

# INFORMATION TRACK FOR NEW NAVAL RESERVISTS

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Information contained in this article is beneficial to all Reservists; however, the content will have the greatest impact on:

OFFICER/ENLISTED PERSONNEL RECENTLY RELEASED FROM ACTIVE DUTY  
DIRECT COMMISSIONED OFFICERS  
IN-SERVICE PROCUREMENT CWO, ENS, AND LTJG  
INTERSERVICE TRANSFERS

**F**actual, precise information is an essential commodity for today's Reservist. Why? Due to our electronic world, Navy general and career information is passed so quickly and virtually on a daily basis. Since the receptacle for the majority of the information is your local Naval Reserve Activity, your exposure time to gather this information is a mere two days a month at best. So, how does a new Reservist get answers to the following questions?

- Is a Selected Reservist also in the Ready Reserve?
- How do I get promoted in the Naval Reserve?
- What happens if I get injured while in a duty status?
- How long can I stay in the Naval Reserve?
- What are my benefits/entitlements while on active duty?
- What happens if I can no longer drill on a regular basis?
- Is a Reserve Non-Regular retirement worth it?

Answers to these questions and other pertinent information can come from several sources within the Naval Reserve structure; but more and more officer and enlisted personnel are relying on what we call an "information advocate" such as the Naval Reserve Association to monitor, collect, assimilate, and logically present that information critical to today's Reservist.

## UNDERSTANDING YOUR NAVAL RESERVE STATUS

Understanding the exact terminology and the variations of Naval Reserve status takes a little study. Since Naval Reserve status is sometimes misunderstood by both new and seasoned Reservists, the status matrix below should set you on the right track. But, just in case you need a little help, try to remember the following general rules:

- The Ready Reserve includes the Selected Reserve, Voluntary Training Units (VTU), and the Individual Ready Reserve (IRR).
- The VTU is part of the IRR, but Reservists are administered as if in the Selected Reserve in regard to drill accounting, performance reports, SGLI, and other personnel matters.
- Transfers between the Selected Reserve and IRR are accomplished at Naval Reserve Activity level.
- Transfers between the Ready Reserve, Standby Reserve, and Retired Reserve are accomplished by Navy Personnel Command.
- The Ready Reserve and Standby Reserve (Active) are in an active status; therefore, retirement points may be accrued through active duty, regular drilling, correspondence courses, or other authorized point accrual activities.
- The Ready Reserve and Standby Reserve (Active) are an active status; therefore, officers are eligible for promotion regardless whether they are actively participating or not.
- For officers, the commissioned service clock and longevity clock continue to click away regardless of status.
- The Ready Reserve, as its name implies, is subject to partial mobilization.
- The Selected Reserve is also subject to a Presidential Reserve Call-Up (PRC). As currently organized, the Navy's VTU and IRR are not subject to PRC.

## HOW LONG CAN I STAY ACTIVE IN THE NAVAL RESERVE?

The following represents a summarization of the service limitations for Reserve officers and chief warrant officers, in the grades of CWO2 through CWO4, and O-3 and O-4, in an active status. These service limitations are contained in Title 10, United States Code and Enclosure (3) of SECNAV Instruction 1920.6B. The service limitations for CDR and CAPT are not discussed because the service limitations of 28 and 30 years respectively usually never conflict with a Reservist trying to reach retirement eligibility.

**Chief Warrant Officers (CWO)** – In general, a CWO can remain in an active status until the completion of 30 years of satisfactory service credible for a nonregular retirement. However, the above normally applies only to CWO4. If a CWO2 is twice failed of selection to CWO3 and has at least 20 years of satisfactory service, he/she may request retirement or be transferred to the Standby-Reserve Inactive. The same applies to the CWO3 who twice fails promotion to CWO4. For both CWO2 and 3, if at the time of the second failure, he/she is credited with at least 18 years of satisfactory service, continuation in an active status until retirement eligibility is provided by the sanctuary provision of Title 10 USC.

**Lieutenant (O-3)** – A Reserve officer in an active status serving in the grade of O-3 who twice fails of selection for promotion to lieutenant commander, and is not on a list of officers recommended for promotion to lieutenant commander, shall be eliminated from an active status not later than the first day of the seventh month after the month in which the report of the selection board that considered the officer for the second time is approved unless retained or continued in an active status. Reference: 10 USC 14505.

### RESERVE STATUS MATRIX

ACTIVE STATUS (Promotion Eligible)				INACTIVE STATUS	RETIRED STATUS
RESERVE ACTIVE STATUS LIST (RASL)				INACTIVE STATUS LIST	RESERVE RETIRED LIST
READY RESERVE USNR 01			STANDBY RESERVE ACTIVE USNR 01	STANDBY RESERVE INACTIVE USNR 02	RETIRED RESERVE USNR (RET) RECEIVING:  QUALIFIED FOR NONREGULAR RETIREMENT (RESERVISTS)  OR REGULAR RETIREMENT (FTS)
FULL TIME SUPPORT (FTS)	SELECTED RESERVE (SELRES)	INDIVIDUAL READY RESERVE (IRR)			
FTS, CANREC, OVR, JVR	ASSIGNED TO MOB BELLET	VOLUNTARY TRAINING UNIT (VTU)  NONPAY IDT	ACTIVE STATUS POOL (ASP)  ADMINISTERED BY NSRC	NO RETIREMENT POINTS ACCRUAL  NO PROMOTION ELIGIBILITY	"GRAY AREA" RETIREE NOT RECEIVING RETIRED PAY, BUT ELIGIBLE FOR SUCH PAY UPON REACHING AGE 60
				KEY FEDERAL EMPLOYEE & HARDSHIPS	
				ELIGIBLE FOR PROMOTION EXCEPT TO FLAG RANK	

**Lieutenant Commander (O-4)** – A Reserve officer in an active status serving in the grade of O-4 who twice fails of selection for promotion to commander and is not on a list of officers recommended for promotion to commander shall be eliminated from an active status on the first day of the month after the month in which the officer completes 20 years of total commissioned service unless retained or continued in an active status. *Reference: 10 USC 14506.*

