment Workshop portion of Transition GPS, NMPS will obtain Transition GPS quotas and ensure members complete Transition GPS class prior to releasing members from NMPS. Transition GPS completion must be documented on the DD Form 2648 following current OPNAV guidance.

(4) Identify local base resources to complement pre-separation counseling efforts (i.e., FFSC, command career counselor). Make appropriate referrals to assist members in obtaining transition services.

(5) The FFSC will provide TAMP information and resources to separating members.

h. TAMP also provides transitional health care benefits coverage for qualified separating RC Sailors in line with reference (b), section 1145. Qualified RC Sailors and dependents are eligible for TRICARE coverage for a period of 180 days after separation from active duty. The NMPS will ensure RC Sailors are briefed on TRICARE benefits, TRICARE Dental Program available during the TAMP period, and the Continued Health Care Benefit Program. Further information can be accessed at <http://www.tricare.mil>.

i. The NMPS will ensure RC Sailors receive a briefing from the Department of Veterans Affairs regarding benefits available upon separation from active duty, including the Reserve Educational Assistance Program.

j. The NMPS will ensure RC Sailors are informed of their rights under the Uniformed Services Employment Rights and Responsibilities Act and the Servicemen's Civil Relief Act.

k. Ensure transportation is arranged through NAVPTO for SELRES and VTU member's travel from the NMPS to their NRA and for pre-trained individual manpower personnel from the NMPS to the home of record. NMPS will ensure coordination (e.g., e-mail, phone) with the associated NRA concerning the travel plans of their re-deploying IA members. Either the NMPS or the NRA may arrange transportation for SELRES and VTU personnel to travel from the NRA to their home using the line of accounting in the demobilization orders. It may be advantageous for the NRA to arrange travel from the NRA to the reservist's home in order to better facilitate and coordinate homecoming events and other administrative deactivation requirements.

l. Ensure all SELRES and VTU members have medical and dental records in hand for return to the NRA.

m. If possible, ensure member is released in time to allow any earned leave and respite absence to be taken and allow adequate time for out-processing procedures, deactivation, and travel. The National Defense Authorization Act of 2011 allows RC Sailors to carry leave earned on active duty over to the next active duty period. Accordingly, ensure reservists are aware of this option to carry over earned leave as outlined in MILPERSMAN 1050-010. Do not release members to their NRA or home of record until all screening and documentation criteria are complete. Enter travel itinerary in NMCMPMS to ensure NRA is aware of RC Sailors enroute for deactivation.

n. Pre-trained individual manpower members, excluding members in the VTU, will undergo deactivation processing at the NMPS. As part of the deactivation process, NMPS will:

(1) assist with supplemental final travel claims and ensure claims are filed at the PERSUPPDET and ensure all accounts for pay and allowances are settled;

(2) ensure pre-trained individual manpower member is out-processed with no further action pending (e.g., medical, dental, legal, pay, travel claims, LOD program benefits complete if applicable, etc.);

(3) ensure DEERS is updated to reflect the pre-trained individual manpower member's status upon deactivation and ensure pre-trained individual manpower members receive the appropriate military identification card in line with BUPERSINST 1750.10D;

(4) forward pre-trained individual manpower medical and dental records to the Department of Veterans Affairs unless otherwise directed;

(5) ensure transportation is arranged through NAVPTO to their home and update NMCMPMS to reflect detachment of pre-trained individual manpower members to their home; and

(6) after completion of demobilization and deactivation processing, release pre-trained individual manpower members for travel to their home, and upon arrival and completion of any approved leave and respite absence, pre-trained individual manpower members are considered released from active duty.

o. NMPS will ensure the action items in the following subparagraphs 6o(1) and 6o(2) are completed.

(1) NMPS will forward a copy of endorsed orders with departure date from NMPS, to include dates and times of arrival at home of record, as appropriate, to COMNAVPERSCOM (PERS-9) for all pre-trained individual manpower members. Provide member with legible copy and retain copy at NMPS for 2 years in retain file.

(2) Utilize NMCMPMS to enter data on demobilization processing, travel, and detachment information.

7. Deactivation Procedures for Reservists. After demobilization at the NMPS, SELRES and VTU personnel will report to their respective NRA and complete the deactivation process. The NRA will:

a. endorse the orders upon date of arrival and provide a copy of the orders to the member;

b. gain members into NSIPS with appropriate drill status after the NMPS PERSUPPDET releases member from active duty (RC Sailors are assigned to SELRES or VTU status following COMNAVRESFORCOM post-mobilization assignment policies upon completion of active duty);

c. assist members with final travel claims and submit with endorsed orders to the supporting PERSUPPDET of the NRA;

- d. ensure that RC Sailors subject to stop-loss are not transferred to the IRR;
- e. enroll members in the RC TRICARE Dental Program, if requested; and if enrolled in RC TRICARE Dental Program prior to activation, the member will automatically be re-enrolled, and if family members were previously enrolled in the RC TRICARE Dental Program, their enrollment will continue and no action is required;
- f. adjust SELRES and VTU status in DEERS to reflect the appropriate reserve status for those members, and ensure the CAC reflects the appropriate status;
- g. ensure the individual manpower availability status code is updated in NSIPS to “Reported back to NRA (RD2)”;
- h. ensure that NRA commander or designee certifies the members DD Form 2648, and ensure that NRA representative updates CIMS;
- i. ensure RC Sailor is out-processed with no further action pending (e.g., medical, dental, legal, pay, travel claims, etc.);
- j. retain possession of the member’s medical and dental records (note: the medical department representative must verify and update MRRS entries, including all referrals and LOD status, where applicable); and
- k. update NCMCMPS to record completion of de-activation processing and travel information.

8. MedHold for Reservists

- a. Reference (1) governs incapacitation benefits for members of the Navy and Marine Corps RC. RC members may be retained on active duty in a MedHold status, with their consent, in order to receive medical evaluation or treatment if it is determined that the member incurred or aggravated a service connected injury, illness, or disease while the member was on active duty for more than 30 days. Evidence must exist in the medical record that a condition was identified and documented while the member was on active duty orders of 30 days or more.
- b. COMNAVPERSCOM (PERS-95) manages the MedHold program and is the benefits issuing authority that determines whether the RC member may be retained on active duty in a MedHold status.
- c. During the demobilization medical out-screening process, the NMPS will evaluate RC Sailors who claim to have incurred or aggravated a service connected injury, illness, or disease while on active duty. In line with naval administrative message (NAVADMIN) 124/11 (CNO WASHINGTON DC 090049Z APR 11), the Service member may be placed on medical

evaluation orders for up to 90 days for further medical evaluation and treatment, with the goal to return the Sailor to fit for duty status and release from active duty or make available for reassignment. At any time during the medical evaluation period, the treating provider may recommend to COMNAVPERSCOM (PERS-95) that the Sailor is fit for duty or is unfit for duty and requires further medical care.

d. COMNAVPERSCOM (PERS-95) will make the determination whether member should be placed in the MedHold program. If COMNAVPERSCOM (PERS-95) determines the member should be placed in the MedHold program, the member must consent to remain on active duty to receive further medical evaluation or treatment under the authority of reference (b), section 12301(h).

e. The mere existence of an illness, injury, or disease does not necessarily qualify a Sailor for medical evaluation or the MedHold program. The medical condition must result in the member being found unfit for duty. RC Sailors who require medical care for minor or chronic conditions which are not found unfitting will not be assigned to MedHold. RC Sailors assigned to MedHold for an unfitting condition and subsequently found fit for duty, but who require continued or additional medical care for a minor or chronic condition that is not unfitting, will be released from MedHold. Continued treatment for such conditions may be managed through the LOD or other secondary benefits programs. Members should seek guidance from NRA medical personnel for assistance.

f. If COMNAVPERSCOM (PERS-95) determines that a member on demobilization orders should be placed in the MedHold program, and the member desires to remain on active duty, COMNAVPERSCOM (PERS-95) will direct COMNAVPERSCOM (PERS-46) to issue MedHold orders. If a member on demobilization orders is placed in MedHold status, COMNAVPERSCOM (PERS-95) will direct COMNAVPERSCOM (PERS-46) to assign the member to the Navy RCC MedHold unit for administrative management. The RCC MedHold unit is located in Norfolk, VA.

g. COMNAVPERSCOM (PERS-95) may approve initial medical evaluation orders while the member is attached to NMPS, for up to 90 days for a member with an identified injury or illness, in order to receive further evaluation and treatment. The goal is to return the Sailor to a fit for duty status and subsequent release from active duty. At any time during the medical evaluation process, the treating health care provider may recommend to COMNAVPERSCOM (PERS-95) that the Sailor is unfit for duty and requires further medical care or is fit for duty.

h. Service members will be limited to a total of 12 months on MedHold at no greater than 6-month increments. Personnel may be allowed to remain in a MedHold status beyond 12 months in total duration only with COMNAVPERSCOM (PERS-95) approval. Such cases will be reviewed on a case-by-case basis not to exceed 18 months unless in the physical evaluation board process.

i. If the Service member does not elect to remain on active duty for evaluation or treatment, the medical condition(s) will be fully documented in his or her medical record prior to release from active duty. The member may receive treatment through the LOD benefits program at his or her home of record. In line with reference (1), members who decline to be retained or continue on active duty for treatment or evaluation will sign a NAVPERS 1070/613 Administrative Remarks "Release from Active Duty Against Medical Advice" acknowledging their voluntary decision to be released from active duty.

j. NMPS will update NMCMPDS to reflect the change to MedHold or medical evaluation status prior to releasing the member to the assigned RCC MedHold unit, if required. NMPS will also assist the member with making travel arrangements to the RCC MedHold unit. NMPS is responsible for tracking and reporting the medical status of individuals under their cognizance to COMNAVPERSCOM (PERS-95). NAVADMIN 056/08 (CNO WASHINGTON DC 291228Z Feb 08) and NAVADMIN 124/11 (CNO WASHINGTON DC 090049Z Apr 11) provide additional guidance on the MedHold program, screening, and assignment process.

