

COMNAVRESFOR P1040.1D

NAVAL RESERVE



OFFICER CAREER GUIDE

COMNAVRESFOR P1040.1D

Subj: COMMANDER NAVAL RESERVE FORCE (COMNAVRESFOR) NAVAL RESERVE OFFICER
CAREER GUIDE

1. This Officer Career Guide has been prepared for Reserve Officers use in determining their most effective career paths within the Reserve community. This Guide is not a directive and does not address policy. Its intent is for career planning assistance.
2. Holders of this guide are invited to submit comments and recommendations concerning content usefulness to COMNAVRESFOR (Code N11).
3. The previous edition, COMNAVRESFOR P1040.1C is hereby cancelled.
4. This publication has been reviewed and approved this date.

Table of Contents

Letter of Issuance	
Cross Reference (Locator)Sheet	
Record of Change.....	i
Table of Contents.....	iii
Forward.....	1
Naval Reserve Officer Career Guide	
Unrestricted Line	
Figure 1. 11X5 Warfare Qualified URL Officer (Surface).....	3
Figure 2. 1105 Fleet Support Officer.....	4
Figure 3. 13X5 URL Officer (Aviation).....	5
Restricted Line	
Figure 4. 14X5 Engineering Duty Officer.....	6
Figure 5. 1515 Aeronautical Engineering Duty Officer.....	7
Figure 6. 1525 Aviation Maintenance Duty Officer.....	8
Figure 7. 1615 Cryptologic Officer.....	9
Figure 8. 1625/1665/1675/1695 Merchant Marine Officer.....	10
Figure 9. 1635 RL Intelligence Officer.....	11
Figure 10. 1655 Public Affairs Officer.....	12
Figure 11. 18X5 Oceanography Officer.....	13
Staff Corps	
Figure 12. 21X5 Medical Corps Officer.....	14
Figure 13. 22X5 Dental Corps Officer.....	15
Figure 14. 23X5 Medical Service Corps Officer.....	16
Figure 15. 25X5 Judge Advocate General Corps.....	17
Figure 16. 29X5 Nurse Corps Officer.....	18
Figure 17. 31X5 Supply Corps Officer.....	19
Figure 18. 41X5 Chaplain Corps Officer.....	20
Figure 19. 51X5 Civil Engineer Corps Officer.....	21

Note: 611X Limited Duty Officer Corps through 751X Chief Warrant Officer Corps, under review and will be published when completed.

APPENDIX

A. List of Acronyms/Abbreviations.....	A-1
B. School Opportunities.....	B-1
C. List of Correspondence Courses.....	C-1
D. Recommended Readings.....	D-1
E. NOBC Submission.....	E-1
F. Command and Key Billet Application Information.....	F-1
G. Know Your Service Record.....	G-1
H. Reserve Administration.....	H-1
I. Useful References.....	I-1

FOREWARD

The Naval Reserve provides an opportunity to pursue a military career full of rich experiences and personal growth. You, however, control the journey by making the most out of every opportunity through your own initiative, dedication, and perseverance. This guide was developed to assist you with your career planning and development. It contains basic guidance in identifying career path options and provides important information to assist you in making wise decisions while planning your career. This guide also provides an inventory of professional and military skills you should systematically attain along your career path in order to increase your effectiveness and mobilization readiness. Please note, Fiscal Year funding may preclude participation in the aforementioned schools.

11X5 WARFARE QUALIFIED URL OFFICER (SURFACE)

	UNIT PARTICIPATION (Note 1)	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AT/ADT)
CAPT	CO/XO REDCOM Readiness/Plans VTU	28	Gaining Command AT MOB Exercise/Mutual Support SR Course Naval War College SR Course National Defense University Selection Board Washington DC Duty (MOB Enhancing)
		26	
		24	
		22	
CDR	REDCOM Major Command Staff CO/XO	20	Gaining Command AT MOB Exercise/Mutual Support Washington DC Duty (MOB Enhancing) Board Participation
		18	
		16	
LCDR	CO/XO Department Head REDCOM Staff (Note 3)	14	Gaining Command AT MOB Exercise/Mutual Support Armed Forces Staff College School for MOB Billet Assignment
		12	
		10	
LT	CO/XO Department Head NOBC Qualification	8	Gaining Command AT Exercise/Mutual Support
		6	
		4	
LTJG	Warfare Qualification Division Officer	2	Warfare Qualification Division Officer
ENS	Initial Training	0	Initial Training Officer Indoctrination Crs(Note 2)

Note 1: If not in the suggested billet, member should be in an active role with VTU, sea cadets, blue & gold Naval war college correspondence program.

Note 2: Direct Commissioned Officers only

Note 3: Support to naval training systems center as technical-training specialists is available to a small number of 11X5 officers.

Figure 1

1105 FLEET SUPPORT

	UNIT PARTICIPATION	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AT/ADT)	NOBC
CAPT	CO/XO REDCOM/Major CMD(Readiness/Plans) SPACE & ELECTRONIC WARFARE -OPNAV/Major Staff Design Project Support Space Project Technician -LOGISTICS SUPPORT OPNAV/Major Staff(Logistics Officer) -MANPOWER, PERSONNEL & TRAINING BUPERS (STF OPS CMD CTR, PERS PLNG)	28	Gaining Command AT	SEW
		26	MOB Exercise/Mutual Support SR Course Naval War College SR Course National Defense University	2170 2098 LS 9051
		24	BUPERS Board Participation Washington DC Duty	MPT 9045 3970
		22		
CDR	REDCOM Major Command SPACE & ELECTRONIC WARFARE -Joint Staff/OPNAV SYS Anaylst/Space Requirements -Major Staff CMPU SYS Anaylst/Staff Command LOGISTICS SUPPORT -OPNAV/Major Staff(Logistics Officer) MANPOWER,PERSONNEL & TRAINING -OPNAV/BUPERS (Staff OPS CMD CTR) -MAJOR STAFF (PERS PLNS/MPWR OFF) -PERSMOBTEAM (CO Shore Activity)	20	Gaining Command AT MOB Exercise/Mutual Support Naval War College Command & Staff Course BUPERS Board Participation Washington DC Duty	SEW 5930 9735 9590 LS 9051 MPT 9045 3970 3980 3981 3965 3015
		18		
		16		
LCDR	Department Head REDCOM Staff SPACE & ELECTRONIC WARFARE -OPNAV/SPAWARS (Space Rqmt) Major Staff/Fleet CINC (COMM PLANS & OPS/ADP PLANS) LOGISTICS SUPPORT -OPNAV/FLEET CINC/ECHELON 3/4 STAFF (Logistics Officer) -MSC/NCS STAFF (STF OPS CMD CTR) -NAVSTA/NAS (Law Enforcement & Security) -MSC STAFF/OFFICE (PORT SVC OFF) MANPOWER, PERSONNEL & TRAINING -BUPERS(STF OPS CMD CTR) -Fleet CINC (Staff Personnel) -PERSMOBTEAM (XO Shore Activity)	14	Gaining Command AT MOB Exercise/Mutual Support Naval War College Command & Staff Course Armed Forces Staff College School for MOB Billet Assignment	SEW 9515 9720 9730 5930 LS 9051 9045 9476 MPT 9045 3985 3015
		12		
		10		
LT	Department Head SPACE & ELECTRONICS WARFARE -OPNAV/Major Staff (ADP PROGS OFF) -ECHELON 3/4 Staff (COMM PLANS & OPS) -NAF/NAS/NAVWEPSTA(MGT INFO SYS) LOGISTICS SUPPORT -Fleet CINC/ECHELON 3/4 STAFF (PORT SVC OFF/STAFF OPS) -MSC STF/OFFICE(PORT SVC/STF OPS CMD CTR) -NAVSTA/NAS (LAW ENF & SEC) MANPOWER, PERSONNEL & TRAINING -BUPERS (PERS PLNG/MOB SEL OFF) -ELECHON 3/4 STAFF (STF PERS OFF)	8	Gaining Command AT MOB Exercise Participation Leadership Continuum	SEW 2612 9710 9715 9720 9510 9515 9517 LS 9476 9045 2775 MPT 3790 3015 3985
		6		
		4		

Figure 2

13X5 URL OFFICER (AVIATION)

	UNIT PARTICIPATION	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AT/ADT)
CAPT	CO/Member Reinforcing/Sustaining Unit VTU Air Systems Program Unit (Note 1)	28	Gaining Command AT Selection Board Participation SR Course Naval War College SR Course Nation Defense University BUPERS Promotion Board Participation NAVAIR HQ AT/ADT Exercise Support
		26	
		24	
		22	
CDR	CO/XO/Department Head Operational/Reinforcing /Sustaining Unit Air Systems Program Unit (Note 1)	20	Gaining Command AT MOB Exercise Participation Naval War College Command & Staff Course NAVAIR HQ AT/ADT (MOB Enhancing) BUPERS Promotion Board Participation
		18	
		16	
LCDR	Department Head Operational/Reinforcing /Sustaining Unit Air Systems Program Unit (Note 1)	14	Gaining Command AT MOB Exercise Participation Naval War College Command & Staff Course NAVAIR HQ AT/ADT (MOB Enhancing) BUPERS Promotion Board Participation
		12	
		10	
LT	Division Officer: Operational/Reinforcing /Sustaining Unit Air Systems Program Unit (Note 1)	8	Gaining Command AT MOB Exercise Participation School for MOB Billet Assignment
		6	
		4	
LTJG	Warfare Qualification NOBC Qualification Division Officer	2	Warfare Qualification Division Officer
ENS	Initial Training	0	Initial Training

Note 1: 13XX Billets in the ASP are filled by officers with engineering or maintenance backgrounds. Training and unit participation is based on the 13XX officers' education and experience relative to the 1515 or 1525 career guides.