What happens to a Reservist in any of the situations described above who is close to retirement but does not have 20 satisfactory qualifying years upon reaching a statutory service limitation? If certain conditions are met, the Reservist goes into what is commonly called sanctuary. To be entitled to sanctuary, regardless of grade, a Reservist must be credited with at least 18 years of satisfactory qualifying service at the time prescribed for elimination from an active status. Statutory law limits the time allowed to obtain 20 years of qualifying service. If a Reservist has between 18 and 19 years qualifying service, the law allows three years to complete 20 qualifying years. For a Reservist with between 19 and 20 years qualifying service, the law allows two years to complete 20 qualifying years. In each case, if retirement eligibility is achieved before the prescribed time limitation has expired, the Reservist must request retirement. *Reference: 10 USC 12646.*

What do the words “unless retained or continued in an active status” mean in each grade service limitation description? In simple terms, if a Reservist is not subject to the sanctuary provision, then retention or continuation become the only available options for continued service beyond a statutory service limitation. Title 10, United States Code provides two separate provisions to ensure flexibility in meeting any changing Navy manpower requirement. The two provisions, retention and continuation, are very distinct from each other; and the terms RETENTION and CONTINUATION are not interchangeable. To understand the entire process involved:

**Retention** – The retention provision grants the Secretary of the Navy the authority, if required, to retain chaplains and officers in medical department designators to meet Navy manpower requirements. Simply, the Secretary may retain a Reserve officer in the Chaplain Corps, Medical Corps, Dental Corps, Nurse Corps, or Medical Service Corps (specific specialties). Retention requires the officer's consent and is only applicable to officers in the grades of O-5 and O-6 who reach maximum years of commissioned service (YCS). The minimum period of continuation is established by DoD directive at not less than two years. In summary, unless your designator is specified in the retention provision, you are not eligible for retention. *Reference: 10 USC 14703.*

**Continuation** – The continuation provision provides the Secretary the authority to continue Reserve officers through a continuation board process. Unlike retention, continuation may apply to grades O-3 through O-6 regardless of designator. The Secretary, if required to meet identified manpower/designator requirements, may continue lieutenants past their second failure, lieutenant commanders past 20 years of commissioned service (YCS), commanders past 28 YCS, and captains past 30 YCS.

Continuation in the grades of O-3, O-4, O-5, O-6 cannot extend beyond 20, 24, 33 and 35 YCS, respectively. In past continuation plans, lieutenant commanders who were credited with at least 16 years of qualifying service were offered continuation until retirement eligibility or 24 years total commissioned service, whichever occurred first. *Reference: 10 USC 14701.*

## RESERVE PARTICIPATION, PAY AND RETIREMENT POINT SYSTEM

Whether starting your first day as a Naval Reservist or joining following release from active duty, almost everything about being in a Reserve Component seems to defy certain logic. Let's see, there is inactive duty; active duty; two days of basic pay for one day of inactive duty drills; one day of basic pay and allowances for one day of active duty; and some active duty orders that pay per diem and some that don't. All the above variations are caused by your “on again, off again” duty status. If it seems as though you need an operating manual to be a Reservist, you're right. And we do have one. It's called BUPERSINST 1001.39D, *Administrative Procedures for Naval Reservists on Inactive Duty* and can be found at <[www.bupers.navy.mil](http://www.bupers.navy.mil)>, then click on “instructions.”

### Reserve Participation

In general, fiscal year (FY) satisfactory participation requirements for a Selected Reservist (pay billet) equates to four drills a month (a weekend, normally) and 14 days Annual Training (AT). Flexible drill patterns exist so not every unit is the same. Over the FY, this would be 48 points in inactive duty drills and 14 points for active duty. Each anniversary year, each Reservist receives 15 membership points, commonly called gratuitous points, for being in the Ready Reserve. Currently, the maximum number of inactive duty points (drills, membership, correspondence courses) allowed per anniversary year is 90. For more information on participation, see Chapter 11 of BUPERSINST 1001.39D.

### Satisfactory Year Creditable for a Nonregular Retirement

Within a Reservist's anniversary year, he/she must accrue a minimum of 50 points (active or inactive points) for that specific anniversary year to count toward the initial 20 years of satisfactory service required for retired pay at age 60. Any point total less than 50 results in an unsatisfactory year for a reserve retirement. Therefore, satisfactory participation as mentioned in the above paragraph is different than satisfactory anniversary year. Always be sure you know the number of points being accredited in your anniversary year. ***POINT OF CAUTION: Because of the increased use of flexible drilling, a Reservist could have in excess of 60 points in a FY, but have less than 50 points in an anniversary year.*** For complete information on retirement point accrual and what duty is eligible for point accrual, see Chapter 20 of BUPERSINST 1001.39D.

## Anniversary Year/Date

The “anniversary year” and “anniversary date” are both unique to Reservists, and each Reservist has a unique anniversary year and date. The anniversary year is the method of crediting a full qualifying year for a nonregular retirement. For a full qualifying year to be creditable for retirement purposes, a Reservist must earn at least 50 points within the anniversary year. Points cannot, by law, carry over to another anniversary year. The anniversary date starts the anniversary year and is determined by the date the now-Reservist entered into active service as a USN or USNR, or active status in a Reserve Component. For example, if an officer was originally commissioned as USN and then resigned and was reappointed a Reserve officer, the anniversary is the date the officer signed the original USN commission. The anniversary date is not changed unless you were transferred to the Inactive Status List or have broken service. This change occurred in FY2000. How can you verify your anniversary date? Your Naval Reserve Activity has this information on file. Otherwise, you can check both anniversary date and points per anniversary year by verifying your Annual Statement of Service History (ASOSH). If you have not yet received your ASOSH by mail, you can view it online at <http://www.bol.navy.mil/default.asp>. **IMPORTANT NOTE:** *Critical years to review are those which include effective dates of law changes that increased the maximum number of inactive points allowed per anniversary year. Those dates are 30 October 2000, when maximum points increased from 75 to 90, and 23 September 1996, when it increased from 60 to 75.*

## Mobilization

The two common categories of mobilization are:

- \* Presidential Reserve Call-Up (PRC) which has a limited call-up period of 270 days. Within the Navy, PRC only involves the call-up of Selected Reservists.