CHAPTER 6
RESERVE COMPONENT SOURCING GUIDELINES

1. RC Sourcing

a. The RC sourcing guidelines in this chapter apply to sourcing RC Sailors for mobilization orders under reference (b), sections 12302, 12304, 12304a, 12304b and 12301(d). RC Sailors will be sourced for IA assignment or PRC assignment based upon RC capacity. RC capacity is the number of RC Sailors available for mobilization subject to the limits prescribed by reference (b), OSD, and SECNAV policy. Sailors in RC units identified for unit level mobilization are excluded from IA capacity calculations. USFLTFORCOM (N1) will maintain a list of excluded units.

b. USFLTFORCOM (N1) will task COMNAVRESFORCOM (N35) to source RC IA requirements. COMNAVRESFORCOM (N35) will submit nominees to USFLTFORCOM (N1) no later than the date noted in the tasking order.

(1) USFLTFORCOM (N1) will validate nominees for the requirement. Upon selection of a nominee to fill the IA requirement, USFLTFORCOM (N1) will provide the nominee information to COMNAVPERSCOM (PERS-46) to issue mobilization orders.

(2) Sailors requesting to extend in an IA requirement will submit NAVPERS 1300/24 Volunteer Service Agreement (VSA) for Continuing on Active Duty to their command. Requests must be forwarded to USFLTFORCOM (N1). Extension requests should be forwarded to USFLTFORCOM (N1) in writing no less than 180 days prior to the scheduled end of deployment (most mobilization orders specify extension deadline date). Extension requests received after the next rotation that has been sourced may or may not be approved, depending on the impact to follow-on RC Sailors. Individual theater restrictions and current ASN per diem entitlement limitations may prohibit extensions beyond a specified time period.

c. The skill set stated in the USFLTFORCOM (N1) tasking order represents the demand signal of the CDR and will be filled by COMNAVRESFORCOM (N35) as tasked. USFLTFORCOM (N1) will make every effort to provide all available requirement information in the tasking order, including any suitable substitution information, such as acceptable alternate ratings or designators. Waivers of the skill set identified in the tasking normally require approval from in-theatre commanders and take time to process. Requirement waivers should be submitted through USFLTFORCOM (N1) for consideration and processing.

2. Dwell Time

a. Dwell time is established by DoD policy in reference (d). Dwell time is the period of time between the release from involuntary active duty pursuant to reference (b), sections 12301(a), 12302, 12304, and 12304b, and the reporting date for a subsequent tour of involuntary

active duty. Time spent on active duty under reference (b), section 12301(d), is considered dwell time. It also includes any post-mobilization leave and post-mobilization respite absence.

b. Reference (d) establishes criteria and approval authorities for a mobilization to dwell ratio. The planning objective for involuntary mobilization orders is 1 year activated to 5 years inactive (1:5 ratio). The 1:5 ratio applies to involuntary mobilization periods of less than 1-year duration as well. For example, if a member or unit is mobilized for 8 months, the post mobilization dwell period will be 40 months before the member or unit can be involuntarily mobilized again, maintaining the 1:5 ratio.

c. Demand for certain mission critical skill sets may require a number of units or individuals to be remobilized sooner than the 1:5 dwell time standard. SecDef approval is required when unit or member mobilization to dwell ratio is less than 1 to 4 (1:4) pursuant to reference (b), sections 12301 (a), 12302, 12304, and 12304b. Reference (d) provides further guidance on the various levels of approval authority required for involuntary mobilization.

d. An RC Sailor may waive dwell time to accept involuntary or voluntary orders. An RC Sailor not currently on mobilization orders may voluntarily waive dwell time to accept involuntary mobilization orders under reference (b), section 12302. The RC Sailor must sign a NAVPERS 1300/25 Voluntary Waiver Acknowledgment for Mobilizing on Active Duty prior to issuance of orders.

e. COMNAVRESFORCOM (N3) is the responsible official for calculation of official dwell time via the Reserve Headquarters Support (RHS) System. RC Sailors who have the individual mobilization status codes of "RDA" in RHS have completed dwell time from a previous mobilization. Requests for interpretation of dwell time accounting concerning specific reserve members will be referred to COMNAVRESFORCOM (N3) via the reservist's NRA. DD Form 214s and copies of mobilization orders are tools that can be used to determine dwell time. RC Sailors are able to approximate their dwell time by multiplying the length of their previous involuntary mobilization by five. For RC unit commanders, dwell status for individual unit members can be obtained from the supporting NRA.

f. Any involuntary activation that was completed by an RC Sailor from a different branch of Service approved for inter-Service transfer into the Navy will be considered in the calculation of dwell time.

3. Volunteering for Mobilization

a. In line with reference (f), volunteers will be encouraged to the maximum extent possible, given operational considerations. The limitations of reference (b), sections 12302, 12304, 12304a, and 12304b, either in numbers of personnel or period of service, do not apply to individuals volunteering for active duty under reference (b), section 12301(d).

b. COMNAVRESFORCOM (N35) utilizes volunteers to fill mobilization requirements to the maximum extent possible. Guidance on how to volunteer for mobilization is located on the COMNAVRESFORCOM Web site under the “N35” section, <https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Shared%20Documents/N35.aspx>.

4. Notification

a. Overarching notification policy is provided in references (d) and (f). During the sustainment phase of operations, Navy specific policies outlined throughout this paragraph will apply.

b. Although DoD policy requires a minimum 30 days’ notification prior to involuntary mobilization in line with reference (d), Navy policy requires a minimum 60 days’ notification. However, operational need may result in some RC Sailors receiving less than the minimum 60 days’ notification. RC Sailors mobilized to fill mission essential emergent requirements will be given the maximum notification period practicable. Additional constraints may be imposed that affect the standard minimum notification time.

c. In line with NAVADMIN 235/08 (CNO WASHINGTON DC 251346Z AUG 08) RC Sailors will be prepared to report within 72 hours of notification (i.e., receipt of orders), although 60 days is the minimum notification standard. To ensure that reporting times are met, RC Sailors will be fully prepared to mobilize and must ensure that all family, personal, business, and other responsibilities are met in advance of any alert mobilization event.

d. RC Sailors may voluntarily waive the minimum 60-days notification requirement by signing a NAVPERS 1300/25. NAVPERS 1300/25 is utilized to waive the minimum 60-day notification standard by Sailors not currently on active duty orders.

5. Orders. CNO (N1) has designated COMNAVPERSCOM (PERS-46) as the order writing authority for declared contingency operations. COMNAVPERSCOM (PERS-46) issues mobilization orders, modifications, cancellations, transfers, and demobilization orders in consultation with USFLTFORCOM (N1) and the supported CCDR.

a. If significant changes to orders are required, the following policy in subparagraphs 5a(1) and 5a(2) applies.

(1) If a requirement is cancelled after orders have been issued, but prior to the NRA report date, COMNAVRESFORCOM (N3) will contact the RC Sailor to determine if the member desires to be remissioned. If no suitable requirements are available that the RC Sailor is qualified to fill, the RC Sailor may volunteer for a subsequent mobilization, pending availability, or may opt to be released from filling a mobilization requirement.

(2) If a requirement is cancelled after the RC Sailor has reported for or completed training, USFLTFORCOM (N1), in coordination with the ECRC and COMNAVRESFORCOM (N35), will evaluate options for reassignment of the RC Sailor to another mobilization requirement. However, if no requirement exists that the RC Sailor is qualified to fill, the RC Sailor may be released from mobilization.

b. Increases to billet tour lengths resulting from a requirement revalidation will normally be reflected in subsequent rotations of the billet. Assigned IA tour completion dates will not normally be adjusted. When an adjustment is required for an involuntary extension, causing the mobilization employment period to exceed 12 months, the request for approval will be initiated by the CCDR command and forwarded to USFLTFORCOM (N1). USFLTFORCOM (N1) will coordinate the request with OPNAV (N312) and COMNAVPERSCOM, Mobilization Order Writing and Sailor Advocacy (PERS-461) for SecDef approval.

c. RC Sailors currently on involuntary mobilization orders may voluntarily extend under reference (b), section 12302, subject to supported command approval and mobilization requirement expiration date except where extensions would violate ASN guidance on long-term TDY entitlements. Where allowed, total time on involuntary orders under reference (b), section 12302, is limited to 24 consecutive months. Members who desire to voluntarily extend must execute a NAVPERS 1300/24 to waive dwell time prior to approval for an extension on active duty. After serving for 730 consecutive days on involuntary orders under reference (b), section 12302, volunteers who extend for a subsequent year are issued orders under the authority of reference (b), section 12301(d). Subsequent extension orders will be issued under reference (b), section 12301(d), in line with reference (d). Voluntary extensions must be approved by USFLTFORCOM (N1). In line with the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) memorandum, Exceeding Contingency TDY Entitlements, of 10 June 2013, and ASN (M&RA) memorandum, Amplifying Guidance for Extending Contingency TDY Entitlements, of 8 July 2013, IA Sailors seeking an extension of orders beyond 365 days where those orders entitle the member to meals and lodging per diem can only be approved by special consideration of the ASN (M&RA).