Figure 3

14X5 ENGINEERING DUTY OFFICER

	UNIT PARTICIPATION	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AT/ADT)
CAPT	NAVSEA Unit CO/XO Technical Training Advisor (TTA) SPAWAR Unit CO/XO ONR/NRL Unit CO Senior Project Officer	28	NAVSEA Projects SPAWAR Projects ONR/NRL Projects Gaining Command Coordination/ Collaboration
		26	
		24	
		22	
CDR	All Unit types from below CO/XO	20	SUPSHIP Unit CO/XO Naval Shipyard or SUPSHIP unit CO/XO NAVSEA Unit (Note 1) SPAWAR Unit Technical Training Advisor (TTA)
		18	
		16	
LCDR	Unit CO/XO (Note 1)	14	NAVSEA Unit (Note 1) SPAWAR Unit CO/XO Supervisor of Shipbuilding XO (Note 1) Naval Shipyard or SUPSHIP (Note 1)
		12	
		10	
LT	Unit CO/XO (Note 1)	8	Naval Shipyard or SUPSHIP NAVSEA Unit (Note 1) At-Sea Engineering
		6	
		4	
LTJG	Unit XO (Note 1) BFIMA/ARGIMA Unit (Not NAVSEA)	2	Gaining Command AT NREDQP Work
ENS	Initial Training	0	Initial Training Officer Indoctrination Course (Note 2)

Note 1: Type of Units;
 -Program Executive Officer (PEO)
 -NAVSEA HQs (Directorate) & Staff
 -NSWC Division
 -Naval Shipyard (NSY)
 -Supervisor of Shipbuilding (SUPSHIP)
 -NUWC Division
 -NOSSA
 -BFIMA/ARGIMA (Program 42)

Note 2: Direct Commissioned Officers only

Figure 4

1515 AEROSPACE ENGINEERING DUTY OFFICER

	UNIT PARTICIPATION	YRS	Annual Training/Active Duty Training (AT/ADT)
CAPT	CO/XO Air Systems Program Unit TYCOM/FUNC WING Staff Air Systems VTU General VTU	28	Gaining Command AT BUPERS Board Participation SR Course Naval War College
		26	SR Course National Defense University DSMC Courses
		24	OPNAV AT (MOB Enhancing) IG Team
		22	Flag Advisory Panel Command Screening Board
CDR	CO/XO Air Systems Program Unit TYCOM/FUNC WING Staff Projects/Manager(Major) Training/Admin Officer DLA Unit	20	Gaining Command AT BUPERS Board Participation NWC Strategic Policy Course
		18	Advanced technical Course (Engr..)
		16	NAVAIR Special IG Team Flag Advisory Panel
			DSMC: Sys. Engr..../Contract Management
LCDR	Department Head Project Office/Manager Air Systems Unit HQ/Field Training Officer Major Project Assignment DLA Rotational Assignment	14	Gaining Command AT DSMC Mgmt of Acq.-Logistics Course
		12	NAVAIR IG Team
		10	AFIT Engineering Course NWC Joint Operations Course
			BUPERS Board Participation
LT	Project Officer: Air Systems Unit HQ/Field DLA Unit Assignment NOBC Qualification	8	Gaining Command AT NAVAIR Sys.Acq. Mgmt. Course
		6	Systems Engineering Mgmt. Course
		4	Leadership Continuum Intermediate Officer Leadership Course
LTJG	Project Officer: Air Systems Unit TAD to Operational Unit (Note 1)	2	Gaining Command AT Operational Unit (TAD) NAVAIR Sys. Acq. Mgmt. Course
ENS	Initial Training	0	Initial Training Officer Indoctrination Course (Note 1)

Note 1: Direct Commissioned Officers only.

Figure 5

1525 AVIATION MAINTENANCE DUTY OFFICER

	UNIT PARTICIPATION	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AT/ADT)
CAPT	CO/XO ASP Unit CO/XO MMF Unit TYCOM Staff/FUNC Wing Air System Program VTU General VTU	28	Gaining Command AT
		26	BUPERS Board Participation SR Course Naval War College SR Course National Defense University DSMC Course
		24	OPNAV AT(MOB Enhancing)
		22	NAVAIR IG Team Staff Flag Advisory Panel Command Screening Boards
CDR	CO/XO ASP Unit Maint Officer: Operational/AIMD/DEPOT/ MMF/WING Projects Mgr/Dept Head: Air Systems Program Unit	20	Gaining Command AT
		18	DSMC Mgmt of Acq.-Logistics Courses BUPERS Board Participation NWC Strategy & Policy Course
		16	Flag Advisory Panel NAVAIR IG Team
LCDR	Wing Staff Projects Officer/Dept Head: ASP Unit Maint Officer: Operational/AIMD/ASP Unit DEPOT/DLA	14	Gaining Command AT
		12	DSMC Contract Management Course MOB Exercise Participation NWC Joint Operations Course
		10	BUPERS Board Participation NAVAIR Sys Acq. Course
LT	Division Officer: Operational/Augment Unit NOBC Qualification Projects Officer: Air Systems Unit/Field HQ	8	Gaining Command AT
		6	JASMMM MOB Exercise (Logistics/Maintenance)
		4	NAMTRA Course Leadership Continuum Intermediate Officer Lead. Course
LTJG	Division Officer: Operational Unit/TAD NOBC Qualification Project Officer	2	Gaining Command AT AMO School Operational Unit(TAD) AIMD/DEPOT
ENS	Initial Training	0	Initial Training (Note 1) Officer Indoctrination Course

Note 1: Direct Commissioned Officers only.

Figure 6

1615 CRYPTOLOGIC OFFICER

RANK	UNIT PARTICIPATION	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AD/ADT)
CAPT	Reserve Cryptologic Area Commanders (RCAC) National/RCA Staffs CO NRSG VTU Deputy (RCAC) Tours in other programs (e.g. Intel, Space, NIWA, FIWC).	30	CNO Staff
		28	CNSG Headquarters NSA/CSS
		26	Naval War College Joint Operations & Exercises Selection Boards
		24	NRSG Headquarters RCA Headquarters Senior Reserve Officer Orientation Crs
CDR	NRSG Unit CO Mission Manager Contributory Support Asst. RCAC/National Staff CO/XO NRSG VTU Tours in other programs (e.g. Intel, Space, NIWA, FIWC).	22	Contributory Support*** Joint Operations & Exercises CNSG Mid-Career Course
		20	Naval War College Joint Senior Officer Courses CY600 Series Courses
		18	Selection Boards
LCDR	Mission OIC NRSG Unit XO Contributory Support NRSG VTU Tours in other programs (e.g. Intel, Space, NIWA, FIWC).	16	Contributory Support*** Joint Operations & Exercises NRSG Courses
		14	Technical Schools CY600 Series Courses
		12	
LT*	Mission OIC or AOIC Contributory Support Tours in other programs (e.g. Intel, Space, NIWA, FIWC).	10	Contributory Support*** Joint Operations & Exercises Technical Schools
		8	NRSG Courses
		6	
LTJG	Contributory Support Mission AOIC	4	Contributory Support*** Technical Schools
ENS**	Initial Cryptologic Trng Mission OJT Contributory Support	2	Officer Indoctrination Technical Schools Contributory Support***

Note: * Typical accession point for 161X officer from active duty.
 ** Direct Commission Only.
 *** AT/ADT with Gaining Commands, Fleet Staffs, Joint Staffs.

Figure 7

1625(DECK), 1665(DUAL), 1675(ENGINE) AND 1695(COMMUNICATIONS)
 MERCHANT MARINE RESERVE, U.S. NAVAL RESERVE (MMR, USNR), OFFICERS IN SELECTED
 THE RESERVE (SELRES) AND MERCHANT MARINE INDIVIDUAL READY RESERVEGROUP(MMIRG)

RANK	UNIT PARTICIPATION (Note 1) USCG LICENSE SHORE EMPLOYMENT	YRS	ANNUAL TRAINING ACTIVE DUTY TRAINING (AT/ADT)	CORRESPONDENCE COURSES
CAPT	Unit CO/XO MMROCH OPNAV-N42/MSCO/NCSO/NEAT SHIPYD/SUPSHIP/SIMA NAVTELCEN VTU Master; Chief Engineer; Pilot Senior Position Ashore; PE	28	Gaining Command Exercise-MSC/NCSO/RRF SR Course Naval War College SR Course National Defense University Wash DC/Major Staff Selection Board	Naval War College Deck Courses Engineering Crs Communication Crs USA/USMC/USAF Crs
		26		
		24		
		22		
CDR	Unit CO/XO/TO MMROCH/OPNAV-N42E/MSCO NCSO/NEAT/NAVTELCEN SHIPYD/SUPSHIP/SIMA VTU Master; Chief Engineer; Pilot Senior/Mid-Level Poistion;PE	20	Gaining Command Exercise-MSC/NCSO/RRF NWC Command&Staff Crs SHIPYD/SUPSHIP/SIMA NRF Ship(CV or MCS) WashDC/Major Staff Selection Board	Naval War College Deck Courses Engineering Crs Communication Crs USA/USMC/USAF Crs
		18		
		16		
LCDR	Unit CO/XO/TO/AO/Dept Head MMROCH/MSC/NCSO/NEAT/ NAVTELCEN SHIPYD/SUPSHIP/SIMA NRF Ship/Ship Augment Unit Chief Mate; 1st Asst Engineer Mid-Lvl Posn; Grad Schl; PE/EIT	14	Gaining Command Exercise-MSC/NCSO/RRF NWC Command&Staff Crs Armed Forces Staff College SHIPYD/SUPSHIP/SIMA NRF Ship MCS/FFG/LST WashDC/Major Staff Any Nav/Deck/Eng Comm Course	Naval War College Deck Courses Engineering Crs Communication Crs USA/USMC/USAF Crs
		12		
		10		
LT	Unit TO/AO/Dept Head MMROCH/MSC/NCSO/NEAT/SIMA NAVTELCEN/SHIPYD/SUPSHIP NRF Ship/Ship Augment Unit 2/Mate; 2nd Asst Engineer; Jr/Mid Posn; Grad Schl; EIT	8	Gaining Command USNA YP Cruise(1625) SHIPYD/SUPSHIP/SIMA/ Port Ops NRF Ship MCS/FFG/LST Any Nav/Deck/Eng Comm Course	Deck Courses Engineering Courses Communications Courses
		6		
		4	MARAD Regional Office MSC LANT/PAC Office	Naval Safety Supervisor
LTJG	MMROCH/MSC/NCSO/NNAVTELCEN/ NEAT/SHIPYD/SUPSHIP/SIMA NRFShip/Ship Augment Unit	2	MSC Fundamental Crs NRF Ship FFG/LST/MCM	Basic Military Requirements
ENS	3rd Mate; 3rd Asst Engineer Entry Posn; Grad Schl; EIT	0	Naval Control of Shpg Crs/MMIRRG Basic Crs	Naval Orientation

Note 1: There are pay billets coded for 1625 & 1675 Officers who are able to augment into SELRES. All MMIRRG unit participation is by voluntary, non-pay Participation Authorization (IPA) Orders.