- \* Partial Mobilization involves a call-up period of not more than 24 months per contingency. Partial mobilization involves both the Selected Reserve and the IRR. Call-up could involve more than one short period of active duty, but total months of service for the same contingency cannot exceed 24 months. More information regarding mobilization can be found in Chapter 22 of BUPERSINST 1001.39D

## O-1E Through O-3E Pay

Regardless of type duty or funding source, if a commissioned Reservist has at least 1460 points of warrant and/or enlisted service, he/she is entitled to be paid from the O-1E through O-3E basic pay tables.

## Retirement Point Value

The future value of a Reserve retirement is not insignificant. If you were to retire in 2005, here is the monetary value of one point per month in retired pay. To place a full monetary value on one point would be somewhat difficult due to figuring the value of the entitlements and benefits that accompany retired pay, such as TRICARE, TRICARE for Life and TRICARE Pharmacy.

## Separation Pay (Pay Back)

Unfortunately, if you received separation pay, that pay must be repaid if you become eligible for a Reserve retirement and are in receipt of retirement pay. Recoupment will be taken from your retired pay beginning at age 60 based on a predetermined formula. The calculation system is designed not to cause you to pay income tax for a second time on the severance previously received. To confirm your situation, we suggest you contact Defense Finance and Accounting Service (DFAS) in Cleveland, OH, at 1-800-321-1080 or 1-216-522-5955. To obtain information in writing, e-mail DFAS using the address listed on their Web site, [www.dfas.mil](http://www.dfas.mil). Ensure that you give them your name, SSN, and complete question. DFAS will respond to you in writing.

## Retirement Point Value for Those Retiring in 2005 (Per Point Per Month)

<b>GRADE</b>	<b>CENTS per point</b>	<b>GRADE</b>	<b>CENTS per point</b>
E-6 over 20	20.2	O-1 over 20	20.5
E-7 over 22	25.2	O-2 over 20	25.8
E-8 over 24	29.3	O-3 over 20	35.3
E-9 over 26	36.3	O-3E over 20	37.6
W-2 over 24	29.5	O-4 over 20	41.2
W-3 over 24	32.8	O-5 over 22	48.6
W-4 over 26	39.1	O-6 over 26	59.5

## WHAT HAPPENS IF I CAN'T PARTICIPATE ON A REGULAR BASIS?

Since the Naval Reserve is a voluntary, other than full-time program, not all Reservists will be able to drill all the time. Should professional occupation or personal matters prevent regular participation on a temporary basis, all is not lost. In order to maintain some semblance of participation for

the accrual of points for maintaining a satisfactory (50 points) anniversary year, transfer to the Individual Ready Reserve (IRR) is the best option. The following matrix answers most of the questions involved with assignment to the IRR.

### IRR Summary Information

Question	IRR Active Status Pool
<b>STATUS</b>	
Am I in the Ready Reserve?	Yes.
Am I in the Selected Reserve?	No.
Am I in an active status?	Yes.
Am I subject to mobilization?	Yes, partial or full mobilization.
<b>PARTICIPATION</b>	
Can I perform nonpay IDT?	No.
Can I perform paid IDT?	No.
Can I perform paid AT?	Yes, if funds are available.
Can I accrue retirement points? (i.e., correspondence courses)	Yes, complete listing can be found in BUPERS Instruction 1001.39D, Chapter 20, Figure 20-1.
What is the maximum inactive points I can earn?	Ninety (90) per anniversary year.
Do I accrue longevity for pay purposes?	Yes.
Do I receive membership (15) points each anniversary year?	Yes.
Can I return to the Selected Reserve?	Yes, but must go through Naval Reserve recruiting to identify vacancy.
How long can I stay in an active status?	Until reaching a maximum service limitation, age 60, or screened from an active status by Navy Personnel Command.
<b>PROMOTION</b>	
Am I eligible for promotion?	Yes. Nonparticipation decreases competitiveness.
Can I be issued a DOR?	Yes.
Who does the paperwork for DOR?	Naval Reserve Personnel Center in New Orleans.
Does time count toward time-in-grade (TIG)?	Yes.
Is there a minimum number of points to accrue for TIG to count?	No.
<b>ADMINISTRATIVE</b>	
Do I have a CO?	Commanding Officer, Naval Reserve Personnel Center.
Do I receive a periodic fitness report or performance evaluation?	No.
Do I have to maintain PRT standards?	No.
Where are my medical records maintained?	Naval Reserve Personnel Center.
Where is my official service record located?	Navy Personnel Command in Millington, TN.
Can I use the exchange and commissary?	Yes, unlimited exchange and commissary privileges with valid ID card.
Am I covered under SGLI?	No. Refer to BUPERS Instruction 1001.39D, Chapter 15.
Am I covered under VGLI?	Yes, if selected and premiums are paid. Refer to BUPERS Instruction 1001.39D, Chapter 15.

## SUPPOSE YOU'RE INJURED WHILE IN A DUTY STATUS



The potential for something bad to happen to you while in a duty status is always present. If you are incapacitated by an injury, aggravation of an injury, or disease during periods of inactive duty or active duty, you are eligible for specific benefits. Coverage is normally described as portal to portal. What does this actually imply?

When referring to inactive duty training (IDT), referred to as drills, portal-to-portal coverage begins upon commencement of travel directly to and from the IDT site. Coverage is also present if you remain overnight on site before IDT and/or between successive periods of IDT. In the case of active duty orders, coverage begins at commencement of travel to/from duty site (line of duty). Travel must be directly to the site as specified in the travel itinerary of the orders. Coverage is for any illness, disease, or injury occurring in the line of duty. Entitlements may encompass medical/dental care and incapacitation pay.