6. Post-mobilization Respite Absence

a. DoD Instruction 1327.06, Leave and Liberty Policy and Procedures, of 16 June 2009 provides authority for the Military Service branches to recognize Service members under their jurisdiction who are deployed or mobilized beyond established DoD rotation frequency thresholds to award them administrative absence days. Creditable time for RC members includes mobilization under reference (b), section 12301a, 12302, 12304, 12304a, or 12304b.

b. Reference (n) provides Navy policy guidance for creditable time and accrual of respite absence, a form of administrative absence. Members undergoing demobilization processing at the NMPS will be screened for eligibility for post-mobilization respite absence by the supporting

PERSUPPDET. RC Sailors who have earned respite absence days may combine their respite absence and chargeable pre-separation leave following their demobilization and deactivation processing and prior to termination of their demobilization orders.

7. Active Duty Retirement Protection

a. In line with reference (b), section 12686, and reference (u), an RC member who is on active duty (other than for training) and is within 2 years of becoming eligible for regular retirement pay or retainer pay under a purely military retirement system (other than retired pay for non-regular service under reference (b), chapter 1223), may not be involuntarily released from that duty before the member becomes eligible for that pay, unless the release is approved by SECNAV. This period, attaining 18 years of cumulative active duty service, is commonly known as entering sanctuary.

b. In line with reference (u), RC Sailors with less than 16 years of total active duty military service are qualified to receive voluntary or involuntary active duty orders. RC Sailors who have 16 years of active duty service at the commencement of orders will not be permitted to execute the orders without prior approval by OPNAV (N13).

c. COMNAVPERSCOM (PERS-461) screens RC Sailors for total active duty service prior to issuance of mobilization orders to ensure OPNAV (N13) approval is not required prior to issuance of orders. When initial screening indicates that a member identified for mobilization has more than 14 years of cumulative active duty service, COMNAVPERSCOM (PERS-9) provides a calculation of total active duty service to COMNAVPERSCOM (PERS-46). RC Sailors have a personal responsibility to ensure that their retirement point capture and total active duty service is current and valid.

d. Commands that desire to extend an RC Sailor already on mobilization orders and the RC Sailor will have attained 16 years of active duty service at the commencement of the orders must submit a request to OPNAV (N13) for approval in line with OPNAVINST 1001.27. The RC Sailor must consent to the extension, and must be otherwise eligible to extend under current applicable rules and regulations. In line with reference (u), OPNAV (N13) is the approval authority for such requests.

e. In line with reference (u), OPNAV (N13) may authorize RC Sailors who possess unique or critical skill sets to exceed 18 years of active duty service to meet mission requirements. In such cases, the command that submits a request to OPNAV (N13) to allow an RC Sailor to continue on active duty and enter sanctuary must agree to submit a plan to employ the member until the Sailor reaches 20 years of total active duty service. Sailors approved by OPNAV (N13) to enter sanctuary will be issued orders under the authority of reference (b), section 12301(d), and will continue under this authority until reaching eligibility for a regular retirement.

CHAPTER 7
ACTIVE COMPONENT SOURCING GUIDELINES

1. AC Sourcing Overview

a. IA requirements are typically filled with AC Sailors using one of three distinct AC sourcing processes: IAMM assignments (legacy rip-to-fill), individual augmentation overseas contingency OSAs (enlisted personnel), and global support assignments (officer personnel). The OSA and global support assignment processes are volunteer-based and linked to regular projected rotation date (PRD) rotation expectations and timelines, while the IAMM assignment process is designed primarily for short-notice requirements.

b. The AC IA sourcing processes require finding the best balance between the IA mission, needs, and desires of the Sailor, fleet, and command readiness. While every effort will be made to execute the IAMM assignment, OSA, and global support assignment processes under this instruction, there will be circumstances that cannot be anticipated and, therefore, tailored solutions may be required that are not covered in these sourcing guidelines.

2. Sourcing Methods

a. The mission of USFLTFORCOM (N1) sourcing is to provide qualified Sailors to CCDR missions to satisfy validated requirements. Fleet personnel and operational readiness is paramount and always considered when sourcing IA requirements. Good working relationships and constant communication between BSOs, TYCOMs, COMNAVPERSCOM, and USFLTFORCOM (N1) sourcing team is fostered and highly encouraged. While this chapter describes the overall AC sourcing process, for in-depth business rules refer to the current IA sourcing business rules, other IA gram messages, and official Navy messages issued by USFLTFORCOM in connection with the IA process.

b. In response to the IA demand signal, which is a validation or revalidation based on CJCS order, and upon approval of the requirements, USFLTFORCOM (N1) sourcing uploads the requirements from NCMPS into the IA Portal, a database designed to track and manage IAs. USFLTFORCOM (N1) sourcing then locates capacity, performs data analysis, and utilizes a fair share methodology to assign tasking. USFLTFORCOM (N1) sourcing also evaluates reclaims (inability to fill tasked requirements) for validity and possible relief and re-tasking.

c. IAMM is the legacy rip-to-fill process. A Sailor selected for IAMM will be identified for TEMADD orders and the parent command will not receive a backfill or relief for that Sailor. Some IAMM Sailors volunteer through their parent command, but being a volunteer is not a prerequisite for the process. As the executive agent for IA, COMUSFLTFORCOM manages the IAMM sourcing process. IAMM sourcing is accomplished outside of the normal detailing process. IAMM IAs will be sourced, execute their TEMADD orders, and then return to their

parent command to complete their original tour of duty. USFLTFORCOM (N1) sourcing tasks IAMM requirements utilizing a fair share methodology across BSOs and TYCOMs with a goal to balance the distribution of requirements Navywide.

d. IA requirements are distributed based on redline guidance and level-loading fair share to BSOs and TYCOMs. If a TYCOM owns 20 percent of a particular skill set, then generally it will receive up to 20 percent of the tasking for that skill set. USFLTFORCOM (N1) sourcing does not task ships or individual commands. USFLTFORCOM (N1) sourcing tasks BSOs and TYCOMs that are in the best position to further distribute IA tasking based on deployment schedules, yard periods, exercise support, and operational readiness.

e. USFLTFORCOM (N1) sourcing uses many resources to task out for qualified candidates, including, but not limited to, Fleet Training Management and Planning System (FLTMPS), IA Portal, and in some cases, community managers. Tasking is fair-shared across BSOs and TYCOMs based on capacity and current requirements, including specific skill set components (Navy officer billet classification code, Navy enlisted classification, additional qualification designations, etc.). Several community managers may be consulted for collaboration. USFLTFORCOM (N1) sourcing uses guidelines to manage risk-based redlines for tasking (currently at 90 to 100 percent for sea-going commands and 75 percent for shore commands). Redlines are managed and adjusted based on fleet risk analysis figures. Some factors that affect IA eligibility include Sailor timing (e.g., PRD, end of active obligated service, Career Waypoints (C-WAY) System, high year tenure (HYT), medical and dental readiness, deployments or dwell, and security clearance.

f. As a volunteer process, both OSA and global support assignment sourcing is accomplished prior to and as part of a Sailor's normal PCS order negotiation activities. In the case of AC enlisted Sailors interested in exploring the possibility of an IA assignment, approximately 12 to 9 months prior to a Sailor's regular PRD and prior to entering into negotiations with their rating detailer, they should select the OSA preference option in the special programs section of their duty preference page in Career Management System Interactive Detailing (CMS-ID), they will be contacted by COMNAVPERSCOM, OSA Detailing Cell (PERS-4013GS). Sailors will be required to update their e-mail and phone contact information in CMS-ID prior to selecting the OSA preference option to facilitate timely contact and negotiations. C-WAY screening and approval is a pre-requisite for OSA selection. As for global support assignments, all requirements will be posted or advertised by COMNAVPERSCOM, Active Component Augmentation Branch (PERS-463), via the Officer Assignment Information System (OAIS) to the respective AC officer detailing communities for fill.

g. AC enlisted Sailors and COMNAVPERSCOM (PERS-4013GS) will work together to find an acceptable OSA requirement in which the Sailor qualifies. Sailors are encouraged to have an idea of the theater and country, length of tour, and type of requirement they prefer. If a requirement is not agreed upon or none is available, the Sailor can continue to look until such

time that he or she is within his or her regular 9-month detailing window. OSA nominations will be submitted to USFLTFORCOM (N1) for final approval. Once approved, COMNAVPERSCOM (PERS-4013GS) and the Sailor, along with his or her chain of command, will be notified of selection. The selected Sailor will receive TEMADD orders and will be considered under orders for PCS detailing purposes until his or her PRD is adjusted (2 weeks prior to first report date).

h. Global support assignment detailing is used to normalize the AC officer IA assignment process using the existing distribution system to fill AC IA requirements. Global support assignment detailing provides officers the option of filling IA assignments in a predictable window at their regular PRD. AC officers desiring an IA assignment will negotiate directly with their respective community detailer. Detailers, in turn, will inform officers of available global support assignments during the normal orders negotiation window, which may vary depending upon the unique career path requirements of each officer community. Once slated and approved to fill a particular global support assignment requirement, AC officers will receive PCS orders to ECRC FWD (ECRC FWD UICs are designated as sea and shore type duty code 2) as well as TEMADD orders.