Figure 8

1635 RL INTELLIGENCE OFFICER

	UNIT PARTICIPATION	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AT/ADT)
CAPT	CO Member Reinforcing/Sustaining Unit Intel VTU RIAC	28	Gaining Command AT Selection Board Participation
		26	SR Course Naval War College
		24	SR Crs National Defense University Washington DC Duty
		22	COMNAVRESINTCOM NAVINTCOM/Management Course (MG-1) OPNAV
CDR	CO XO Department Head Reinforcing/Sustaining Unit Intel VTU	20	Gaining Command AT Exercise Participation
		18	SR Course Naval War College SR Crs National Defense University Washington DC Duty
		16	SR Officer OPINTEL Course Board Participation
LCDR	XO (Intel Unit) Department Head (Intel Unit):Admin, Production,Training, Security Billet Qualification Training Reinforcing/Sustaining Unit RESFORON	14	Gaining Command AT Fleet Exercise Participation Naval War College Command & Staff Course
		12	Armed Forces Staff College Course Required Schools
		10	Management Course (MG-5)
LT	Intel Officer, Billet Qualification Training Analyst/Watchstander Division Officer Reinforcing/Sustaining Unit RESFORON/NRCIS	8	Gaining Command AT Fleet Exercise Participation
		6	Required Schools
		4	
LTJG	Reinforcing/Sustaining Unit Project/Watchstander Qual	2	Gaining Command AT Required Schools
ENS	Initial Training	0	Initial Training (Note 1) Officer Indoctrination Course

Note 1: Direct Commissioned Officers only

Figure 9

1655 PUBLIC AFFAIRS OFFICER

	Unit Participation	YRS	Annual Training/Active Duty Training (AT/ADT)
CAPT	CHINFO Fleet Exercise/Command Info Bureau Experience CHNAVMAT CNO/SECNAV PA Office CHINFO Senior Tour SACLANT NMPC/OLA/Recruiting Naval War College(Senior)/CNET Mobilization Billet OJT	28	Gaining Command AT BUPERS Board Participation SR Course Naval War College SR Course National Defense University
		26	
		24	
		22	
CDR	OASD(PA) CINCLANT/PAC Fleet Exercise/Command Info Bureau Experience 2ND/3RD Fleet NAV PA Center Recruiting Mobilization Billet OJT	20	Gaining Command AT BUPERS Board Participation JR Course Naval War College JR Course National Defense University
		18	
		16	
LCDR	CHINFO SURFLANT/PAC AIRLANT/PAC SUBLANT/PAC Navy Internal Relations Activity Fleet Home Town News Center Navy Officer of Info Branch Office	14	Gaining Command AT Mobilization Exercise Participation School Applicable to Mobilization Billet
		12	
		10	
LT	Navy Broadcast Service Office REDCOM Staff Mobilization Billet OJT	8	Gaining Command AT
		6	
		4	
LTJG	Fleet/Ship CHINFO Orientation DINFOS Reserve Officers Course Military Indoctrination Course		FLEET
		2	
ENS	Initial Training	0	Initial Training 1 Officer Indoctrination Course

Note 1: Direct Commissioned Officers Only

Figure 10

18X5 OCEANOGRAPHY OFFICER

	Unit Participation	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AT/ADT)
CAPT	CO NMORA Staff Unit CO Science & Technology Unit CINC Staff Oceanographer TMO Theater Mobilization Liaison Officer VTU	28	Fleet Support Exercise Participation Major Staff AT
		26	SR Course Naval War College
		24	
		22	
CDR	METOC Naval Warfare Project Officer(MNWPO)- Command equivalent staff positions(Air Program) Field Officer, Science & Technology Program Staff Oceanographer (Surface, Joint & Space Programs) VTU	20	Fleet Support Exercise Participation Gaining Command AT (Exercise Support or Project)
		18	Major Staff AT Naval War College
		16	
LCDR	CO/XO NMORA Unit Reinforcing/Sustaining Unit Training & Special Projects Staff Oceanographer (Surface, Joint, Intel & Space Programs) VTU	14	Fleet Support Exercise Participation Gaining Command AT (Exercise Support or Project)
		12	Advanced Courses (Billet NOBC Requirements)
		10	
LT	Training Officer, NMORA Unit Reinforcing/Sustaining Unit Operations/Training/Special Projects First Tour Initial Qualifications Staff Weather Officer (Joint and Surface Programs)	8	Fleet Support Exercise Participation Gaining Command AT Advance Courses (Billet NOBC Requirements)
		6	Regional Center CDO/FDO Qualification
		4	
LTJG	Division Officer	2	Regional Center CDO/FDO Qualification (Active Duty)
ENS	Initial Training	0	Initial Training Officer Indoctrination Course(Note 1) (Active Duty)

Note 1: Direct Commissioned Officers only.

Figure 11

21X5 MEDICAL CORPS OFFICER

	UNIT PARTICIPATION	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AD/ADT)
CAPT	Casualty Receiving Hospital CO (ICMOP) Fleet Hospital CO/XO/Dir Unit CO/XO Major Command Staff REDCOM Staff National Billet REG/BG Surg(MARCORPS) MAG/SQD Surg(MARCORPS) REG/BN Surg(COMRNCF) Shipboard Assignment VTU	28	Gaining Command AT MOB Exercise Participation LF Medical Staff Planning
		26	Major Headquarters AT Board Participation SMRCC
		24	Executive Medical Course Combat Casualty Care Course(C4/C4A)
		22	
CDR	Fleet Hospital XO/Dir Unit CO/XO/Dir Major Command Staff REDCOM Staff REG/BG Surg(MARCORPS) MAG/SQD Surg(MARCORPS) REG/BN Surg(COMRNCF) Shipboard Assignment VTU	20	Gaining Command AT MOB Exercise Participation LF Medical Staff Planning
		18	Major Headquarters AT Board Participation Senior Leadership Course SMRCC
		16	Combat Casualty Care Course (C4/C4A) Management Development Course
LCDR	Unit CO/XO/TO BN/SQD Surg (MARCORPS) BN Surg (COMRNCF) Shipboard Assignment Fleet hospitals Hospitals	14	Gaining Command AT MOB Exercise Participation LF Medical Staff Planning
		12	Intermediate Leadership Course Combat Casualty Care Course (C4)
		10	
LT	Division Officer BN/SQD Surg(MARCORPS) BN Surg(COMRNCF) Fleet Hospital Hospital Shipboard Assignment	8	Gaining Command AT MOB Exercise Participation LF Medical Staff Planning
		6	Combat Casualty Care Course (C4) Officer Indoctrination Course (Note 1)
		4	Basic Leadership Course

Note 1: Direct Commissioned Officers only.

Figure 12

22X5 DENTAL CORPS OFFICER

	UNIT PARTICIPATION	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AT/ADT)
CAPT	Fleet Hospital CO/XO/Dir Unit CO/XO/OIC Major Command Staff REDCOM Staff National Billet BN/Company CO/XO(MARCORPS) REG/BN DO (COMRNCF) VTU	28	Gaining Command AT MOB Exercise Participation LF Medical Staff Planning
		26	Major HQ AT Board Participation SMRCC
		24	Executive Medicine Course Combat Casualty Care Course(C4/C4A)
		22	Dental Casualty Care Course
CDR	Fleet Hospital Dept Head Unit CO/XO/OIC Major Command Staff REDCOM Staff BN/Company CO/XO(MARCORPS) BN DO (COMRNCF) VTU	20	Gaining Command AT MOB Exercise Participation LF Medical Staff Planning Major HQ AT
		18	Board Participation Senior Leadership Course SMRCC
		16	Combat Casualty Care Course(C4/C4A) Dental Casualty Care Course Management Development Course
LCDR	Unit CO/XO/OIC/TO/AO MARCORPS Support Fleet Hospitals/ Dental Clinic BN DO (COMRNCF)	14	Gaining Command AT MOB Exercise Participation LF Medical Staff Planning
		12	Intermediate Leadership Course Combat Casualty Care Course (C4)
		10	Dental Casualty Care Course
LT	Division Officer MARCORPS Support BN DO (COMRNCF) Fleet Hospitals Dental Clinic	8	Combat Casualty Care Course (C4) Dental Casualty Care Course
		6	Officer Indoctrination Course (Note 1)
		4	Basic Leadership Course

Note 1: Direct Commissioned Officers only

Figure 13

23X5 MEDICAL SERVICE CORPS OFFICER

	UNIT PARTICIPATION	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AT/ADT)
CAPT	Casualty Receiving Hospital CO(ICMOP) Fleet Hospital CO/XO/Dir Unit CO/XO/OIC Major Command Staff REDCOM Staff National Billet BN/Company CO/XO(MARCORPS) VTU	28	Gaining Command AT MOB Exercise Participation LF Medical Staff Planning
		26	Major HQ AT Board Participation SMRCC
		24	Executive Medicine Course
		22	
CDR	Fleet Hospital XO/Dir Unit CO/XO/OIC Major Command Staff REDCOM Staff BN/Company CO/XO(MARCORPS) VTU	20	Gaining Command AT MOB Exercise Participation LF Medical Staff Planning
		18	Major HQ AT Board Participation SMRCC
		16	Senior Leadership Course Medical Regulating
		14	Management Development Course (NON-HCA)
LCDR	Unit CO/XO/OIC/AO/AT MARCORPS Support Fleet Hospital	12	Intermediate Leadership Course
	Hospital Company CO/XO(MARCORPS) Reg/BN AO (MARCORPS) Unit AO/TO/Div Officer MARCORPS Support Fleet Hospital	10	Management Development Course (NON-HCA)
		8	Gaining Command AT MOB Exercise Participation LF Medical Staff Planning
		6	Medical Regulating Patient Administration Basic Leadership Course
LT	Hospital REG/BN AO (MARCORPS)	4	
LTJG	Unit AO/TO/Division Officer	2	Gaining Command AT MOB Exercise Participation
			Officer Indoctrination Course (Note 1)
ENS	Initial Training	0	Initial Training Officer Indoctrination Course (Note 1)

Note 1: Direct Commissioned Officers only.