### ***Incapacitation Benefits Available to Reservists Include:*** **(Reference SECNAV Instruction 1770.3C):**

\* Medical or dental care, as authorized, can be provided by a military treatment facility, a TRICARE provider, or a Department of Veteran's Affairs medical center. With prior approval, civilian medical care may be provided. If authorized medical or dental care, entitlement to a travel and transportation allowance is normally authorized to receive such care.

***Note: Nothing precludes immediate medical or surgical treatment of a Reservist during any period of duty.***

- \* Hospitalization to the extent necessary for treatment.
- \* Incapacitation pay is the payment of basic pay and allowances for a period of no more than six months. Incapacitation pay can be reduced by other earned income during the period covered by a Notice of Eligibility (NOE). While receiving incapacitation pay, credit for drills or active duty is not authorized. Satisfactory participation may be maintained through correspondence courses. Disability retirement, as determined by Physical Evaluation Board process, could result from an incapacitation suffered by a Reservist. Separation pay may be entitled if a Reservist is involuntarily separated from active duty after having served at least five years of continuous active duty immediately prior to separation.

\* **The benefits with asterisks** are issued through either a Notice of Eligibility (NOE) or placement (or continuation) on active duty.

**Notice of Eligibility** is a document issued by the Chief of Naval Personnel (NIRM) to a Reservist when a determination is made that an injury or disease incurred as aggravated in line of duty and incapacitation benefits, as specified, are authorized. Requesting a NOE is normally the responsibility of the local Naval Reserve Activity following the general procedures of COMNAVRESFOR 1770.5B.

**Release from duty status, yes or no**, is a common question and often misunderstood. If a Reservist incurs an injury, illness, or disease while on inactive duty (IDT), under portal-to-portal coverage, or on active duty orders specifying a period of 30 days or less, the Reservist must be released from duty status at the end of the duty period. However, if CNRF determines continuation or placement on active duty is in the best interest of the Reservist, orders will be issued with the member's consent. If currently on active duty orders specifying a period of greater than 30 days, the Reservist is continued on active duty with the member's consent. Those who decline active duty, and those benefits associated with active duty, will be issued a NOE with specified incapacitation benefits as determined by the Chief of Naval Personnel (NIRM).

## WHAT ARE YOUR ENTITLEMENTS WHILE ON ORDERS TO ACTIVE DUTY?

The equivalent of the rubic cube in the Naval Reserve is trying to figure out your entitlements for a particular set of active duty orders. Reservists can be on several types of active duty orders – Annual Training (AT), Active Duty for Training (ADT), or Active Duty for Special Work (ADSW). Why is it so difficult to determine potential entitlements for a set of active duty orders? First, because entitlements and eligibility requirements are found in several financial regulation publications not readily available to most Reservists. Second, we make it difficult in the way we think about it; in fact, so difficult that it has almost become, in the minds of many Reservists, a question that will never be answered accurately.

Let's try to answer this question accurately by suggesting a new way to think. Forget about the TYPE of orders and concentrate on the DURATION (number of days specified) of the orders. Duration of orders is what predominantly determines the entitlements due to the Reservist. Consider this, why would a day on active duty under Annual Training (AT) orders be any different than a day served on Active Duty for Training (ADT), Active Duty for Special Work (ADSW), or Involuntary Active Duty (recall) orders? In reality, there is no difference. So, if a day of active duty is a day of active duty, that confirms that the duration of orders is the prime factor that determines entitlements applicable to each set of orders.