3. Generation of IA Candidate Orders

a. Orders generation for IA candidates varies depending upon the sourcing process utilized. OSA IAs will be written TEMADD orders by COMNAVPERSCOM (PERS-463). The orders will deploy the IA from the Sailor's current parent command for the duration of the OSA deployment. The OSA Sailor's PRD will be adjusted to the estimated return date plus 60 days, as the IA will return to his or her parent command upon completion of OSA deployment and prepare to execute follow-on PCS orders. Global support assignment IAs will be written TEMADD orders by COMNAVPERSCOM (PERS-463) and will also receive PCS orders with ECRC listed as their new permanent duty station generated in OAS. Concurrently, global support assignment officers will receive TDY orders from COMNAVPERSCOM (PERS-463), detaching them from ECRC FWD for training, transportation, and deployment in a TEMADD status for the entire duration of their PCS assignment. Global support assignment tour lengths vary, but the standard PCS duration for a global support assignment is between 6 and 14 months. IAMM Sailors receive TEMADD orders written by COMNAVPERSCOM (PERS-463), taking them from their parent command for the duration of the deployment. Similar to the OSA process, PRDs for Sailors will be adjusted, if needed, to a minimum of 2 months following the estimated date of return.

b. IA Sailors can view their IA orders on BUPERS online by performing the following: log onto BUPERS online at <https://www.bol.navy.mil/>, select the "Navy-Marine Corps Mobilization Processing System (NMCMPs) – View IA or ADSW orders" link, and, once logged in, click "Show Orders" in upper middle of the screen (orders will be listed in time sequence of the date generated). Detailers can also view orders for their constituents once NMCMPs access is

granted by COMNAVPERSCOM, NCMCPS Program Management Branch (PERS-466). They will select the same “NMCMPs” link in BUPERS online and utilize the “Member Browse” function from the navigation map drop-down menu located next to the NMCMPs symbol at the top left side of the screen.

c. Family relocation eligibility varies depending on the AC IA sourcing process. OSA Sailors are generally not eligible to relocate their families as their TEMADD orders are written from the parent command to IA assignment and back to the parent command to prepare for and execute follow-on PCS orders. Global support assignment officers are typically entitled to move their families since their IA assignment involves PCS orders. IAMM Sailors generally are not eligible for a family relocation due to the fact that after their IA assignment, the IA Sailor will return to his or her parent command to complete their original tour of duty. However, criteria has been established to approve the funded relocation of AC IA Sailor’s family members in certain situations to include cases of IAs whose families are outside the continental United States (OCONUS), and where the respective status-of-forces agreement (SOFA) may require relocation of the IA’s family. Instructions for AC IA Sailors to request a funded relocation of their family to an alternate designated place can be found in the standard general reporting instructions of each TEMADD order. For more information on family relocation eligibility and SOFA implications, refer to the respective IA sourcing business rules NAVADMIN.

d. Changes to IA orders are commonplace and the result of many factors (e.g., NMPS site change, training requirement changes, IA fallouts, etc.) One of the main drivers for changes in orders is the actual conditions on the ground which drives the CDR requirements, which in turn drives the joint IA requirements process. The guidelines for managing IA orders changes are a balance between meeting (changing) IA requirements and needs of the Sailor and command. For details concerning the business rules associated with IA orders changes refer to the respective AC sourcing business rules NAVADMIN.

e. In general, requests for extensions in theater will be approved by USFLTFORCOM (N1) provided that:

- (1) the extension request is approved by their chain of command in theater;
- (2) the extension request is approved by parent command and subsequently approved through to BSO TYCOM level (as submitted by USFLTFORCOM (N1)) (IAMM only);
- (3) respective detailer concurs (as appropriate for OSAs and global support assignments);
- (4) no replacement has already been accepted by USFLTFORCOM (N1) for the next rotation;

(5) other specific conditions may also apply (e.g., per diem TDY entitlement limitations, C-WAY and HYT conflicts, restrictions on location or AOR of deployment and type of duty or mission, etc.); and

(6) USFLTFORCOM (N1) concurs.

4. Post IA Assignment Processes

a. The OSA and global support assignment IA sourcing processes typically result in the OSA or global support assignment Sailor negotiating and receiving follow-on orders either before or during IA tour. Conversely, the IAMM AC sourcing process typically returns the IA with sufficient time remaining during his or her original tour to allow the IA to continue on their normal transfer schedule. In recognition of the volunteer status of global support assignment and OSA orders, these IA Sailors are generally eligible for follow-on orders utilizing specific detailing guidelines.

b. Global support assignment officers who complete an IA tour are eligible for choice of fleet concentration area or homeport (if available) in follow-on PCS orders. If desired and available, detailing independent from the standard competitive slating process is a potential option. Orders will be developed individually in a one-on-one construct. For future slates, IA slating credit, which ranks an AC officer who has completed an IA assignment above peers with similar qualifications or fitness reports, may be used within the detailing communities in the determination of follow-on assignment.

c. OSA Sailors who complete an IA tour are eligible for choice of coast for follow-on PCS orders negotiation (if available). If the Sailor is taking a sea duty billet following his or her OSA deployment, the rating detailer will strive to detail the Sailor to a unit not deploying immediately whenever possible, with respect to the Sailor's desires for billet and location.

d. Any Sailor who has completed an OSA or global support assignment deployment will be excluded from selection for IA assignment for 3 years after completion of the IA deployment. Low supply or high demand ratings that do not have sufficient inventory to support the 3-year exclusion policy will be handled on a case-by-case basis.

e. Sailors who opt for OSA or global support assignment deployment (including Sailors who have follow-on sea duty orders) will be considered volunteers for their IA orders, and will automatically be waived for individual tempo (ITEMPO) requirements contained in OPNAVINST 3000.13D.

CHAPTER 8
SPECIAL CASES BOARD FOR DELAYS, DEFERMENTS, AND EXEMPTIONS

1. Introduction

a. In line with reference (o), members of the RC will be screened annually to meet the provisions of reference (b), section 10149. The purpose of the screening is to ensure Navy RC Sailors are immediately available for active duty. The screening process will identify and remove individuals from the Ready Reserve who are not mobilization-ready prior to a Presidential or Congressional declaration of war or national emergency. The screening process ensures minimal attrition during a mobilization or PRC.

b. In line with reference (o), upon mobilization under reference (b), section 12301(a) or 12302, all personnel actions related to the screening program will be held in abeyance, and all members remaining in the Ready Reserve will be considered immediately available for involuntary active duty service. After such a mobilization is ordered, no delay, deferment, and exemption from mobilization will be granted to a member of the Ready Reserve because of his or her civilian employment unless the member is declared a key or emergency essential employee in line with reference (o). SecDef or designee will make a determination regarding the continuation or cessation of personnel actions relating to the Ready Reserve screening program.

c. RC Sailors must make advance arrangements to meet business, personal, and other responsibilities to ensure they are capable of meeting required reporting times upon alert or notification of mobilization. Annual screening of the Ready Reserve, in line with reference (o), should identify members who are not immediately ready for active duty.

d. After mobilization or PRC is ordered, all members remaining in the Ready Reserve are considered immediately available for active duty service. However, there may be a valid reason for granting a delay, deferment, and exemption. Factors to consider in developing specific delay, deferment, and exemption criteria are varied and depend upon the contingency operation. Therefore, for each contingency, CNO (N1) will provide specific policy guidance for delays, deferments, and exemptions as set forth in the OSD mobilization implementation directive.

2. Purpose

a. The purpose of the SCB is to evaluate a request submitted by an RC Sailor ordered to active duty to determine whether the member has a severe personal, legal, family, medical, community hardship, or other problem(s) that will affect their mobilization or PRC. An SCB will convene to review a request for delay, deferment, and exemption. RC Sailors must submit proper and relevant documentation to support the request. The delay, deferment, and exemption and SCB process is not to be utilized for delays due to a member unable to timely mobilize due to medical issues identified during the pre-deployment suitability screening process. The NOSC must contact COMNAVRESFORCOM (N35) in those types of cases.

(1) Delay. Delay is a postponement of reporting for active duty and generally does not exceed 60 days. Approved delays in excess of 3 days will normally require an order modification by COMNAVPERSCOM (PERS-46).

(2) Deferment. Deferment is an extended delay in reporting for active duty of 60 or more days and generally does not exceed 6 months in duration. Deferments approved by COMNAVPERSCOM, Reserve Personnel Administration Division (PERS-91) will normally require cancellation of orders or issuance of demobilization orders.

(3) Exemption. Exemption is a situation where delay or deferment does not apply. Exemptions approved by COMNAVPERSCOM (PERS-91) will require cancellation of orders or issuance of demobilization orders. RC members unable to mobilize will normally be transferred to the Standby Reserve, administratively separated, or retired (if eligible) in line with reference (o).

b. The SCB will recommend approval of a delay, deferment, and exemption only when necessary and justified in consideration of the facts and evidence presented by the member and the criteria issued by references (c) and (d) and any additional policy provided by USFLTFORCOM, as executive agent for IA, and COMNAVRESFORCOM.

3. Responsibilities

a. SCBs are to be established at the NOSC, local area coordinator for mobilization, and COMNAVPERSCOM (PERS-91) upon notification and initiation of all mobilization and PRC events under reference (b).