Figure 14

25X5 JUDGE ADVOCATE GENERAL CORPS OFFICER

	Unit Participation (Note 1)	YRS Note 2)	Annual Training/Active Duty Training (AT/ADT) (Note 3)
CAPT	REDCOM SJA Major Staff/Command SJA NAVJAG, CLSUPACT, NAMARRA, LSO CO Trial Judiciary Senior Attorney	28	Gaining Command AT Staff/Command SJA Naval Legal Service Office - CO/XO Div Head
		26	OJAG-CLSUPACT-NAMARRA-Acting DAJAG, Div Head OPNAV/DOD Selection Board Participation
		24	Naval Justice School: SJA, OpLaw, Judge Course Naval War College, National Defense University
CDR	NAVJAG, CLSUPACT, NAMARRA - XO LSO - CO/XO Trail Judiciary Staff/Command SJA-General Attorney	22	Gaining Command AT Naval Legal Service Office - XO/Div Head
		20	OJAG-CLSUPACT-NAMARRA Asst Div Head Staff/Base/Station - SJA Naval Justice School- SJA, Oplaw
		18	Army JAG School - Judge Course Selection Board Participation Naval War College, National Defense University
LCDR	PERSMOBTEAM Staff/Base/Station - SJA, General Attorney LSO- Head TC/DC, Head Claims, Head CIVLAW Unit XO/Trng/Admin Officer NAVJAG/MILJUS -App Cnsl, Trng/Admin Officer CLSUPACT- Intl, Admin, CIV, CLMS, LA,LIT, Trng/Admin Officer NAMARRA-App Cnsl,Trng/Admin Off	16	Gaining Command AT Naval Legal Service Office OJAG-CLSUPACT-NAMARRA Asst Div Head
		14	Staff/Base/Station- SJA Naval Justice School- SJA, Op Law Course Army JAG School - Legal Asst, Claims Off
		12	
LT	LSO-TC/DC, Admin, Clms, CIVLAW, Legal Asst NAVJAG- Mil Justice, App Cnsl CLSUPACT- Intl, Admin, CIV, CLMS, LAA NAMARRA- App Cnsl Staff/Base/Station- Legal Officer, Gen Attorney	10	Gaining Command AT Naval Legal Service Office OJAG-CLSUPACT
		8	Staff/Base/Station SJA, Legal Officer Naval Justice School, SJA Op Law Course Army JAG School- Legal Asst, Claims
		6	Criminal Law Course
LTJG	LSO, NAVJAG, CLSUPACT	4	Naval Legal Service Office
			Naval Justice School- 27b Certification
ENS	CONSTRUCTIVE SERVICE	2	
		0	

Note 1: Great flexibility is required in the assignment and training of Jag Corps Officers because of the Navy's changing legal needs. Assignment of a Naval Reserve Jag Officer is made upon the recommendation of the Judge Advocate General in the discharge of his responsibilities pursuant to U.S.C. 806 (see JAGINST 1301.1 series).

Note 2: Includes Constructive Credit.

Note 3: The Naval Justice School lawyer refresher course should be attended only once every six years.

29X5 NURSE CORPS OFFICER

	UNIT PARTICIPATION	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AT/ADT)
CAPT	Casualty Receiving Hosp CO Fleet Hospital CO/XO/Dir Unit CO/XO/OIC Major Command Staff REDCOM Staff National Billet Marine Corps Support VTU	28	Gaining Command AT MOB Exercise Participation LF Medical Staff Planning
		26	Major HQ AT Board Participation
		24	SMRCC
		22	Combat Casualty Care Course (C4/C4A) Executive Medicine Course
CDR	Fleet Hospital Dept Head Unit CO/XO/OIC Major Command Staff REDCOM Staff MARCORPS Support Unit VTU	20	Gaining Command AT MOB Exercise Participation LF Medical Staff Planning/SMRCC
		18	Major HQ AT Management Development Course Board Participation
		16	Senior Leadership Course Combat Casualty Care Course (C4/C4A)
LCDR	Unit CO/XO/OIC/AO/TO MARCORPS Support Fleet Hospital/Hospital Division Officer	14	Management Development Course Gaining Command AT MOB Exercise Participation
		12	LF Medical Staff Planning Combat Casualty Care Course (C4)
		10	Intermediate Leadership Course
LT	Unit AO/TO/Division Officer MARCORPS Support Fleet Hospital/Hospital	8	Basic Leadership Course
		6	
		4	
LTJG	Unit AO/TO/Division Officer	2	Gaining Command AT MOB Exercise Participation Officer Indoctrination Course (Note 1)
ENS	Initial Training	0	Initial Training Officer Indoctrination Course (Note 1)

NOTE 1: Direct Commissioned Officers only.

Figure 16

31X5 SUPPLY CORPS OFFICER

	UNIT PARTICIPATION	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AD/ADT)
CAPT	NAVSUP Sponsored HQ Unit CO NAVELSF Staff DLA HQ Staff Major Fleet/Shore Staff VTU	28	Gaining Command AT Board Participation SR Course Naval War College SR Course National Defense University
		26	
		24	
		22	
CDR	REDCOM Staff NAVELSF Staff RNCB Staff CHB CO Major Fleet/Shore Staff DLA HQ Staff Air Systems Program Unit (Note 2)	20	Gaining Command AT Washington DC Duty (MOB Enhancing) Fleet Exercise Board Participation
		18	
		16	
LCDR	Major Fleet/Shore Staff NAVSUP Sponsored Unit XO/DET OIC CHB XO/DET OIC Ship Augment/Surface Unit Air Systems Program Unit (Note 2)	14	Gaining Command AT Fleet Exercise Board Participation Naval War College Armed Forces Staff College
		12	
		10	
LT LTJG	Ship Augment/Surface Unit NAVSUP Sponsored Unit RNCB Asst Staff Officer NAS Unit CHB DET OIC SEA	8	Gaining Command AT School for Mobilization Billet Assignment
		6	
		4	
		2	
ENS	NSCS	0	Initial Training Officer Indoctrination Course (Note 1)

Note 1: Direct Commissioned Officers only (should also be assigned to NAVSUP sponsored unit during their qualification training period).

Note 2: A cadre of Supply Corps Officers also serves in Air Systems Program units of NAVAIR.

Figure 17

41X5 CHAPLAIN CORPS OFFICER

	UNIT PARTICIPATION	YRS	ANNUAL TRAINING/ACTIVE DUTY TRAINING (AT/ADT)
CAPT	National 4105 Assignment Billets REDCOM Staff Chaplain Supervisory Chaplain with USMC, CB, USCG, MSC, Fleet Units Unit CO/XO 3740 NOBC Qualification (Majority of 0-6 4105's will be VTU)	28	Annual Naval Reserve Religious Ministry Conference Area/REDCOM Training Workshop Promotion Board Participation Screening/Detailing Board Participation Gaining Command AT Type Command 4105 Workshops Fleet Exercises/SMCR ATD
		26	
		24	
		22	
CDR	Supervisory Chaplain with USMC, CB, USCG, MSC, Fleet Units Unit CO/XO COMNAVAIR Staff Chaplain National 4105 Assignment Billets	20	Reserve Supervisory Course Promotion Board Participation Gaining Command AT Type Command 4105 Workshop Fleet Exercise/SMCR ATD Area/REDCOM Training Workshop
		18	
		16	
LCDR	Unit XO/TO Supervisory Chaplain with USMC Units Member 4105 SELRES Unit	14	Reserve Supervisory Course Area/REDCOM Training Workshop Gaining Command AT INDOC Courses if not previously attended
		12	
		10	
LT	Administrative Officer Member 4105 SELRES Unit	8	Gaining Command AT Hospital Indoctrination Course USCG Indoctrination Course CB Indoctrination Course Chaplain/RP Expeditionary Skills Training (CREST) U/A Deserter Course Area/REDCOM Training Workshop CHC Basic Course
		6	
		4	
LTJG	Member 4105 SELRES Unit 3710 NOBC Qualification	2	Gaining Command AT Area/REDCOM Training Workshop CHC Basic Course
ENS	VTU Non-Pay Chaplain Candidate Program Officer(CCPO)	0	CHC Basic Course CCPO OJT

Figure 18

51X5 CIVIL ENGINEER CORPS OFFICER

	UNIT PARTICIPATION	YRS	BILLETS WITH ANNUAL TRAINING/ACTIVE DUTY TRAINING (AD/ADT) AT UNIT OR BOARD PARTICIPATION, LT AND ABOVE
CAPT	NCB NCR NAVFAC AUGMENT NRCEP VTU	28	Staff (with Headquarters) Commander (at NCF AT Site) Staff OIC/CO (at MOB Site) Staff (at HQ or MOB Site) Board Participation
		26	
		24	
		22	
CDR	NMCB NCFSU NCR NCB NAVFAC AUGMENT NRCEP REDCOM 018 VTU	20	CO (with Battalion or Support Unit) CSO (with HQ at NCF AT Site) OPS (with HQ at NCF AT Site) Staff OIC/CO at MOB site Staff (with Headquarters) Code 018 (with REDCOM)
		18	
		16	
LCDR	CBMU NMCB NCFSU NCR/NCB NAVFAC AUGMENT NRCEP VTU	14	CO (with Maintenance Unit) XO or OPS (with NMCB or NCFSU) Equipment Officer (with NCFSU) Staff (with Staff at MOB Site) Staff (with HQ at NCF Unit AT Site) Contract/PW Billet at MOB Site
		12	
		10	
LT	NMCB NCFSU/CBMU NCR NAVFAC AUGMENT NRCEP REDCOM UNITS, inc. CHB VTU	8	CO CDR (with NCF Unit) Staff (with Staff at MOB Site) DET OIC (with Battalion) Engineering Officer (with Cargo Handling Battalion)
		6	
		4	
LTJG	NMCB AUGMENT NMCB NCFSU/CBMU	2	OIC (with NMCB Augment) ASST OPS/PLANS/EQPT (with Battalion) ASST CO CDR (with Battalion) DET OIC (with Battalion)
ENS	Initial Training (NMCB)	0	ASST CO CDR (with Battalion) DET OIC (with Battalion) Staff (with Battalion) CEC J.O. Orientation Course (Note 1)

Note 1: Direct Commissioned Officers only.