## ENTITLEMENTS FOR RESERVISTS ON ORDERS TO ACTIVE DUTY (AT/ADT/ADSW/Volunteer or Involuntary Recall)

	<i>ENTITLEMENTS BASED ON ORDERS' DURATION AND LOCATION</i>	<i>REFERENCE *</i>
<b>Prior to Day 1</b>	<ul style="list-style-type: none"> <li>■ Temporary Health Care Services for Reserve Component Members and Family Members</li> </ul>	10 USC 1074, 1074(a) 1076, 1145(a)
<p style="text-align: center;"><b>Day 1</b></p> <p style="text-align: center;">D U R A T I O N  O F  O R D E R S</p> <p style="text-align: center;">29 days</p> <p style="text-align: center;">89 days</p> <p style="text-align: center;">139 days</p> <p style="text-align: center;">179 days</p>	<ul style="list-style-type: none"> <li>■ Portal To Portal Coverage</li> <li>■ Basic Pay</li> <li>■ Basic Allowance for Subsistence - BAS               <ul style="list-style-type: none"> <li>■ For enlisted: if rations in kind not available, permission to mess separately granted.</li> </ul> </li> <li>■ Basic Allowance for Housing - BAH (Type II)</li> <li>■ Medical/Dental Care (Service Member)</li> <li>■ Separation or Retirement for Physical Disability</li> <li>■ Travel Allowance</li> <li>■ Per Diem               <ul style="list-style-type: none"> <li>■ Rates vary based on type of messing/berthing</li> <li>■ Not for orders of 20+ weeks except for contingency ops</li> </ul> </li> <li>■ Hardship Duty Pay</li> <li>■ Hostile Fire/Imminent Danger Pay (IDP) - Specified locations</li> <li>■ Hazardous Duty Pay               <ul style="list-style-type: none"> <li>■ Various specialties/orders must require specific duty</li> </ul> </li> <li>■ Flight Pay</li> <li>■ Special Pay Medical Corps/Dental Corps</li> <li>■ Foreign Language Proficiency Pay</li> <li>■ Tax Benefit (designated combat zones)</li> <li>■ DD 214 (For MOB or contingency OPS orders only)</li> </ul>	10 USC 1074 DODFMR, VOL 7A, CH 2 & 57 DODFMR, VOL 7A, CH 25 & 57  DODFMR, VOL 7A, CH 26 & 57 10 USC 1074(a), 1074 10 USC 1201-1206 JFTR, CH 3 & 7 JFTR, CH 4 & 7  DODFMR, VOL 7A, CH 17 DODFMR, VOL 7A, CH 10 DODFMR, VOL 7A, CH 57  DODFMR, VOL 7A, CH 19 26 USC 112 BUPERSINST 1900.8
	<ul style="list-style-type: none"> <li>■ Active Duty Identification Card               <ul style="list-style-type: none"> <li>■ Authorizes appropriate medical, commissary, exchange, and MWR benefits and privileges for the period of active duty specified on orders.</li> </ul> </li> <li>■ Family Care</li> <li>■ Accrue Leave - 2.5 days per month</li> <li>■ Leave Sell Back</li> <li>■ Career Sea Pay (E-4 &amp; above)</li> <li>■ Family Separation Allowance (Type II)</li> <li>■ Health Professional Pay               <ul style="list-style-type: none"> <li>■ Other than training orders</li> </ul> </li> <li>■ Transitional Health Care</li> </ul>	BUPERSINST 1750. 10A  10 USC 1076 DODFMR, VOL 7A, CH 35 & 57 DODFMR, VOL 7A, CH 35 & 57 DODFMR, VOL 7A, CH 18 DODFMR, VOL 7A, CH 27 DODFMR, VOL 7A, CH 5, 6, 21  10 USC 1145 AND 1076
	<ul style="list-style-type: none"> <li>■ DD 214</li> <li>■ Uniform Allowance (Officers) - Once every 2 Years</li> </ul>	BUPERSINST 1900.8 DODFMR, VOL 7A, CH 30
	<ul style="list-style-type: none"> <li>■ Advance Pay - One month advance</li> <li>■ Basic Allowance for Housing (BAH)</li> <li>■ Family Separation Allowance (Type I)</li> <li>■ Household Goods Shipment</li> </ul>	DODFMR, VOL 7A, CH 32 DODFMR, VOL 7A, CH 26 DODFMR, VOL 7A, CH 27 JFTR, CH 5
	<ul style="list-style-type: none"> <li>■ Uniform Allowance (Enlisted)</li> <li>■ Special Duty Assignment Pay (Enlisted only)</li> </ul>	DODFMR, VOL 7A, CH 29 DODFMR, VOL 7A, CH 8 & 57/ SECNAVINST 1160.1A
180 days or more		

### NOTE:

This article reflects an array of potential entitlements. Variants in entitlements can result depending upon the circumstances to which ordered to active duty, especially when supporting a contingency operation. As practical, source document references have been provided. Your servicing PSD and policy guidance message, in the case of contingency operations, will determine actual eligibility.

\* DODFMR - DOD Financial Management Regulation <[www.dtic.mil/comptroller/fmr](http://www.dtic.mil/comptroller/fmr)>

\* JFTR - Joint Federal Travel Regulations <[www.dtic.mil/perdiem](http://www.dtic.mil/perdiem)>

## Per Diem

Per diem encompasses lodging, meals, and incidental expenses reasonably incurred by the Reservist while on active duty. Per diem is normally paid for whole days, except for departure and return days to permanent duty station. No per diem is payable



for TDY exceeding 139 days without Secretary of the Navy approval. Currently, per diem is being paid to Reservists on contingency operations orders exceeding 139 days based on a SECNAV determination. Normally orders for 140 days (20 weeks) or more are permanent change of station (PCS).

### A Little Bit More About Per Diem

When performing Annual Training (AT) at a location where both government quarters (GQ) and government messing (GM) are available, per diem is not authorized. The cost of GQ is a reimbursable expense. Remember, regardless, where performed is considered the Reservist's permanent duty station. When performing ADT at a location where both GQ and GM are available, per diem is authorized. Per diem in this case would be the government meal rate (\$8.30 per day) and incidental expenses. The cost of GQ is a reimbursable expense. When performing AT or ADT at a location where either GQ or GM are not available, per diem is authorized.

## What Is Travel Time?

Reservists are entitled to active duty pay and allowances for time allowed for necessary travel. Allowable travel time is considered active duty for all purposes normally ascribed to active duty, such as retirement credit. For orders of 30 days or less, not more than one day is allowed for air travel within the continental United States. If air travel is not reasonably available, then travel time is allowed if actually performed by public surface transportation. When active duty training orders are combined with IDT, the active duty orders should specify the travel date.

## Travel & Pay Processing Checklist

### Messing and Berthing

Verify whether you will be reimbursed for commercial or government berthing and messing:

- \* A Berthing Endorsement or Certification of Nonavailability (CNA) is required for reimbursement of commercial lodging expenses (hotel costs). If a CNA is not provided on your itinerary, you must stay in government quarters or obtain a CNA endorsement from the local berthing authority.
- \* Verify government messing availability/nonavailability at check-in.

### Pay & Allowance (for AT & ADT Orders)

Upon reporting for duty, submit to that Command's local PSD:

- \* ORIGINAL orders with Command endorsements (Note: Orders must be marked as "ORIGINAL").
- \* Copy of current /verified NAVPERS 1070/60 Page 2.
- \* Completed and signed ACDUTRA PAY AND ALLOWANCE BAH CHECKLIST (requirement varies by PSD).

### Travel Claim Checklist (for All Orders: AT, ADT, & IDTT)

Submit the following to your Naval Reserve Activity within five (5) working days of completing travel:

- \* Completed Travel Voucher DD 1351-2 with ORIGINAL signature.
- \* Copy of endorsed orders.
- \* Second copy of endorsed orders (only required for IDTT processing).
- \* ORIGINAL receipts for lodging (regardless of amount) and all reimbursable expenses over \$75.00.
- \* Copy of SATO Travel Itinerary.
- \* Completed Direct Deposit verification form with electronic funds transfer (EFT) data (exact requirement varies by PSD).
- \* Certification of Nonavailability (CNA) for commercial lodging/meals from the BEQ/BOQ (if SATO has not already provided this on your itinerary).
- \* Submitted via your Reserve Activity (authorizing officer approval required) prior to processing at supporting PSD.