(1) Requests for delays, deferments, and exemptions must be submitted by the member in writing. Initial screening of a delay, deferment, and exemption request submitted by a member of the SELRES or VTU is completed at the NOSC to which the member is attached. All requests for delays, deferments, and exemptions must be adjudicated. The NOSC CO will ensure interviews are conducted, pertinent documentation is obtained for the SCB evaluation, and all processing actions and SCB recommendations are documented. If the Sailor is assigned to a commissioned unit, the CO of that unit must be advised of the SCB and provided the opportunity to submit input. RC Sailors whose delay, deferment, and exemption requests meet the guidelines established in the applicable mobilization policy guidance or who receive an approved delay, deferment, and exemption from higher authority should not be sent to the NMPS. Requests due to mobilization screening delays at the NRA are not a proper subject of a delay, deferments and exemption.

(2) Members of the active status pool, which are members of the IRR who are not in the VTU, report to the NMPS for initial activation and mobilization screening. The local area coordinator for mobilization will conduct initial screening of a delay, deferments, and exemption request submitted by a member of the active status pool. The local area coordinator for

mobilization will ensure interviews are conducted, pertinent documentation is obtained for the SCB evaluation, and all processing actions and SCB recommendations are documented.

b. NOSC COs may authorize delays in reporting for activation processing of up to 3 days for SELRES and VTU members. The NOSC CO will notify the ECRC CO and COMNAVRESFORCOM (N35) of any approved delays. The local area coordinator for mobilization may authorize delays in reporting for activation processing of up to 3 days for non-VTU IRR members unless otherwise directed by COMNAVPERSCOM (PERS-91).

c. COMNAVRESFORCOM recommends requests or appeals for delays of more than 3 days and up to 30 days for SELRES and VTU personnel be forwarded to COMNAVRESFORCOM (N35). COMNAVRESFORCOM (N35) will adjudicate the request and will coordinate with commissioned unit COs (if applicable), COMUSFLTFORCOM, and, if necessary, COMNAVPERSCOM (PERS-46) to modify or cancel orders for approved delays.

d. COMNAVPERSCOM (PERS-91) adjudicates requests for delays of more than 3 days for non-VTU IRR, Standby Reserve, and Retired Reserve personnel. COMNAVPERSCOM (PERS-91) also adjudicates delay, deferment, and exemption requests for more than 30 days for SELRES and VTU members in cases where the NOSC CO has recommended approval. In addition, the COMNAVPERSCOM (PERS-91) SCB adjudicates all delay, deferment, and exemption requests for members who appeal the NOSC CO's disapproval. COMNAVPERSCOM (PERS-91) will:

(1) interpret and advise on policy and procedures for delays, deferments, and exemptions and SCB matters;

(2) ensure that all RC Sailors who are delayed, deferred, and exempted from mobilization are tracked; and

(3) immediately notify COMNAVRESFORCOM (N35), COs of commissioned units (if applicable), and USFLTFORCOM (N1) of approved delay, deferment, and exemption requests, and COMNAVRESFORCOM (N35) will coordinate with USFLTFORCOM (N1) and COMNAVPERSCOM (PERS-461) to modify orders or issue cancellation or demobilization orders.

4. SCB Process

a. SELRES and VTU personnel must submit a request for delay, deferment, and exemption to the supporting NOSC CO as soon as practicable upon alert or notification for mobilization. Upon receiving a delay, deferment, and exemption request, NRAs must conduct a review of the request utilizing the SCB process. Active status pool, Standby Reserve, and Retired Reserve

personnel must submit the delay, deferment, and exemption request to the local area coordinator for mobilization for SCB adjudication. The member must submit a written request along with appropriate documentation to support the request.

b. Requests that are forwarded to COMNAVRESFORCOM (N35) or COMNAVPERSCOM (PERS-91) must contain all relevant and pertinent documentation to support the delay, deferment, and exemption package along with the NOSC CO's or local area coordinator for mobilization's recommendation. The delay, deferment, and exemption request must be submitted in letterhead correspondence format in line with appendix F. The NOSC must ensure appropriate documentation is forwarded with the request to avoid unnecessary delays (e.g., RC Sailors claiming financial hardship must include command financial counselor documentation).

c. The SCB will be utilized throughout the mobilization process. At a minimum, the SCB will consist of the necessary administrative support personnel, a Navy JAG officer, a chaplain, and a line officer.

(1) If the isolated geographic location of a NOSC makes JAG or chaplain attendance impractical, video teleconference or telephone conference may be used to discuss SCB cases.

(2) A member requesting special consideration for delay, deferment, and exemption will be given the opportunity to meet with the local SCB for a personal interview. The interview may also be conducted via teleconference. Prior to the commencement of the interview, the senior member will introduce the members of the SCB along with their respective roles, and will restate the authority of the board, which includes the following information in subparagraphs 4c(2)(a) and 4c(2)(b).

(a) The SCB does not make any final decisions. The board merely makes a recommendation to the local area coordinator for mobilization or the local area coordinator for mobilization's designated representative, or to the NRA CO, as applicable.

(b) The approval authority of the local area coordinator for mobilization or NOSC CO is limited to a 3-day delay.

Note: this is not an automatic delay, as the member is expected to report within 72 hours of alert or notification. The local area coordinator for mobilization or NOSC CO may grant a delay of up to 3 days without convening an SCB.

(3) When the interview is completed, the SCB will consider the facts and evidence surrounding the request, as well as any extenuating circumstances that may be relevant, and make a recommendation. The senior member of the board has the authority to make the final recommendation in the event that the board fails to come to a majority consensus. The SCB is to

then provide their recommendation to the local area coordinator for mobilization or local area coordinator for mobilization's designated representative, or the NOSC CO, as applicable.

(4) Upon completion of the local SCB, the local area coordinator for mobilization or NRA CO will:

- (a) approve or deny delays up to 3 days (this may occur without convening a SCB);
- (b) decline the SCB's recommendation; the CO will inform the member in writing of their decision and of member's option to request high level review, as appropriate; request delay up to 30 days from COMNAVRESFORCOM (N35);
- (c) forward request recommending approval for (or appeals for) delays up to 30 days to COMNAVRESFORCOM (N35) for adjudication; and
- (d) forward requests recommending approval for (or appeals for) delays of greater than 30 days, deferment, or exemption to COMNAVPERSCOM (PERS-91) for adjudication.

(5) The following individuals listed in subparagraphs 4c(5)(a) through 4c(5)(c) (upon written designation by the local area coordinator for mobilization) may act on the local area coordinator for mobilization's behalf to approve or decline the SCB recommendation. The local area coordinator for mobilization's designee must be in the grade of O3 or above.

- (a) ECRC CO.
- (b) Local area coordinator for mobilization chief of staff or chief staff officer.
- (c) Mobilization detachment CO.
- d. For delay, deferment, and exemption requests that must be forwarded to COMNAVRESFOR (N35) or COMNAVPERSCOM (PERS-91), the NOSC CO will forward the package directly to the appropriate adjudication authority without routing via the RCC. Routing via the RCC causes undue delay to the process. For packages that must be forwarded to COMNAVPERSCOM (PERS-91), the NOSC CO will forward the package directly to COMNAVPERSCOM (PERS-91) without routing via COMNAVRESFORCOM (N35). The NOSC CO will provide information copy to the RCC and COMNAVRESFORCOM (N35), as appropriate. The local area coordinator for mobilization will forward the package directly to COMNAVPERSCOM (PERS-91) and provide information copy to COMNAVRESFORCOM (N35) and reservist's NOSC CO, if appropriate.
- e. Delay, deferment, and exemption packages for COMNAVPERSCOM SCB adjudication can be faxed or forwarded via encrypted e-mail to COMNAVPERSCOM (PERS-91). Contact

COMNAVPERSCOM, Reserve Personnel Admin Division (PERS-91A) for assistance via the COMNAVPERSCOM Customer Service Center (1-866-U-ASK-NPC, 1-866-827-5672, DSN 882-5672).

5. Delay, Deferment, and Exemption Criteria

a. The delay, deferment, and exemption criteria, as established by references (c) and (d), is applied on a case-by-case basis by COMNAVPERSCOM (PERS-91). USFLTFORCOM, as executive agent for IA, and COMNAVRESFORCOM will provide additional policy guidance as needed.

b. Delay, deferment, and exemption criteria include, but are not limited to, cases of extreme personal or financial hardship.

c. In line with reference (v), single parents and dual military couples with minor dependents (or who are primarily responsible for dependent family members) will have current and effective family care plans to provide for their dependents in the event of mobilization. However, such members may request deferment from mobilization if, due to unforeseen circumstances, since mobilization notification, they are unable to execute their family care plan or provide an updated plan in the time frame provided in reference (v).

d. Deferments will be applied in the following circumstances in subparagraphs 5d(1) through 5d(3).

(1) In line with reference (w), single RC Sailors who adopt, or one member of a dual-military couple who adopt, will receive an automatic 4-month deferment from deployment following the date the child is placed in the home as part of the formal adoption process. The RC Sailor may waive this requirement.

(2) In line with reference (w), an RC mother will be deferred from deployment for 12 months following delivery of a child (DoD Instruction 1342.19, Family Care Plans, of 7 May 2010 states 4 months following birth).