Note 2: A more comprehensive Reserve CEC Career Guide can be obtained from NAVFAC Ph.# (202) 685-9014

Figure 19

APPENDIX A
List of Acronyms/Abbreviations

ADL	ACTIVE DUTY LIST
ADSW	ACTIVE DUTY FOR SPECIAL WORK
ADT	ACTIVE DUTY FOR TRAINING
AIMD	AIRCRAFT INTERMEDIATE MAINTENANCE DEPARTMENT
AIRLANT/PAC	AIR ATLANTIC/PACIFIC
AIRSYS	AIR SYSTEMS
AMO	AVIATION MAINTENANCE OFFICER
AMPHIB	AMPHIBIOUS
AO	ADMINISTRATION OFFICER
ASP	AVIATION SUPPORT PROGRAM UNIT
ASW	ANTI-SUBMARINE WARFARE
AT	ANNUAL TRAINING
ATP	ADDITIONAL TRAINING PERIOD
BN	BATTALION
BUPERS	BUREAU OF NAVAL PERSONNEL
CAPT	CAPTAIN
CB	CONSTRUCTION BATTALION
CDO	COMMAND DUTY OFFICER
CDR	COMMANDER
CEC	CIVIL ENGINEER CORPS
CHB	CARGO HANDLING BATTALION
CHC	CHAPLAIN CORPS
CHENG	CHIEF ENGINEER
CHINFO	CHIEF OF NAVAL INFORMATION
CHNAVMAT	CHIEF OF NAVAL MATERIAL
CINCLANT/PAC	COMMANDER IN CHIEF U.S. ATLANTIC/PACIFIC FLEET
CIVLAW	CIVIL LAW
CLSUPACT	CIVIL LAW SUPPORT ACTIVITY
CNO	CHIEF OF NAVAL OPERATIONS
CO	COMMANDING OFFICER
COMNAVAIR	COMMANDER, NAVAL AIR
COMNAVAIRESFOR	COMMANDER, NAVAL AIR RESERVE FORCE
COMNAVRESFOR	COMMANDER, NAVAL RESERVE FORCE
COMNAVRESIN	COMMANDER, NAVAL RESERVE INTELLIGENCE COMMAND
COMNAVRESURFRESFOR	COMMANDER, NAVAL SURFACE RESERVE FORCE
COMRNCF	COMMANDER, RESERVE NAVAL CONSTRUCTION FORCE
COMNAVTELCOM	COMMANDER, NAVAL TELECOMMUNICATIONS COMMAND
DAJAG	DEFENSE AID JUDGE ADVOCATE GENERAL
DC	DAMAGE CONTROL (5105), DEFENSE COUNSEL (2505)
DCO	DIRECT COMMISSIONED OFFICER
DCOS/CM	DEPUTY CHIEF OF STAFF/CONSTRUCTION MANAGEMENT
DET	DETACHMENT
DIA	DEFENSE INTELLIGENCE AGENCY
DINFOS	DIRECTOR OF INFORMATION SERVICES
DLA	DEFENSE LOGISTICS AGENCY
DO	DENTAL OFFICER/DIVISION OFFICER
DOD	DEPARTMENT OF DEFENSE
DSMC	DEFENSE SYSTEMS MANAGEMENT COURSE
ED	ENGINEERING DUTY

APPENDIX A
List of Acronyms/Abbreviations

EFD	ENGINEERING FIELD DIVISION
ENS	ENSIGN
EOOW	ENGINEERING OFFICER OF THE WATCH
FDO	FORECAST DUTY OFFICER
FITREP	FITNESS REPORT
FLT EX	FLEET EXERCISE
FUNCWING	FUNCTIONAL WING
GCLO	GAINING COMMAND LIAISON OFFICER
HQ	HEADQUARTERS
IDT	DRILLS (PAY/NON-PAY)
IG	INSPECTOR GENERAL
IRR	INACTIVE READY RESERVE
JASMMM	JOINT AVIATION SUPPLY/MAINTENANCE MATERIAL MANAGEMENT
LAA	LEGAL ASSISTANCE ATTORNEY
LANT	ATLANTIC
LCDR	LIEUTENANT COMMANDER
LTC	LEADERSHIP TRAINING CONTINUUM
LDO	LIMITED DUTY OFFICER
LF	LANDING FORCE
LSO	LEGAL SERVICES OFFICER/LANDING SIGNAL OFFICER
LT	LIEUTENANT
MAG/SQD	MARINE AIR GROUP/SQUADRON
MARAD	MARITIME ADMINISTRATION
MARCORPS	MARINE CORPS
MOB	MOBILIZATION
MMF	MOBILE MAINTENANCE FACILITY
MMROCH	MERCHANT MARINE RESERVE OPERATIONS COMMAND HEADQUARTERS
MSC	MILITARY SEALIFT COMMAND/MEDICAL SERVICE CORPS
NAMARRA	NAVAL AND MARINE APPELLATE REVIEW ACTIVITY
NAMTRA	NAVAL AIR MAINTENANCE TRAINING
NAVTELCOM	NAVAL TELECOMMUNICATIONS COMMAND
NAS	NAVAL AIR STATION
NAVFAC	NAVAL FACILITIES
NAVJAG	NAVY JUDGE ADVOCATE GENERAL
NAVSEA	NAVAL SEA SYSTEMS COMMAND
NAVSUP	NAVAL SUPPLY SYSTEMS COMMAND
NBC	NUCLEAR BIOLOGICAL CHEMICAL
NCFSU	NAVAL CONSTRUCTION FORCES SUPPORT UNIT
NCSORG	NAVAL CONTROL OF SHIPPING ORGANIZATION
NDMS	NATIONAL DISASTER MEDICAL SYSTEM
NEAT	NAVAL EMBARKED ADVISORY TEAM
NOBC	NAVAL OFFICER BILLET CLASSIFICATION
NORP	NORTHERN PACIFIC
NRCS	NAVAL RESERVE COASTAL INSPECTION SERVICE
NRPC	NAVAL RESERVE PERSONNEL CENTER
NSCS	NAVAL SUPPLY CORPS SCHOOL
OASD(PA) AFFAIRS)	OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE (PUBLIC AFFAIRS)
OIC	OFFICER IN CHARGE
OJT	ON THE JOB TRAINING
OLA	OFFICE OF LEGISLATIVE AFFAIRS
OOD	OFFICER OF THE DECK

APPENDIX A
List of Acronyms/Abbreviations

OPINTEL	INTELLIGENCE OPERATIONS
OPNAV	NAVAL OPERATIONS
OQQ	OFFICER QUALIFICATION QUESTIONNAIRE
OSR	OFFICER SUMMARY RECORD
PACFLT	PACIFIC FLEET
PCO	PROSPECTIVE COMMANDING OFFICER
PERSMOBTEAM	PERSONNEL MOBILIZATION TEAM
PW	PUBLIC WORKS
PWC	PUBLIC WORKS CENTER
PXO	PROSPECTIVE EXECUTIVE OFFICER
RBTP	RESERVE BILLET TRAINING PLAN
RBTR	RESERVE BILLET TRAINING REQUIREMENT
RDNAVFAC	RESERVE DIVISION NAVAL FACILITIES ENGINEERING COMMAND
REDCOM	NAVAL RESERVE READINESS COMMAND
REG	REGIMENT
RESFORON	RESERVE FORCE SQUADRON
RIAC	RESERVE INTELLIGENCE AREA COORDINATOR
RNMCB	RESERVE NAVAL MOBILE CONSTRUCTION BATTALION
RNCR	RESERVE NAVAL CONSTRUCTION REGIMENT
RRSA	READY RESERVE SERVICE AGREEMENT
RUAD	RESERVE UNIT ASSIGNMENT DOCUMENT
RL	RESTRICTED LINE
S1	STANDBY RESERVE (ACTIVE)
S2	STANDBY RESERVE (INACTIVE)
SACLANT	SUPREME ALLIED COMMANDER ATLANTIC
SECNAV	SECRETARY OF THE NAVY
SELRES	SELECTED RESERVE
SHIPYD	SHIPYARD
SIMA	SHORE INTERMEDIATE MAINTENANCE ACTIVITY
SJA	STAFF JUDGE ADVOCATE
SMCR	SELECTED MARINE CORPS RESERVE
SMRCC	SCHEDULED MAINTENANCE AND REPAIR CODE COMMITTEE
SORM	STANDARD ORGANIZATION AND REGULATIONS OF THE U.S.
NAVYSPAWAR	SPACE WARFARE
SPECWAR	SPECIAL WARFARE
SR	SENIOR
SSN	SOCIAL SECURITY NUMBER
SUBLANT/PAC	SUBMARINE ATLANTIC/PACIFIC
SUPSHIP	SUPERVISOR OF SHIP BUILDING
SURFLANT/PAC	SURFACE ATLANTIC/PACIFIC
TAD	TEMPORARY ADDITIONAL DUTY
TAR	TRAINING AND ADMINISTRATION OF THE NAVAL RESERVE
TO	TRAINING OFFICER
TQL	TOTAL QUALITY LEADERSHIP
TYCOM	TYPE COMMANDER
U/A	UNAUTHORIZED ABSENCE
UCMJ	UNIFORM CODE OF MILITARY JUSTICE
URL	UNRESTRICTED LINE
USCG	UNITED STATES COAST GUARD
USMC	UNITED STATES MARINE CORPS
USN	UNITED STATES NAVY
VTU	VOLUNTARY TRAINING UNIT
XO	EXECUTIVE OFFICER

APPENDIX B
School Opportunities

1. Joint Training Courses

JOINT PLANNING ORIENTATION SEMINAR (JPOC)

Length: 3 Days

Targeted audience: LT/LCDR

Seminar currently sponsored by: Armed Forces Staff College
National Defense University
Norfolk, VA. 23511-1702

JOINT OPERATION PLANNING AND EXECUTION SYSTEM (JOPES)

Length: 9 days

Targeted audience: LT/LCDR

Seminar currently sponsored by: USTRANSCOM/TJG3-JTO
Scott AFB IL 62225-5357
(618)256-8042

2. National Defense University/Information Resources Management College

Address: Fort Leslie J. McNair

Washington, D.C. 20319-6000

Phone: (202)475-1966

RESERVE COMPONENTS/NATIONAL SECURITY COURSE(RCNSC)

Length: 13 days

Targeted audience: CDR/CAPT

Application: Call or follow procedures outlined in annual message from
COMNAVRESFORINST 1520.5

3. Naval War College (Code 011) Address: 686 Cushing Road
Newport, RI 02841-1207
Phone: (401)841-3068

RESERVE OFFICER JOINT MILITARY OPERATIONS (RO/JMOPS)

Length: 12 days

Targeted audience: LCDR-CAPT

RESERVE OFFICER NATIONAL SECURITY DECISION MAKING

Length: 12 days

Targeted audience: LCDR-CAPT

RESERVE OFFICER STRATEGY AND POLICY (RO/SP)

Length: 12 days

Targeted audience: LCDR-CAPT

**RESIDENT COURSES

Length: 320 days

Targeted audience LCDR/CDR, Upon completion of course, student earns M.A.
in National Security and Strategic Studies.

** Can also be taken as a series of evening non-resident courses in various
locations nationwide; including Washington,DC; Dahlgren,VA; Patuxent River,MD;
Annapolis,MD; Fort Meade,MD; Warminster,PA; Corpus Christi,TX; San Diego,CA;
San Francisco,CA; Seattle,WA; Newport,RI; New Orleans,LA; and Pensacola,FL.

Application: Call or follow procedures outlined in annual message from
COMNAVRESFORINST 1520.5

APPENDIX C
List of Correspondence Courses

1. Naval Education and Training Command (NETC) Contact the Training Department of your Reserve Center to sign up for any of these courses.
NOTE: For officers any completed correspondence courses must be graded by CNET in Pensacola, FL in order to earn retirement points.