### Don't Forget About Fitness and Performance Reports While on Active Duty Orders

The vast majority of Reservists performing active duty fall under the "general reporting requirement" of BUPERSINST 1610.10 in regard to Reservists on temporary active duty. For Reservists:

- \* On active duty for ten days or less, no report is required.
- \* On active duty between 11 and 89 days, a Not Observed/ Detachment of Individual report, with comments, should be prepared.

For periods of 90 days or more, specific reporting requirements are contained in Annex K, paragraphs K-4 and K-5 of BUPERSINST 1610.10.

### TRICARE for Reservists and Family While on Active Duty or Mobilization Orders

Generally, medical coverage (Reservist/family members) is based upon the number of days ordered to active duty instead of the type of orders, such as AT, ADT, or ADSW. The exception to this rule involves orders expressly specifying “in support of a contingency operation” whether involuntary or voluntary.

### Summary of Health Care Available and Eligibility

**Reservist care:** Regardless of duration of orders or IDT, the individual Reservist is covered. For orders over 30 days, the Reservist is automatically enrolled in TRICARE Prime. For orders of 30 days or less, the Reservist’s coverage is for appropriate medical and dental care for an injury or illness incurred in line of duty. Other health care for Reservists:

- \* Medical or dental screening and care. Whenever a Reservist receives notice that he/she will be called or ordered to active duty for a period of more than 30 days, medical and dental screening and care will be provided to meet applicable standards for deployment. This care is provided before entry on active duty. Eligibility for such care must be specified in orders.
- \* Early eligibility date for TRICARE benefits. Whenever a Reservist is issued active duty orders (for more than 30 days), in support of a contingency operation, with a delayed effective date for reporting to duty, he/she shall be eligible

for TRICARE as if on active duty on date of issue, or 90 days prior to report date, whichever is later.

**Family care:** Health care for eligible family members is dependent on length of orders and whether those orders were issued in support of a contingency operation. If the sponsor’s orders are:

- \* Not in support of a contingency operation. If orders are specified for a period of more than 30 days, medical care is provided under TRICARE Standard or Extra effective upon entry on active duty. Cost share and deductible apply. Enrollment in TRICARE Prime is available.
- \* In support of a contingency operation. As mentioned previously under “Reservist care,” medical care may begin even before entry on active duty. This also applies to family members of a Reservist ordered to active duty for more than 30 days in support of a contingency operation. Family members may enroll in TRICARE Prime, Extra, or Standard. Specifics of each TRICARE option may be reviewed at <www.tricare.osd.mil>.

**Transitional care:** Reserve Component members who served on active duty for more than 30 days, in support of a contingency operation, are authorized coverage under the Transitional Assistance Medical Program (TAMP). Reservists and eligible family members will be covered for a period of 180 days beginning on the date of separation. Coverage may be under TRICARE Prime, Extra, or Standard.

**Purchasing TRICARE Standard after transitional TRICARE (180 days) coverage ends (program enrollment will be available 26 April 2005):** Under improved health care benefits contained in the NDAA for FY 2005, Reservists can purchase TRICARE Standard coverage for themselves and/or eligible family members. Simply stated, for every 90 days continuously served on orders specifying “in support of a contingency operation,” you can purchase one year of TRICARE Standard coverage. If you purchase coverage, you are required to commit to serve in the Selected Reserve for the coverage period. For example purposes, if you serve 270 days of active duty in support of a contingency operation, you may elect to purchase three years of TRICARE Standard coverage. As stated before, you will also incur a commitment to serve in the Selected Reserve for the three-year coverage period. For those who served on eligible orders between 11 September 2001 to 27 October 2004, you retain your eligibility to purchase TRICARE Standard coverage as outlined above.

**Dental care:** Dental care is not provided to eligible family members based on orders. The TRICARE Dental Program (TDP) is a premium-based program with single and family plans available. Enrollment is voluntary with worldwide coverage. Selected Reservists and IRR personnel are eligible to enroll. The per-month rates are: \$22.66 for a family of a Reservist on active duty, and \$56.66 for a family of a Selected Reservist or IRR member not on active duty. The plan may be reviewed by going to <www.ucci.com> or by calling 1-800-866-8499.

## HOW DO I GET PROMOTED IN THE NAVAL RESERVE?

The word "How" in the question above can conger up two very distinct meanings depending upon what information the Reserve officer seeks. It can mean what must one do to achieve the next higher grade or what are the mechanics, procedures, or administrative requirements to document promotion. Let's take How #1 with some known facts. If you want to get promoted in today's Naval Reserve, understand that two elements rule: 1) career progression, and 2) pattern of performance. Be aware now instead of later that your peers in the Naval Reserve are highly educated, progressive, top-notch professionals. To stay competitive, you'll need to go after challenging billets and be in the top half of competitive rankings. This may require traveling at your own expense. It is never too soon to get into a strong leadership or command billet. Know the competitiveness of your performance. Have a mentor or the Association perform a record review so you understand areas that need improvement. Above all, be part of your promotional opportunity by knowing when you are up for promotion; providing a strong fitness report input; ensuring your official service record is up to date; ensuring your fitness report is submitted on time; ensuring you are evaluated in the correct competitive category; and, if necessary, communicating with your selection board if material is missing from your record. A complete summary of the Naval Reserve Promotion Selection Process can be found on the Association's Web site at <http://www.navy-reserve.org/14a/pages/index.cfm?pageid=908>. Now let's look at How #2, all the procedures and high points of the Naval Reserve officer promotion system.