(3) In line with reference (w), an RC member ordered to active duty who becomes a single parent as a result of unforeseen circumstances (e.g., the death of a spouse) may apply for hardship deferment.

e. RC Sailors who have not completed initial active duty for training (IADT) or equivalent IADT in line with reference (b), section 671, are exempt from mobilization at OCONUS assignments. The period of required basic training may not be less than 12 weeks. Mobilization for training may be utilized to complete IADT basic training requirements.

f. In line with references (f) and (o), RC Sailors must be screened annually to determine whether the member is immediately available for mobilization. During periods of mobilization or PRC, if upon receipt of mobilization orders, a reservist's employer claims the RC Sailor holds a key or emergency essential position in the Federal Government, the NOSC must contact COMNAVPERSCOM (PERS-91) immediately for further guidance. Key Federal employee requests are to be initiated by the member's employer in line with reference (o) and DoD Instruction 1235.09, Management of the Standby Reserve, of 12 February 2014. The SCB process is not utilized to handle such requests.

g. NOSCs with RC Sailors who are potentially unable to execute mobilization orders as a result of a medical condition should follow the medical retention review procedures provided in reference (o). The SCB process is not utilized to determine medical suitability for mobilization.

h. Personnel who separate from an active duty command, and affiliate with the Reserve force, are exempt from involuntary mobilization for 24 months and assigned a manpower availability status code of TS1. The member can, however, waive this exemption with a NAVPERS 1070/613 waiver and may be allowed to mobilize.

APPENDIX A
REFERENCES

- (a) JP 4-05, Joint Mobilization Planning, 21 February 2014
- (b) 10 U.S.C.
- (c) DoD Directive 1200.7 of 18 November 1999
- (d) DoD Instruction 1235.12 of 7 June 2016
- (e) CJCSI 3100.01C
- (f) DoD Instruction 1215.06 of 11 March 2014
- (g) DoD Instruction 1352.01 of 8 December 2016
- (h) BUMEDINST 1300.3A
- (i) DoD Instruction 6025.19 of 9 June 2014
- (j) BUMEDINST 1300.4
- (k) SECNAV WASHINGTON DC 131522Z JAN 15 (ALNAV 001/15)
- (l) SECNAVINST 1770.3D
- (m) OPNAVINST 1754.7A
- (n) NAVPERS 15560D
- (o) BUPERSINST 1001.39F
- (p) National Defense Authorization for Fiscal Year 2014
- (q) BUPERSINST 1610.10D
- (r) SECNAVINST 5211.5E
- (s) BUPERSINST 1900.8D
- (t) DoD Instruction 6046.46 of 14 April 2016
- (u) SECNAVINST 1800.2
- (v) OPNAVINST 1740.4E
- (w) OPNAVINST 6000.1D

APPENDIX B
TERMS AND DEFINITIONS

1. 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 reference (b), granted to the POTUS, the Congress, or the Secretaries of the Military Departments.
2. Contingency Operation. A military operation that is either designated by the SecDef as a contingency operation or becomes a contingency operation as a matter of law. Reference (b), section 101(a)(13), defines a contingency operation as a military operation that:
 - a. is designated by the SecDef as an operation in which members of the Military Services are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; and
 - b. results in the call or order to, or retention on, active duty of members of the uniformed services under reference (b), section 688, 12301(a), 12302, 12304, 12304a, 12304b, 12305, or 12406; reference (b), chapter 15 (reference (b), section 331 et seq.); or any other provision of law during a war or during a national emergency declared by the POTUS or Congress.
3. Combatant Command (CCMD). A unified or specified command with a broad continuing mission under a single commander established and so designated by the POTUS, through the SecDef and with the advice and assistance of the CJCS. CCMDs typically have geographic or functional responsibilities.
4. Combatant Commander (CCDR). In line with reference (b), a CCDR is a commander of one of the unified or specified CCMD established by the POTUS.
5. Course of Action (COA). In line with Joint Publication 5-0 of 17 June 2017, a COA is:
 - a. any sequence of activities that an individual or unit may follow;
 - b. a possible plan opens to an individual or commander that would accomplish, or is related to the accomplishment of, the mission;
 - c. the scheme adopted to accomplish a job or mission,
 - d. a line of conduct in an engagement; and
 - e. a product of the JOPES concept development phase and the COA determination steps of the JOPP.

6. Crisis Action Planning (CAP). In line with reference (f), CAP is one of the two types of joint operation planning. The JOPES process involving the time-sensitive development of joint OPLANs and OPORDs for the deployment, employment, and sustainment of assigned and allocated forces and resources in response to an imminent crisis. CAP is based on the actual circumstances that exist at the time planning occurs.
7. Demobilization. Under reference (a) and CJCSI 1301.01F, 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.
8. Deployment. Under CJCSI 1301.01F, references (b) and (e), the relocation of forces and materiel to desired operational areas. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, inter-theater, and intra-theater movement legs, staging, and holding areas.
9. DoD Master Mobilization Guide (MMG). In line with reference (a), the MMG is the first level of mobilization planning. It identifies mobilization responsibilities for DoD components and describes the tasks to be performed in peacetime and at the time of mobilization. It provides a common foundation for the preparation of detailed mobilization plans by the JS, Military Departments, and DoD agencies.
10. Dwell Time. Under reference (n), the period of time between the release from involuntary active duty in line with references (b) and (f), section 12302, and the reporting date for a subsequent tour of involuntary active duty in line with references (b) and (f), section 12302. Such time includes any voluntary active duty between such two periods of involuntary active duty. Dwell time also includes post mobilization leave and post mobilization respite absence.
11. Global Support Assignment. Global support assignment detailing normalizes the IA assignment process by using the existing active duty officer distribution system to fill AC IA requirements. Officers identified for a global support assignment tour will receive PCS orders to an ECRC FWD UIC. Concurrently, officers will receive TDY orders issued by COMNAVPERSCOM (PERS-46) detaching the member from ECRC FWD for training, transportation and deployment (OCONUS) in a TDY status for the entire duration of their PCS assignment. Officers will receive follow-on PCS orders to a new permanent duty station following detachment from their parent command for the global support assignment deployment.
12. Individual Augmentee (IA). Under reference (a), an IA is 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.

13. Individual Augmentee Manpower Management (IAMM). Both active duty officer and enlisted members are eligible for IAMM assignment. A member tasked to fill an IAMM assignment will be issued TDY orders to the IA assignment and then will return to the parent command after the IA assignment is complete.
14. Individual Mobilization Augmentee (IMA). Under reference (f), IMAs are trained members of the SELRES who are pre-assigned to an AC, DoD agency, Selective Service System, or Federal emergency management agency organization billet that must be filled to meet contingency, pre-mobilization, mobilization, sustainment, or demobilization manpower requirements. IMAs are not IAs.
15. Individual Ready Reserve (IRR). Under references (a) and (f), the IRR is 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 VTU.
16. Joint Individual Augmentation-Individual Augmentee (JIA). Under CJCSI 1301.01F, a JIA is an unfunded TDY assignment (or member filling an unfunded TDY position) identified on a JMD by a supported CCDR to augment JTF staff operations during contingencies. This includes positions at permanent organizations required to satisfy a heightened mission in direct support of contingency operations. Either AC or RC personnel can fill JIA positions. IMA RC Sailor filling, or activated to, their IMA billet is not considered an IA. For purposes of this instruction and Navy usage, all personnel deployed on individual orders in response to IA tasking from the executive agent for IAs is considered an IA, to include, but not limited to, IAMM assignments, global support assignments, OSAs, RC mobilized, and health services augmentation program personnel.
17. Joint Manning Document (JMD). Under CJCSI 1301.01F, a manning document which identifies all manning billets essential to the command and control of a headquarters organization. Positions should be identified as unit, coalition, civilian, or contractor, or JIA fill on the JMD. Of note, requirements on the JMD identified as unit sourcing may be ordered to the services under a force tracking number.
18. Joint Operation Planning and Execution System (JOPES). In line with reference (a), JOPES is a system of joint policies, procedures, and reporting structures, supported by communications and computer systems that are used by the joint planning and execution community to monitor, plan, and execute mobilization, deployment, employment, sustainment, re-deployment, and demobilization activities associated with joint operations.
19. Joint Strategic Capabilities Plan (JSCP). Under reference (a), the JSCP provides guidance to the CCDRs and the JCS to accomplish tasks and missions based on current military capabilities. It apportions limited forces and resources to CCDRs, based on military capabilities

resulting from completed program and budget actions and intelligence assessments. The JSCP provides a coherent framework for capabilities-based military advice provided to the POTUS and SecDef.

20. Joint Strategic Planning System (JSPS). Under reference (a), the JSPS is one of the primary means by which the CJCS, in consultation with the other members of the JCS and the CCDRs, executes the actions cited below in subparagraphs 20a through 20c.

a. Carries out the statutory responsibilities to assist the POTUS and SecDef in providing strategic direction to the Military Services.

b. Prepares strategic plans, prepares and reviews joint OPLANs, and advises the POTUS and SecDef on requirements, programs, and budgets.

c. Provides net assessment on the capabilities of the Military Services of the United States and its allies as compared with those of their potential adversaries.

21. Joint Task Force (JTF). Under reference (a), a JTF command may be constituted and so designated by the SecDef, a CCDR, a subordinate unified commander, or an existing JTF commander.

22. Manpower Mobilization Support Plan. Manpower mobilization support plans provide policy and procedure for the administrative and personnel and facilities support and services required to activate, mobilize, demobilize, and deactivate Navy Reserve personnel and units in response to national emergencies, war, times of crisis, or other emergencies.