AMPHIBIOUS OPERATIONS	Course# NRTC 13065
APPROPRIATION AND COST ACCOUNTING	Course# NRTC 13088
BASIC COMMUNICATIONS DOCTRINE	Course# NRTC 13134-C
COMMUNICATIONS SECURITY MATERIAL SYSTEM CUSTODIAN	Course# NRTC 13075-A
FINANCIAL MANAGEMENT IN THE NAVY	Course# NRTC 10732-E2
SEABEE COMBAT	Course# NRTC 80479-1
SEABEE COMBAT HANDBOOK	Course# NRTC 82003
MILITARY JUSTICE	Course# NRTC 13098
NAVAL ORIENTATION	Course# NRTC 82966
NAVY REGULATIONS	Course# NRTC 13082
STANDARD FIRST AID TRAINING	Course# NRTC 82081
WATCH OFFICER	Course# NRTC 13073
**INTRODUCTION TO DEPARTMENT OF NAVY INFORMATION AND PERSONNEL SECURITY PROGRAM	Course# NRTC 13080

**(Note: you need to be assigned as a security officer or security manager, in order to qualify to take this course).

2. Naval War College(NWC)
Address: Code G
686 Cushing Road
Newport, RI 02841-1207
Phone: (401)841-2135

Non-resident seminars and correspondence courses leading to a NWC diploma are available. Successful completion of the following core courses results in receipt of NWC diploma:

STRATEGY AND POLICY, NATIONAL SECURITY DECISION-MAKING, JOINT MARITIME OPERATION. This is also completes Phase I of the Joint Professional Military Education. The following electives are also offered: INTERNATIONAL RELATIONS and INTERNATIONAL LAW.

3. Army Logistic Management College(ALMC)
Address: Commandant
U.S. Army Logistics Management College
ATTN.. ATSZ-ASO-R
12500 Logistics Circle
Fort Lee, VA. 23801-6041
DSN: 539-4636/4658
COMM: 1(800)284-4935
(804)765-4636/4658

CONTRACTING FUNDAMENTALS
Course# CON-101
Targeted Audience: ENS-LCDR
Equivalency Examination also available.

APPENDIX D
Recommended Reading

1. Joint Publications - Other Services

The Joint Staff Officers's Guide dtd 1993

Joint Publication 1, **A**Joint Warfare of the U.S. Armed Forces@ (Washington, DC: Joint Chiefs of Staff).

Joint Publication 3-0 **A**Doctrine for Joint Operations@, (Washington, DC: Joint Chiefs of Staff).

Fleet Marine Force Manual 1 (FMFM-1, PCN 139-000050-00), **A**War fighting@ GEN A.M. Gray, USMC. (Washington, DC: Department of the Navy, 1989).

AExcellence in Combat Arms@, Naval Post Graduate School, J. Simonsen, H. Frandsen, and D. Hoopengardner.

Fleet Marine Force Manual 1-2, **A**The Role of the Marine Corps in the National Defense@, (Wash, DC: Department of the Navy, 1991).

Clausewitz, Karl von. On War, Ed. and Trans. By Michael Hoard and Perter Paret. (Princeton, NJ: Princeton University Press, 1976).

Sun Tzu. The Art of War. Ed and Trans. Samuel B. Griffith. (New York: Oxford University Press, 1988).

AThe Armed Services Officer@, DOD Gen-35A and NAVEDTRA 46905-A.

C. Kenneth Allard. Command, Control and the Common Defense. (New Haven: Yale University Press, 1990).

Thompson, Julian. The Lifeblood of War: Logistics in Armed Conflict (McLean, VA: Brassey's (US), 1991).

Nye, Joseph S., Jr., and Smith, Roger, K. Eds. After the Storm: Lessons from the Gulf War. (Lanham, MD: Madison Books, 1992).

Pagonis, William, G. Moving Mountains: *Lessons in Leadership and Logistics from the Gulf War.* (Boston, MA: Harvard Business School Press, 1992).

Smith, Perry, M. **A**Assignment: Pentagon: The Insiders Guide to the Potomac Puzzle Palace@

APPENDIX D
Recommended Reading

2. Navy Publications

O'Keefe, Sean, Kelso, II, Frank, B, Mundy, Jr., Carl, E. ~~A~~From the Sea: Preparing for the 21st Century. (Washington, DC: Department of the Navy, 1992).

Mahan, Alfred Thayer. Mahan on Naval Strategy. Ed. J. B. Hattendorf (Annapolis, MD: Naval Institute Press, 1991).

Dyer, George, Carroll, Naval Logistics.

Beach, Edward, Latimer, The United States Navy: A 200 Year History.

Corbett, Sir Julian S., Some Principles of Maritime Strategy. (Annapolis, MD: Naval Institute Press, 1988).

3. Periodicals

Navy Times, Newspaper.

Naval Reservist News, Newspaper.

Proceedings, Magazine, U. S. Naval Institute Press.

Perspective, Bureau of Naval Personnel.

4. Management

Blanchard, The One-Minute Manager.

Blanchard and Onchen, The One-Minute Manager Meets the Monkey.

Blanchard and Peale, The Power of Ethical Management.

Byham, William C. PhD. With Cox, Jeff, ZAPP! The Lightning of Empowerment.

Covey, Stephen R., The Seven Habits of Highly - Effective People.

Kauffman, Jr., Draper L. SYSTEMS I - An Introduction to Systems Thinking Available from: Pegasus Communication, P.O.Box 120, Cambridge, MA. 02142-9841.

APPENDIX E
NOBC Submission

Reference information on NOBCs can be found in the following documents:

- a) NAVPERS 15839I
- b) BUPERSINST 1001.39C
- c) COMNAVSURFRESFORINST 1231.1

Each officer needs to develop a wide base of occupational and professional skills. An officer who carries the requisite occupational skills positively contributes to his/her unit upon assignment, minimizing the initial training necessary and eliminating any adverse effect upon unit readiness. It should be the goal and objective of every officer to become fully qualified for his or her mobilization billet, and wherever possible, to be fully qualified upon initial assignment to that billet.

Documentation of officer qualifications is by assignment of the Navy Officer Billet Classifications Codes (NOBC). An NOBC consists of a code number, title, ADP title, and narrative definition. Officer may receive an NOBC by documenting education, training and experience, both civilian and military, that supports attainment of the skills described by each code. An individual officer may hold one primary NOBC code and numerous secondary codes. Once achieved, most NOBC codes remain valid.

It should be noted that certain NOBCs require specific criteria have been met before assignment can be made. Officers in the designators listed below should apply in accordance with the references listed below:

<u>Designator</u>	<u>Reference</u>
Supply Corps	NAVSUPINST 1231.1H
Cryptology	NAVSECGRUINST 1211.1D
Civil Engineer Corps	Reserve Naval Construction Force Direction
Medical/Dental Corps	NAVMEDCOMINST 1001.2A
Intelligence	NAVINTCOMINST 1001.8B

If you have attained skills for a certain NOBC, you may submit an application of an NOBC Code as outlined in the example on the next page.

APPENDIX E
NOBC Submission

From: Grade, Name, UNSR, SSN/Designator
To: Commanding Officer, Naval Reserve Personnel Center (Code 22)
Via: (1) Commanding Officer, Reserve Unit
(2) Commanding Officer, (Gaining Command)
(3) Other via addressees if required

Subj: APPLICATION FOR ASSIGNMENT OF NAVY OFFICERS BILLETCLASSIFICATION(NOBC)

Ref: (a) BUPERSINST 1001.39B
(b) NAVPERS 15839H
(c) COMNAVSURFRESFORINST 1231.1

1. Per references (a) and (b), I request assignment of NOBC, (specify number and description from reference (b)). (Only one NOBC per application).
2. Military schooling appropriate to this NOBC: (Provide course title, number, dates, and location, both active duty and active points credited).
3. Military correspondence courses appropriate to this NOBC: (Provide title, number, date completed, and number of retirement points credited).
4. Practical experience appropriate to this NOBC:
 - a. Active Duty: (Provide dates, locations, billets or duties that are appropriate to this NOBC).
 - b. Annual Training (AT)/Active Duty for Training (ADT): (Provide dates, locations and duties appropriate to this NOBC).
 - c. Inactive duty experience: (Indicate experience gained during drills, Inactive Duty Training Travel (IDTT), etc., relating to this NOBC).
5. Civilian Education: List any civilian courses or seminars relating to this NOBC.
6. Other information supporting the request, as appropriate.

APPENDIX F
Command and Key Billet Application Information

You must apply for command and key billets. An application letter and several enclosures make up the application package. The following is an example of what the application letter needs to look like and lists the required enclosures. A letter is issued annually to each officer, which provides the current submittal format. It is a good idea to provide a copy to your CO. In addition you may also have your CO review paragraph 5 before you finalize and submit your application.

From: Applicant's Grade, Full Name, SSN/Designator
To: COMNAVSURFRESFOR/COMNAVVAIRESFOR (as applicable)

Subj: APPLICATION FOR ASSIGNMENT TO (COMMANDING OFFICER\NONCOMMAND CAP/COMMAND BILLET(S)

Ref: (a) SECNAVINST 5211.5D
(b) MILPERSMAN Article 5020140

Encl: (1) Fitness Reports (Sealed Envelope)
(2) Officer Summary Record (NAVPERS 1070/123) (Sealed Envelope)
(3) Naval Reserve Qualification Questionnaire (NRPC 1200/1)
(4) Current Reserve Officer Data Card
(5) Current Official Photograph

1. In support of my application for the billet(s) listed in paragraph 3 below, the following information is provided. Per reference (a), I understand that I am not required to submit the requested information; however, failure to do so could negatively affect my chance for selection.

a. Current unit assignment and length.

b. Home address, home and work telephone number.

c. Date of commission is dd/mm/yy. Date of rank for current grade is dd/mm/yy. Years of command in current grade is yy/mm. I am/am not currently selected for promotion to (grade).

d. Date/results of most recent Physical Readiness Test/Body Fat Percentage.

2. My three most recent regular fitness reports and any annual training fitness reports received during the past 5 years, enclosure(1), and enclosures (2) through (4) are provided per reference (b).

3. I am applying for the following billets: (Indicate all command and key billets in which you are interested in order of preference).