### The Running-Mate System and Assignment of a Register Number Precedence Number



The "running-mate system" is a term heard by almost every Reserve officer, however, the systematic use of the running-mate system is usually never completely understood. Simply, it is the assignment of an active duty list running-mate to each Reserve officer, in an active status. It is a requirement of law, specifically, 10 USC 14306, and the backbone to the Reserve promotion system. The running-mate system is used to establish promotion zones and for the assignment of date of rank (DOR) following selection. By using the running-mate system, the Naval Reserve mirror images exactly what occurs for

active duty list (ADL) officers of the same grade and competitive category with regard to promotion zones and assignment of DOR. In regard to register numbers, numbers are assigned to O-2 and above and serve the same purpose as lineal numbers do for the ADL officer. You can obtain your register number by going to Reserve officer promotions located on the BUPERS Web site at <http://www.bupers.navy.mil/pers8/pers-80/pers-801res/pers-801res.htm>.

### Promotion of Chief Warrant Officers (CWO)

There is a common misunderstanding that a CWO can remain in an active status until age 60. This is not true for the majority of CWOs. Those who fail twice for selection to CWO3 or CWO4 are retired, if eligible. With a promotion opportunity of 90 percent, several failures occur each board. A missing fitness report would severely disadvantage selection opportunity. The selection and promotion of CWOs is regulated by SECNAVINST 1421.7B. CWO boards are administrative instead of statutory and below-zone selection is authorized. Typically, CWOs are looked at after two years in grade. Eligible zones and board convening dates are in the annual FY zone message.

### Promotion from Ensign to Lieutenant (Junior Grade)

The grade requirements and procedures for promotion to LTJG are promulgated in SECNAV Instruction 1421.4D. Your commanding officer has the authority to promote you. In judging your fitness for promotion, your commanding officer is required to determine whether you are physically, mentally, morally, and professionally qualified to serve in the grade of LTJG. Once determined qualified and upon completion of 24 months from ensign DOR, promotion is effected by completing, signing, and submitting NAVPERS 1421/7 (Rev. 07-04) to Navy Personnel Command. References (a) and (b) on that form are blank and must be filled in with SECNAVINST 1421.4D and 10 USC 14303 respectively. There is a PDF of this form for fill-in and printing at [http://buperscd.technology.navy.mil/bup\\_updt/upd\\_cd/bupers/forms/pdf/n14217.pdf](http://buperscd.technology.navy.mil/bup_updt/upd_cd/bupers/forms/pdf/n14217.pdf). Example, if you currently have an ensign DOR of 10 Sept 2003, your promotion and DOR to LTJG will be effective 10 Sept 2005. This will be the effective date for pay and allowances. This method of calculating DOR to LTJG is the only one authorized. No frocking to LTJG is authorized. Once promoted, don't forget to obtain a new ID card.

### Promotion from LTJG to Lieutenant

Most LTJG records of Reservists are screened following the completion of three years total service. That is approximately one year after promotion to LTJG. To be placed on a list for promotion to lieutenant, your current fitness report must show you as recommended for promotion. Your date of rank will be the first day of the month following the month you complete 24 months as an O-2. Although the law allows a minimum of 18 months in the grade of O-2 for promotion, the time-in-grade (TIG) is determined by the Secretary of the Navy. Currently, TIG is 24 months to O-3. ***A WORD OF CAUTION: There have been several changes regarding the promotion to lieutenant. Selection boards ended several years ago. Even screening boards have ended. The basis of promotion is a recommendation for promotion on your current fitness report. Needless to say, no fitness report, no placement on the recommended-for-promotion list. It has happened several times in the past, needlessly. Don't let it happen to you.***

## Promotion to Lieutenant Commander and Above

Promotion to O-4 and above is accomplished by the Navy's promotion selection board system. Since boards are numerically constrained, not everyone will be promoted. The foundation for the equitable comparison of officers is the division of officers into COMPETITIVE CATEGORIES. Know your competitive category (designator grouping) and promotion status (selected, frocked) when fitness reports are due. Many officers are placed in the wrong competitive grouping; therefore, in most cases, disadvantaged. Additionally, it is an administrative nightmare for the reporting senior to straighten out after the fact. Remember, you are responsible for the accuracy of your official service record. If necessary, communicate with your selection board to bring your record up to date prior to the convening of the board.

### Below-Zone Consideration

Below-zone (BZ) consideration for Naval Reserve officers, including full-time support officers, to grades O-4 to O-6 is not authorized. Why? First, until the enactment of ROPMA (1 October 1996) BZ promotion for Reserve officers was not provided for in Title 10 United States Code. Second, even though ROPMA provided for the BZ consideration of Reserve officers, the Secretary of the Navy, through each fiscal year grade promotion plan, has not authorized BZ consideration for Naval Reserve officers. However, for chief warrant officer (CWO) selection boards, below-zone selection is currently authorized. Why? CWO selection boards are administrative boards instead of statutory boards and regulated by SECNAVINST 1421.7B instead of Title 10 United States Code. Historical in-zone numbers for CWO3 and CWO4 equate to one authorized selection from below the zone for each grade. The below-zone eligibility is defined on the annual ALNAV message announcing the convening Naval Reserve selection boards for the FY.

### When Will I Get a Date of Rank?

Soon after the release of the ALNAV announcing selection board results for O-4 and above, the favorite question of, "When will I get a date of rank?" arises. Since officers are selected over a year prior to promoting them, determining a date of rank (DOR) is somewhat of a calculated guessing game. However, here is the process flow from estimate to actual DOR:

**RULE OF THUMB.** Over the years, this rule of thumb has proven to be quite accurate. As previously mentioned, the Naval Reserve is connected to active duty promotions by the statutory running-mate system. Since active duty promotes to vacancies, this means that when a active duty officer is promoted to fill a vacancy, a Naval Reserve officer is also promoted regardless of whether there is a



vacancy in the Naval Reserve. When does active duty fill vacancies? Historically, active duty fills (or promotes) the first 40 percent of selectees in the first eight months of the FY year (Oct. through May). The remaining 60 percent are filled (promoted) evenly in the last four months of the FY year (Jun., Jul., Aug., and Sep. – each at 15 percent). Therefore, if a particular board selected 100 officers, the most senior 40 would be promoted between Oct. and May, with the remaining 60 being promoted at a rate of 15 per month for Jun., Jul., Aug., and Sep. If you were number 80 of 100 selects, based upon an equitable distribution of seniority among selectees, you could estimate receiving a 1 Aug. DOR. Authority to issue a DOR is promulgated via a monthly NAVADMIN message that is normally sent out the last week of a month for DOR's occurring on the first of the following month. When promulgated, the NAVADMIN message can be viewed on the Association's Web site <[www.navy-reserve.org](http://www.navy-reserve.org)> and on the BUPERS site. This is the official authority for the promotion of Naval Reserve officers.