23. Mobilization. Under reference (a) and CJCSI 1301.01F, mobilization is 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 Military Services to a state of readiness for war or other national emergency.

24. National Emergency. Under reference (a), a condition declared by the POTUS or the Congress by virtue of powers previously vested in them that authorize certain emergency actions to be undertaken in the national interest. Action to be taken may include partial, full, or total mobilization of national resources.

25. Operation Order (OPORD). Under reference (a), an OPORD is a directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation.

26. Operation Plan (OPLAN). Under reference (a), an OPLAN is any plan for the conduct of military operations prepared in response to actual and potential contingencies. In the context of joint operation planning, a complete and detailed joint plan containing a full description of the concept of operations, all annexes applicable to the plan, and a time-phased force and deployment data. It identifies the specific forces, functional support, and resources required to execute the plan and provide closure estimates for their flow into the theater.
27. Overseas Contingency Operation Support Assignment (OSA). OSA is an IA assignment for active duty enlisted members only. Enlisted members may volunteer for an OSA within 9 to 12 months of their PRD. Members selected for OSA receive TEMADD orders. Upon completion of the OSA, members return to their parent command for approximately 60 days prior to executing PCS orders to the new permanent duty station.
28. Pre-trained Individual Manpower. The IRR (includes the VTU and active status pool), Standby Reserve, and Navy retirees are collectively referred to as pre-trained individual manpower.
29. Ready Reserve. Under reference (a), the Ready Reserve consists of the SELRES, IRR, and Inactive National Guard liable for active duty as prescribed by law in reference (b), sections 10142, 12301, 12302, 12304, 12304a, and 12304b.
30. Re-deployment. For purposes of this instruction, upon completion of mission, to return personnel home via demobilization and re-deployment stations for out-processing requirements, reintegration, and return of issued gear and equipment.
31. Reserve Component (RC). For purposes of this instruction, the RC is the Navy Reserve.
32. RC Category. Under reference (a), the category that identifies an individual's status in an RC. The three RC categories are Ready Reserve, Standby Reserve, and Retired Reserve. Each RC Sailor is identified by a specific RC category designation.
33. Reserve Component (RC) Individual Augmentee (IA). RC personnel in receipt of individual deployment orders issued by COMNAVPERSCOM (PERS-46) are Navy IAs. Also called RC mobilized.
34. Retired Reserve. Under reference (a), all Reserve members who receive retirement pay on the basis of their active duty or reserve service, or are otherwise eligible for retirement pay but have not reached age 60 and who have not elected discharge and are not voluntary members of the Ready Reserve or Standby Reserve.
35. Selected Reserve (SELRES). Under references (b) and (f), the SELRES consists of those units and individuals within the Ready Reserve designated by their respective Services and

approved by JCS 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.

36. Service Component Command. Under reference (a), a command consisting of the Service component commander and all those Service forces, such as individuals, units, detachments, organizations, and installations under that command, including the support forces that have been assigned to a CCMD or further assigned to a subordinate unified command or JTF.

37. Standby Reserve. Under reference (a), those units and members of the RC (other than those in the Ready Reserve or Retired Reserve) who are liable for active duty only, as provided in reference (b), sections 10151, 12301, and 12306.

38. Time-phased Force and Deployment Data (TPFDD). The TPFDD is the JOPES database portion of an OPLAN. It contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the OPLAN, including the following: (1) in-place units, (2) units to be deployed to support the OPLAN with a priority indicating the desired sequence for their arrival at the port of debarkation, (3) routing of forces to be deployed, (4) movement data associated with deploying forces, (5) estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces, and (6) estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources.

39. Volunteer Training Unit (VTU). Under reference (f), the VTU consists of personnel, organized into units, who are eligible and willing to return to pay status, or personnel not eligible for further pay assignments but who voluntarily drill for retirement points. The VTU is part of the IRR.

APPENDIX C
FORMS

1. DoD Forms

a. Authorized separation activities will be provided current electronic versions of the DD Form 214 Certificate of Release or Discharge from Active Duty (this is a controlled form).

b. The DoD forms listed below in subparagraphs 1b(1) through 1b(4) below are available via the official DoD Forms Management Program Web site:
<http://www.esd.whs.mil/Directives/forms/>.

(1) DD Form 2648 Preseparation Counseling Checklist For Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR) Full Time Support (FTS), and Reserve Program Administrator (RPA) Service members

(2) DD Form 2697 Report of Medical Assessment

(3) DD Form 2760 Qualification to Possess Firearms or Ammunition

(4) DD Form 2807-1 Report of Medical History

2. Navy Personnel Command Forms

a. The NAVPERS 1070/602 Dependency Application is a controlled form that is only available on the NSIPS Web site at: <https://nsipsprod.nmci.navy.mil>.

b. The following COMNAVPERSCOM forms listed in subparagraphs 2b(1) through 2b(6) are available via the COMNAVPERSCOM Web site: <http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>. In addition, these forms are also available on Naval Forms OnLine at: <https://navalforms.documentservices.dla.mil/web/public/home>.

(1) NAVPERS 1070/605 History of Assignments

(2) NAVPERS 1070/613 Administrative Remarks

(3) NAVPERS 1300/21 Medical Suitability Certification

(4) NAVPERS 1300/22 Expeditionary Screening Checklist

(5) NAVPERS 1300/24 Voluntary Service Agreement (VSA) for Continuing on Active Duty

(6) NAVPERS 1300/25 Voluntary Waiver Acknowledgement for Mobilizing on Active Duty

3. Navy Medical Forms. NAVMED forms are available via the NAVMED Web site: <http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>. In addition these forms are also available on Naval Forms OnLine at: <https://navalforms.documentservices.dla.mil/web/public/home>.

a. NAVMED 1300/4 Expeditionary Medical and Dental Screening for Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO)

b. NAVMED 1300/5 Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Pacific Command (PACOM) Area of Responsibility (AOR)

c. NAVMED 1300/6 Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Korean Peninsula Area of Responsibility (AOR)

d. NAVMED 1300/7 Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for European Command (EUCOM) Area of Responsibility (AOR)

e. NAVMED 1300/8 Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Africa Command (AFRICOM) Area of Responsibility (AOR)

f. NAVMED 1300/9 Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Joint Task Force (JTF) Guantanamo Bay (GTMO) Area of Responsibility (AOR)

g. NAVMED 1300/10 Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for West Pacific & Okinawa (with extended field exposure) Area of Responsibility (AOR)

h. NAVMED 1300/11 Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for United Nations Missions Area of Responsibility (AOR)

4. Standard Forms

a. SGLV 8286 Servicemembers' Group Life Insurance Election and Certificate is available via the Department of Veterans Affairs Web site at:

<http://www.benefits.va.gov/insurance/forms/8286.htm>

b. SF 513 Medical Record - Consultation Sheet is available via the General Services Administration Web site: <http://www.gsa.gov/portal/forms/type/SF>

5. Deployment Health Assessments. The forms listed below in subparagraphs 5a through 5c can only be filled out by authorized medical personnel via the Electronic Deployment Health Assessment site at <https://data.nmcphc.med.navy.mil/EDHA/login.aspx>.

a. DD Form 2795 Pre-Deployment Health Assessment

b. DD Form 2796 Post-Deployment Health Assessment (PDHA)

c. DD Form 2900 Post Deployment Health Re-assessment (PDHRA)

APPENDIX D
NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM

1. NCMCMPS was developed in response to the identified requirement to track mobilization requirements and Service members throughout the entire manpower mobilization process. NCMCMPS is used to capture, store, and retrieve information on each mobilization requirement and activated RC Sailor or retiree from the time a requirement is identified, validated, and sourced through the time when a member is identified for mobilization, first contacted for activation through the time the member has completed processing at the NMPS and is transferred to any training command intermediary stops enroute to a supported command and then back again. The system allows commands to update or monitor the status of Navy Reserve personnel mobilizing to or demobilizing from their commands and AC personnel deploying and re-deploying on IA. Information about dates of arrivals, delays, and exemptions is available. It also makes available on-line copies of the mobilization orders. Similarly, during demobilization NCMCMPS assists the processing and tracking of demobilizing Navy Reserve personnel as well as provides accurate and expedient generation of separation information. It also is utilized to track and record data on AC personnel throughout the entire augmentation pipeline, including processing through the NMPS on pre-deployment and re-deployment. Extensive NCMCMPS user guides and self-training programs are available at the Navy Personnel Command Web site under the "Support Services" drop down menu (NCMCMPS) at <http://www.npc.navy.mil/>.

2. The NCMCMPS system has two inputs.

a. Personnel data from outside NCMCMPS through the Navy Personnel Database (NPDB), requirement data from the Total Force Manpower Management System (TFMMS), and USMC requirements from the Marine Corps Mobilization Processing System. The data that comes from NPDB originates from multiple Navy and DoD personnel systems including the data below in subparagraphs 2a(1) through 2a(8).

- (1) Inactive Manpower Management Information System
- (2) ITEMPO
- (3) Joint Personnel Adjudication System
- (4) Navy Enlisted Personnel System
- (5) Navy Military Personnel Data System
- (6) NSIPS

(7) Officer Personnel Information System

(8) RHS

b. Manually entered data used in the various system modules to create requirements, source members, write orders, track members, and request changes.