4. I understand if I am not selected for my preferred billet, I will be considered for the other billets indicated.

5. Remarks which the officer believes pertinent, not otherwise contained above.

APPENDIX G
Know Your Service Record

You are ultimately responsible for the content of your service record. Since you are judged to be as good as your record indicates, the following specific guidance is offered:

1. Be sure that you have a current official photograph in your service record not older than 18 months. A current official photograph must be submitted no earlier than 12 months and no later than 6 months prior to the convening of the selection board. Official photographs are taken in Summer Khakis. Ensure that your uniform fits properly and that your ribbons are in the proper sequence.

2. Make sure that all-important documents, such as fitness reports and proof of professional registration, have been incorporated into your record. In this regard, you should maintain a personal file of important documents to enable you to resubmit missing documentation.

3. Ensure that your Officer Summary Record (OSR) accurately reflects your performance and qualification. This document is used extensively by selection boards.

The Bureau of Naval Personnel (BUPERS) maintains your official record if you are in a pay or Active status and must be kept up to date. If you are in the IRR or retired, your records are maintained at the Naval Reserve Personnel Center (NRPC). To facilitate any review or updating actions on your part, a summary of the record contents is provided below. It is essential that you respond promptly and completely to any requests for missing documents.

YOUR OFFICER RECORD

Officers are advised throughout their careers to review their official records. You will be counseled on performance and given copies of fitness reports. Decisions concerning assignments and promotions are based on the potential demonstrated by your past performance and your qualifications, as documented in your service record. Beyond the local level and your personal acquaintance, others know only what appears in your official record. Take an active role in ensuring that the reviewer is presented with a complete and accurate picture of your Navy career.

Reviewing Your Record

Many officers do not review their service records or do not fully understand what to look for. Nearly all official records in BUPERS have been converted to microfiche. Each record now consists of three fiche, the primary parts being:

FICHE 1: Contains fitness reports and commendatory data related to medals, awards, citations, etc.

FICHE 2: Contains information on education, qualifications, appointments, promotions, service dates, and similar data.

FICHE 3: Contains information on security investigations, personal history and emergency data.

APPENDIX G
Know Your Service Record

You may personally review your record in the BUPERS Officer Records Review Room (PERS-313) at the Navy Annex in Arlington, VA, or you may obtain a free copy of your microfiche record by writing to Commander, Bureau of Naval Personnel (PERS-313), Navy Annex, Washington, DC 20370

Include your name, rank, social security number, signature and address when writing to BUPERS. A copy of your OSR may be requested from PERS-323 at the same address above. Include your name, rank, social security number, duty status, unit, and signature with your request.

The Whole Record and Its Patterns. It is important to understand that the whole record is important from your very first day of service. Any reviewer, whether a member of a Promotion Selection Board or a detailer, is attempting to determine your qualifications and your potential on the basis of what is reflected in the record.

Review Technique. Any person who reviews many records develops his/her own techniques. It is common in BUPERS to informally outline the key marks on each fitness report to analyze the patterns in the record. Promotion Selection Boards often use an outline system for the same purpose. One such system codes the **A**overall evaluation^o mark and the **A**comparison^o marks on each fitness report from earliest to latest, and supplements these codes with remarks. Whatever system you use to analyze your record, the following steps are suggested to avoid oversight.

1. Start from the earliest report and work forward, annotating what you find on a lined sheet, and using a separate line for each report. This will make it easier to see patterns as they develop.

2. Treat each command as a separate segment of your recap under the command name so you can easily spot trends and patterns.

3. As you look at each successive report, review the following items and note them on your summary if they are significant:

a. Did your rank change? This may influence the evaluation. Note the dates of your promotions on your summary opposite the appropriate fitness reports.

b. Is the report concurrent, special, or regular? Does a new reporting senior write it? For continuity purposes, a concurrent report by a different CO cannot be compared with a regular report. Also, different reporting seniors may have different perspectives. Annotate concurrent and specials and the points at which reporting seniors changed.

c. What is the period of the report? A report covering a short period by a new reporting senior is probably not as significant as one covering a longer period or a second report in which the reporting senior had more time to fully evaluate you. Note the approximate reporting period.

d. Does the report pick up on the day following the closing date of the previous one? Is a report missing? If so, note the problem.

APPENDIX G
Know Your Service Record

4. Summarize the overall evaluation marks. Note any accelerated promotion recommendations. If the same reporting senior is evaluating you, compare each mark on the form with the corresponding mark on the previous report. Are changes in marks consistent with the evaluation of your trend of performance? Be particularly careful to compare all marks if the trend of performance is marked consistent. Sometimes this will indicate that, while an officer's performance has not changed, the reporting senior has lowered his previous evaluation. If there is a decline in marks under the same reporting senior, read the remarks closely to see if it is explained. Annotate such declines on your summary sheet with the reasons.

5. Review each marking category and the remarks in turn. Is everything internally consistent? Does anything seem particularly low in relation to other marks? Note any problems.

6. Does the block that asks if weaknesses were discussed indicate that you have weaknesses? If so, are the weaknesses identified in the remarks or in any marking category? Note any problems.

7. When you complete your summary, go back and leaf through each form from earliest to latest looking at the characteristics. Is any particular trait consistently marked lower or higher relative to other traits? Note weaknesses or strengths that seem to be indicated repeatedly.

Fitness Reports

Your performance will be formally evaluated annually with a Fitness Report. Your reporting senior signs the report and normally obtains significant input from your department head and/or executive officer.

Additionally, Fitness Reports are completed upon detachment from the unit and detachment of the reporting senior. For a detailed description of the format of officer fitness reports, refer to the Navy Performance and Evaluation and Counseling Manual, BUPERSINST 1610.10, which implements the new Navy Fitness Reporting System. Make sure you talk with your boss and mentor about the new Fitness Reporting System at the earliest opportunity. Waiting until the time your fitrep is due may be detrimental to your career. The new fitrep system was created to accomplish five fundamental goals:

1. Establish and grade against clear and understandable standards.
2. Establish mandatory career counseling.
3. Control grade inflation while identifying top performers.
4. Provide clear and easy to complete forms.
5. Foster teamwork by eliminating numerical ranking, and by establishing teamwork as a performance trait.

APPENDIX G
Know Your Service Record

Chief Petty Officer through Captain will now be evaluated using the same standards and forms. There are seven graded performance traits: Professional Expertise; Leadership; Equal Opportunity; Military Bearing/Appearance; Teamwork; Mission Accomplishment/Initiative; Tactical Performance (Warfare qualified officers). The performance traits are graded on a five-point scale, from 1.0(Lowest) to 5.0(Highest). A grade of 3.0 indicates performance to full Navy standards. Grades higher than 3.0 indicate performance that significantly exceeds standards. Only grades of 1.0 or 5.0 require justifying comments.

Also included in the new system is a promotion recommendation scale intended to control grade inflation and identify top performers through a percentage distribution. The five step scale is: early promote; must promote; promotable; progressing; significant problems. There are mandatory limits on the number of ~~A~~early promote~~@~~ and ~~A~~must promote~~@~~ recommendations. Although the BUPERS Instruction contains a matrix indicating the maximum number of individuals who may be evaluated at the higher promotion categories, the following table summarizes the matrix showing percentage distributions:

Officer Grade Level	Promote Early	Must Promote
01/02/CW01/CW02	20%	No Limit
03/04/CW03/CW04	20%	30%
05/06	20%	20%

Table G-1 New Fitness Report Early and Must Promote Percentage Distributions

The major focus of the new performance evaluation system is its mandatory counseling requirement. Every officer and chief petty officer will receive annual reports and counseling at the mid-term and end of his/her evaluation period, or semi-annually. Officers in the grades of CW02, 01 and 02 will receive semi-annual reports and counseling quarterly. Beginning on 01 January 1996, the counseling and fitrep schedule is as shown in the following table for SELRES officers.

Month	Periodic Fitrep and Counseling	Mid-Term Counseling
January		06
March	01-02, CW01-4	04-05
April		03
June		01-02, CW01-2
July	06-08	
September	04-05, 01-02, CW01-2	CW03-4
October	03	
December		01-02, CW01-2

Table G-2 New Performance Counseling and Fitness Report Cycles

APPENDIX G
Know Your Service Record

Fitness Report Input

Prior to the development of your fitness report, you may be asked to provide input to assist your reporting senior in preparing a timely and complete report. Input should be submitted at least thirty days before a fitness report is due. The purpose of the input is to ensure that your Commanding Officer is aware of your major accomplishments during the reporting period. Be as specific as possible when identifying these accomplishments. The following items are suggested for inclusion in your fitness report input:

1. Full name.
2. Grade (indicate if frocked or selected to next higher grade).
3. Designator.
4. SSN.
5. Date reported to command.
6. Closing date of last regular fitness report.
7. Duties assigned and periods.
 - a. Primary duties.
 - b. Watchstanding duties.
 - c. Collateral duties.
 - d. AT/ADT periods, commands, and duties.
 - e. Periods not available for duty, if any.
8. Personnel directly supervised (subdivide by officers, enlisted, civilians).
9. Personnel supervised through subordinates (subdivide as above).
10. Major equipment and material for which responsible.
11. Size of budget managed.
12. Principal projects and accomplishments.
13. Retention efforts and results.
14. Responsibilities for classified material.
15. Contribution to qualifications/inspection results achieved by organization.
16. Personal qualifications achieved.
17. Educational courses completed.
18. Civic activities and voluntary public relations on behalf of the Navy.
19. Awards/commendations during period (attach copies).
20. Other items for special consideration.
21. Physical Readiness Test Results and percent body fat.

Service Record Corrections

As a last general item, it is useful to know that there are ways to correct a record if you find information that is inaccurate, unfair, or incomplete. It is dismaying to find an officer who has not reviewed his or her record and failed selection because of damaging material that could have been corrected. There are several basic methods of correcting or removing negative material.

APPENDIX G
Know Your Service Record

1. Removing Information. The Board of Correction of Naval Records (BCNR) is a SECNAV board and provides the only avenue for removing a fitness report from a record. This avenue is available if the report in question is truly unfair or incorrect and you can justify your case. The BCNR can also permit a fail of selection officer to reenter a zone, in effect, for the first time, and can adjust lineal position to correct an injustice. Procedures involve submission of an appropriate petition properly documented and can be fairly complicated and time consuming. BUPERSINST 1610.10, Annex S, paragraph S-11, applies.

2. Modifying Information. Under Navy procedures, a reporting senior can submit a fitness report at any time, even after retirement. Therefore, the officer who originally reviewed your performance may submit a new report for the same period with revised marks or remarks. If the officer agrees to do this, the result would be the filing of two reports for the same period in your official record. A BCNR petition can then be submitted to remove the original report, using the second report as evidence that the first was unfair or inaccurate.