### Can I Be Frocked?

Upon the public release of names recommended for promotion by selection boards, the most frequently asked question is, "Can I be frocked?" It is important to understand the current Navy frocking policy for Reservists.

MILPERSMAN 1420-020 spells out the Navy's policy on Reserve officer frocking. Prerequisites include:

1. Selection announced by ALNAV.
2. Senate confirmation announced by ALNAV for O-6 and above.
3. Serving in or ordered to a billet for the higher grade.
4. Meeting one or more of the following billet criteria (listed by priority):

- Billet with title of CO.
- Billet with title of XO, where XO fleets up to CO.
- Billet in direct support of the President or Vice President.
- Defense Attaché.
- Formal school where higher grade is needed for admission.
- Billets on the joint duty list.
- Billet on staff of OSD.
- Billet on staff of SECNAV.
- Acquisition professional major program manager.
- Billet with title of XO.
- Billet with title of Officer in Charge.

If an officer meets the above prerequisites, then, the command may submit a letter of request to PERS-492 via the ECHELON 4 command to Navy Personnel Command, PERS-492; 5720 Integrity Drive; Millington, TN 38055. The request must include the following information:

1. Name/SSN/designator of officer to be frocked.
2. Grade to which frocking is desired.

3. Date Time Group (DTG) of ALNAV which announced the officer's selection for promotion.

4. DTG of ALNAV/NAVADMIN which announced Senate confirmation of the officer's selection (required only for O-6 and above).

5. Command name, UIC, and mailing address.

6. Billet for the higher grade, which the officer occupies or to which ordered. Include the title and billet sequence code (BSC).

7. Date frocking is requested to begin.

8. Brief justification paragraph.

9. Point of contact, telephone/name.

Frocking quotas are extremely limited and will be assigned based on relative merit. For further information, contact PERS-492 at (901) 874-4514.

### Communicating with a Selection Board

When communicating with a selection board, refer to MILPERSMAN Article 1420-010 for proper submission. It is especially important to remember that communicating with a selection board is not just a method to present missing documents. It, also, provides an officer the opportunity to address any matter(s) to the selection board which he/she considers important. Extreme care should be taken to present only factual information and not to criticize any officer or reflect upon the character, conduct, or motive of any officer. Communications with a selection board must arrive prior to the convening of the board. When forwarding your letter to the board, utilize the following address:

**President, FY-0X Reserve (Grade) (Competitive Category) (Line or Staff) Promotion Selection Board Board # XXX**  
**Navy Personnel Command**  
**PERS-00R BLDG 768**  
**5720 Integrity Drive**  
**Millington TN 38055**

To verify receipt of your communication, contact Customer Service Center at 800-827-5627 or go to <[www.staynavy.navy.mil](http://www.staynavy.navy.mil)>.

## UPDATING YOUR OFFICIAL SERVICE RECORD

Navy Personnel Command (NAVPERSCOM) (PERS-313) in Millington, TN, controls the official personnel records of current and former members of the U.S. Navy and Naval Reserve. The records are maintained in an electronic format in the Electronic Military Personnel Records system (EMPRS). The permanent personnel record contains only those documents of a permanent nature, which reflect information that satisfies statutory and Navy career requirements, and are essential to personnel administration. Documents that might influence a member's career and benefits are retained; others are deleted from filing.

### Submission of Documents for Direct Filing

Forward documents intended for direct filing in the permanent personnel record to the following address:

**Navy Personnel Command**  
**PERS 312C**  
**5720 Integrity Drive**  
**Millington TN 38055-3130**

Do not include letters of transmittal or explanation. If a combined mailing package is used for multiple addressees within NAVPERSCOM, clearly mark the desired destination on the enclosed documents. The name and social security number (SSN) are the principal personnel identifiers used throughout the EMPRS system. Ensure that both the member's name and SSN are on the document. If necessary, write the member's name and SSN in the top, left-hand corner. Should you have questions, call PERS-313C at 901-874-3407. *References: BUPERSINST 1070.27A, MILPERSMAN 1070-020.*

### Missing Award Information from Your Records?

If you lack personal award information on the top sheet of your OSR/PSR or not all of your award citations are present in your official service record, new procedures are now in place to help you correct the situation almost effortlessly. Under a new procedure adopted by CNRFC, the frustration factor in trying to update records is virtually ZERO. All you need to do is forward to CNRFC the documentation; they will do the rest. CNRFC will enter the award information into the Navy-wide awards database and then forward the hard copy certificates and/or citations to Navy Personnel Command (PERS-312) for digital filing in your official service record. It couldn't be easier. When sending award documentation to CNRFC, use the address below and be sure to place your social security number, clearly written, on the upper left corner of the document:

**Commander, Naval Reserve Forces Command**  
**Code N0131**  
**4400 Dauphine Street**  
**New Orleans LA 70146-5100**

To verify database entries, just go to the NDAWS Web site at <<https://awards.navy.mil/>> and click on "Personal Awards," sign on, and review earned awards in the database under your name. For official service record entries, wait a sufficient amount of time to allow digital processing; then, order a CD copy of your record.

### Verifying and Ordering Your Performance Summary Record/Officer [Enlisted] Summary Record (PSR/O[E]SR)

The PSR for officer or enlisted (E-6 and above) is an important tool used by selection and administrative boards. Like your official service record, its accuracy is your responsibility. To view your PSR, go to <[www.bol.navy.mil](http://www.bol.navy.mil)>.