3. The NCMCMPS system has three outputs.

a. Displayed information showing the data applicable to each member and to groups of members (e.g., orders, flights, intermediate stops, dates of reporting, etc.).

b. Reports giving rosters, lists, and statistics in either printed form or a computer file.

c. Data feeds to other corporate Navy personnel systems.

4. The initial data comes from the NPDB, with each NRA providing updates to NCMCMPS when a member reports to the site for mobilization. The updated information is viewed at the NMPS for administrative processing and tracking during individual mobilization.

5. The major activities undertaken at the NMPS, which are the critical elements requiring visibility both at the NMPS and at higher commands, is administrative processing and holding members.

6. NCMCMPS satisfies the need for automated data collection and dissemination for these activities and the primary functions of the NMPS.

7. The implementation of NCMCMPS on BUPERS online includes data from the NPDB and the member's orders. The NCMCMPS database is updated on an as-needed basis.

Note: The requirement tracking module of NCMCMPS is not deployed on BUPERS online. While it is an integrated component of NCMCMPS (considered a module of the larger system), due to the type of data being tracked, it is installed and operated on the Secure Internet Protocol Routing Network (SIPRNET) and available at <https://nmcmps.pentagon.smil.mil>.

8. Requirement tracking module provides a Web-based workflow solution for individual commands to request contingency manpower and individual personnel needs. Historically, this process was accomplished through the use of voice messages, fax, e-mail, spreadsheets, and Microsoft Access databases directed to a central location for review and processing. The requirement tracking module is designed to provide a scalable Web-based application with a central repository to store manpower requirements.

a. The requirement tracking module allows commands to enter manpower requests and provides the ability to track the processing of a request throughout its lifetime. The requirement tracking module is designed to provide a tracking service for active duty and RC Sailor requirements. The tracking lifetime of an active duty requirement is from inception to designation as being related to active duty. On the other hand, the tracking lifetime of an RC requirement is from inception to the creation of orders, thus providing the ability to track the requirement throughout the entire process.

b. The requirement tracking module also has a built-in functionality that provides the capability to task an organization to source a member to a specified request. This functionality provides a mechanism for the tasked command to provide an identifying number of the member that is designated to fill the requirement. The personal information of this member is then extracted from NPDB. The creation of orders for approved requests will be performed through an approved data transfer mechanism from the requirement tracking module on the SIPRNET and be sourced by the sourcing module on the Non-Secure Internet Protocol Routing Network (NIPRNET).

c. The requirement tracking module operates as a Web-based application. The application interfaces with the following systems in subparagraphs 8c(1) through 8c(3).

(1) NCMCMPS sourcing module provides the interface for sourcing manpower to specific requirements. Specific unclassified data is transferred from the requirement tracking module to the sourcing module add-on within the order writing module through a certified SIPRNET to NIPRNET transfer method. This data transfer will provide the sourcing module with the necessary data required to fill the requirement and trigger order requests for the member fulfilling the manpower need.

(2) NCMCMPS order writing module directly impacts the requirement tracking module. Once orders have been generated for a member filling an identified requirement, a certified NIPRNET to SIPRNET transfer provides the sourcing information for the requirement along with an electronic copy of the member's orders for fulfilling that particular requirement.

(3) The Augmentation Management Module (AMM) is a Web-based application that provides management for the generation of requirements and order requests for augmentation management. The AMM is designed to provide an automated approach to augmentation management and a centralized management tool for this process. The AMM will provide the ability to trace all individuals and will provide a seamless interface within the existing NCMCMPS application. This critical integration within NCMCMPS makes vital member, requirement, and order information visible to gaining commands, NMPS, NRAs, Navy Components, and task force commanders.

d. TFMMS billet data is available by operators and users using requirement tracking module. The requirement tracking module obtains data from the TFMMS database directly through the use of a custom interface that is linked to approved stored procedures. All data interfaced between the TFMMS database and the requirement tracking module is read-only.

e. NPDB provides personnel and UIC hierarchical data that is required by operators and users using requirement tracking module. The requirement tracking module obtains data from the NPDB directly through the use of a custom interface that is linked to approved stored procedures. All data interfaced between the NPDB and the requirement tracking module is read-only.

9. NCMCMPS is sponsored by the U.S. Navy and requires only a supported internet browser for local processing. The major steps in the use of NCMCMPS are:

- a. connect and login to BUPERS online;
- b. select NCMCMPS from the BUPERS online application menu; and
- c. perform processing and utilities, including reporting from the NCMCMPS home page.

APPENDIX E
SPECIFIC TRAINING

1. CNO resource sponsors will provide program funding for Navy AC and RC commissioned units to support mission-essential OCIE, CBRNE, and theater-specific training. Navy force commanders provide that support for RC units following activation and mobilization via the budget and operating target (OPTAR) processes.

a. Resource sponsors for Navy and Marine Corps commissioned units are charged with providing OCIE, CBRNE, and theater-specific training support via OPTAR allowances and procedures. This requirement extends to outfitting all TEMADD personnel ordered to support the commands' missions. CNO (N1) funding sources will not be used for commissioned unit shortfalls.

b. The Navy force commanders and TYCOMs responsible for reserve unit forces will, upon their mobilization, address commissioned unit equipping and training shortfalls. In most cases, this will either be COMUSFLTFORCOM or Commander, U.S. Pacific Fleet, who act as Navy unit force providers to other fleet and CCMDs.

c. Commands or organizations requesting individual augmentation will identify OCIE, CBRNE, and theater-specific training requirements via the NCMCMPS requirement tracking module.

d. Navy RC Sailors requiring CBRNE outfitting will receive initial outfitting support for requirements specified in NCMCMPS requirement tracking module at ECRC or other equivalent training site. If required, replacement suits and materials will be the responsibility of the augmented unit or force command. Funding will be through the supported commands operating funds utilizing established supply procedures.

2. Navy individuals being outfitted enroute to an assignment requiring outfitting and equipping with OCIE will normally require minimum Navy uniforms to allow travel from duty station or home to the NMPS where outfitting and equipping will be accomplished. This will normally be defined as two sets of Service khaki or Navy Service uniform (E6 and below) plus outerwear as needed for foreseeable weather conditions.

APPENDIX F
FORMAT FOR REQUESTING DELAYS, DEFERMENTS, AND EXEMPTIONS

From: Commanding Officer, (NOSC) (local area coordinator for mobilization or designee)
To: Commander, Navy Reserve Forces Command (N35) or
Commander, Navy Personnel Command (PERS-91)

Subj: DELAY, DEFERMENT, AND EXEMPTION REQUEST ICO FULL NAME, RANK
OR RATE, DESIGNATOR (IF APPLICABLE)

Ref: (a) OPNAVINST 3060.7C

Encl: (1) Subject member's request (with member's enclosures)
(2) Copy of pertinent documentation

1. In line with reference (a), subject member has submitted a request for a delay, deferment, or exemption, enclosure (1). If delay, specify number of days requested.
2. Provide a detailed description of basis of request (ensure RC Sailor has submitted all relevant documentation for the request and include as enclosures if not submitted as part of reservist's request letter).
3. Provide a detailed description of what has been done to alleviate the situation.
4. Provide a brief statement of how delays, deferments, and exemptions would alleviate or resolve the problem.
5. Provide the name, address, and age of the Service member and the names, addresses, and ages of the member's dependents.
6. Provide the name(s), address(es), age(s), and relationship of all other immediate family members (include: parent(s), brother(s), sister(s), regardless of location (only when relevant to consideration of the request, otherwise not applicable).
7. Provide a synopsis of medical documentation (if applicable), to include attending physician's name, address, and telephone number with area code.
8. Provide other pertinent information.
9. Provide telephone number with area code where member may be contacted (home and work number).
10. The commanding officer's (CO) endorsement must include the following:

Subj: DELAY, DEFERMENT, AND EXEMPTION REQUEST ICO FULL NAME, RANK OR RATE, DESIGNATOR (IF APPLICABLE)

a. The CO must provide a definite recommendation (i.e., approval, disapproval, or if delays, deferments, and exemptions is not the proper solution, then provide recommendation for the proper course of action).

b. Provide a brief synopsis of applicant's case. Include a statement as to what assistance has been provided by the command and local military and civilian agencies (i.e., clergy, social workers, Navy Relief or American Red Cross). Ensure that those agencies, when appropriate, have been contacted to provide assistance.

c. Provide applicant's disciplinary status or pending disciplinary action. Cases of members awaiting disciplinary action will be held in abeyance until disciplinary action is resolved.

d. Applicant's current duty status (i.e., on board for duty, on board at supported command, or in an approved delay status).

e. Miscellaneous personal data to include the date the member reported aboard present command, and for enlisted members, provide the date of enlistment, expiration of active obligated service, and pay entry base date.

f. Information concerning obligated service, if any.

g. Provide member's report date, the command to which member will be assigned, and mobilization assignment, if known (actual deployment data will likely be classified).

h. A breakdown of active duty earnings and withholdings, if applicable.

i. Other pertinent data.

j. CO point of contact with name and telephone number (commercial with area code and DSN).

11. CO will certify that all information is accurate and factual. Original documents will be held at the reserve site and made available upon request.

CO, or local area coordinator for mobilization or
designee
Rank, Designator, USN

OPNAVINST 3060.7C
17 Aug 2018

Copy to:
Reserve Component Commander
COMNAVRESFORCOM (N35) (if sent to COMNAVPERSCOM (PERS-9))