3. Amplifying Information. If it is not possible to correct or change a record, it is still possible to provide amplifying information to a board by submitting a letter directly to the president of the selection board. This procedure is covered in MILPERS Manual 2220110.

4. Adding Information. If a FITREP is missing from the BUPERS microfiche service record, forward a copy of the original report with all required signatures, initials, and dates to PERS-323. If no signed and dated copy is available, try to obtain submission or resubmission of the report by the original reporting senior. If unable to obtain a Regular fitness report after a reasonable effort, submit a one page letter to PERS-323 explaining why the report could not be obtained and providing the information which should have appeared in blocks 1-28 of the missing report. The letter may also mention qualifications attained during the period but may not otherwise evaluate or grade the officer's own performance or include any self-recommendation for assignment or promotion. If the letter is acceptable, PERS-323 will file it in the microfiche record. Letters in lieu of Concurrent, Special or Operational Commander reports will not be accepted.

5. Rebutting Information. PERS-323 will correct obvious errors in certain administrative blocks of the fitness report at the request of the officer for which the report is written. If you believe that the content of the report is incorrect or unfair, you may submit a statement to the record via your reporting senior. Statements must be temperate, free of opinions, limited to pertinent facts, and may not question or impugn the motives of the reporting senior. Statements may be no more than two pages, may have no enclosures, and must be submitted within two years of the reports closing date. Statements may not contain a request to modify, remove, replace, or investigate a fitness report.

APPENDIX H
Reserve Administration

Reserve Administration information can be overwhelming. What follows is a synopsis of the more pertinent instructions and procedures, so you can have them at your fingertips for easy reference and use.

BUPERSINST 1001.39, Administration Procedures for Naval Reservists on Inactive Duty, and COMNAVRESFORINST 1001.5C, Administrative Procedures for the Selected Reserve and Drill Member of the Individual Ready Reserve, contain the administrative policies and guidelines of the Naval Reserve Program.

COMNAVSURFRESFORINST 1510.1, Active Duty Support to Naval Reserve Units, spells out the responsibilities of the parent Naval Reserve Center (NAVRESCEN) and the Naval Reserve Units.

As it exists today, COMNAVRESFOR is responsible for all reserve personnel administration and support. This includes maintenance of service records, pay, medical, insurance, drill attendance recording, orders handling, etc. Each officer is assigned to a local reserve center to receive this support.

Knowledge of important reserve administrative requirements will help keep you out of trouble with your assigned local reserve center. Keep the following in mind:

First and foremost, always retain copies of muster sheets, orders, certificates, travel claims, NRQQ, RODC, Fitreps, etc. You should maintain a duplicate of your own service jacket. Always know where your service jacket and medical records are maintained.

Always watch out for yourself. Never assume someone else will take care of a reserve administrative problem. Bring pay problems up when first recognized and provide written backup of your claim.

Minimum of 44 drills and completion of 12 days Annual Training (AT) per year are required for satisfactory reserve program participation.

Drill at the reserve center once per quarter (can be on an off weekend or during the week drill) to maintain contact. Flex drills are available.

Drills performed beyond 48 drills should be recorded as non-pay drills to receive drill point credits towards retirement. In a few cases, officers may be entitled to 75 paid drills per year.

Drill attendance is recorded by the reserve center. You must ensure your name is on the drill attendance muster submitted to your reserve center to receive pay and drill credit. This is very important if you routinely drill off site. Endorsed IDTT orders can also serve as a muster sheet.

A change in your normal drill date requires that you have a reschedule drill form approved in advance. The reschedule form (NAVRES 1570/14) must be signed by Unit CO, Reserve Center CO, or Detachment OIC. After completion of drills the reschedule drill form is endorsed and returned to the reserve center for pay and recording purposes.

APPENDIX H
Reserve Administration

You must reschedule your normal drills if they conflict with AT/ADT.

The reserve center maintains your medical records. You must get an annual review of your medical records/health history during your birthday month. And you must get a full physical every five years.

Reserve administration records are maintained by the reserve center or its servicing Personnel Support Detachment(PSD). Ensure your records are complete and up to date.

Physical readiness testing is monitored by the reserve center. The PRT can be administered off-site but your results must be logged and maintained by the reserve center.

When going on AT, pick up your original orders, medical records, record of emergency data, and security clearances from the reserve center. After completion of AT, a copy of your endorsed orders and pay voucher must be returned to the reserve center for you to receive credit for your AT completion.

Any individual who does not perform annual AT and fails to receive an approved waiver will become an unsatisfactory performer at the end of the fiscal year. (A fiscal year starts on 01 October and ends 30 September).

Officers are entitled to a \$50 uniform replacement allowance when they have completed four qualifying years. Payments are initiated by NRPC and processed by DFAS.

General Administrative Information

Every command has an Administrative Control Directives Library containing required directives and publications as noted in the COMNAVRESFORINST 5040.6(series), A Command Inspection Program of the Naval Reserve. Familiarity with this instruction will help you comply with the general administrative requirements of the unit.

Along with senior command publications and directives on professional guidance, there are numerous directives providing specific guidance related to Naval Reserve administration. The following directives are just a few of the key directives that may help you in the performance of your duties.

NAVPUBINST 5215.1(series), A Current List of Effective Instructions@.
 SECNAVINST 5215.1C, A Directives Issuance System@.
 COMNAVRESFORINST 5210.1D A Administrative Management Manual@.
 SECNAVINST 5210.11D, A Standard Subject Identification Codes@.
 SECNAVINST 5216.5C, A Correspondence Manual@.
 XXXXNOTE 5213, A Effective Authorized Local Prepared Forms@.
 XXXXNOTE 5214, A Effective List of Required Reports@.
 XXXXNOTE 5215, A Effective List of Current Instructions@.
 XXXXNOTE 5216, A Effective Distribution List@

APPENDIX H
Reserve Administration

Active Duty for Training Requirements

Officer training in a Reserve status is accomplished primarily through three mechanisms- Annual Training(AT), Active Duty for Training(ADT), and Inactive Duty Training Travel(IDTT). COMNAVRESFORINST 1571.1(series) provides policy for submitting and performing AT, ADT, and IDTT applications. An individual must ensure that his/her application is complete and signed. All training orders are requested through the chain-of-command and approved by your Unit CO. Your unit AT and IDTT coordinator is familiar with procedures and should be available for any questions and to obtain blank applications. The following briefly describes these training duties.

Annual Training

Annual Training(AT) is usually the most significant training opportunity for the unit as well as for you individually. Consequently non-performance of scheduled AT will seriously affect the training opportunities for the unit and your readiness posture.

AT is ordinarily 12 days in length(starting the first working day of the first week through the last working day of the second week). Some exceptions to this policy are cited below. Occasionally, COMNAVRESFOR will alter AT length and/or start date in order to meet special airlift/transportation requirements. Use NAVRES 1571/15 to request individual AT. Requests are to be submitted at least 60 days in advance for Continental U.S(CONUS) AT and 90 days for out of CONUS ATs.

a. Unit AT. Orders are authorized for personnel participating in a unit or detachment AT, or for individuals performing AT in support of a unit/detachment AT(e.g. instructor, site support, inspector, etc.).

b. Modifications of Orders. Changes to travel plans, authorized use of rental car, etc., can be accomplished by modifications to existing orders. This is preferable to canceling orders.

c. Cancellation of Orders. Cancellation is only justified when circumstances beyond the applicant's control dictate such action to avoid hardship.

d. IDTT in conjunction with AT is authorized. The applications must be submitted together and marked **Acombined@**.

e. A member within six months of retirement is not authorized to perform AT with pay.

Active Duty for Training

Active Duty for Training (ADT) is defined as training performed in addition to the required annual AT training periods. ADT can be combined with AT to attend special schools or extended special assignments. Two separate applications need to be submitted together to cover each duty type. Use NAVRES 1571/15 to request individual ADT and AT.

Reserve Administration

Inactive Duty Training Travel

COMNAVRESFORINST 4630.1(series) promulgates Inactive Duty Training Travel (IDTT) procedures. IDTT is used to allow the travel of individuals to training sites to perform drills. IDTT orders are requested by the individual and approved by the Unit CO. IDTT planning must consider cost effectiveness. Utilization of government quarters when available and the most economical mode of travel is mandatory. Individuals must submit travel claims within 10 days of completion or orders. Your unit IDTT coordinator will be able to provide the necessary applications and travel claim forms.

Active Duty for Special Work

Opportunities for extended Active Duty for Special Work(ADSW) are available. Refer to OPNAVINST 1001.20A.

Pay and Allowances

A two-day weekend is equivalent to four drill periods. One drill period is equivalent to one day of active duty base pay. When on AT or ADT for pay purposes, you are considered to be on active duty. Accordingly you are paid your daily basic pay, basic allowance for quarters (BAQ), basic allowance for subsistence (BAS), and other per diem as appropriate. Reservists are not eligible for Variable Housing Allowance (VHA), unless called to Active Duty for more than 30 days.

Disability Benefits while Performing AT/ADT/IDTT

The following matrix provides a quick reference to benefits that may be afforded to Reservists while performing various types of duty:

Status/ Duty	Nature	Entitlement Under 10 USC, Sec 6148 and Sec 1074a
Travel directly to and from Drill	Injury	Medical/related dental treatment, pay and allowances and subsistence
	Illness/Diseases	None
Performing IDTT	Injury	Medical/related dental treatment, pay and allowances and subsistence
	Illness/Diseases	Medical/related dental treatment and subsistence
AT/ADT 30 days or less	Injury	Medical/related dental, treatment pay and allowances and subsistence
	Illness/Disease	Medical/related dental treatment and subsistence
AD/ADT 31 days or more	Injury/Illness/Disease	Medical/related dental treatment, pay and allowances and subsistence

Table H-1 Quick Reference of benefits for Reservists on Inactive or Active Duty

APPENDIX H
Reserve Administration

Retirement

Public Law 98-652(10 USC 1331(d)) requires the Secretary of the Navy to notify each member of the Reserve who has completed 20 years of creditable service, of his/her eligibility for retirement and receipt of retired pay at age 60. The notice must be sent in writing to the member within one year after completion of 20 years creditable service. Once a member has completed 20 creditable years, he/she generally has three options:

1. Remain in the Ready Reserve and continue to perform paid or unpaid active duty for training and/or inactive duty depending on his or her training and pay category, or remain on the Active Status List of the Standby Reserve and continue to perform unpaid training for the purpose of accumulating retirement points. A member is required to earn at least 50 points annually to remain on active status.

2. Transfer to the Retired Reserve. A member of the Retired Reserve may participate in inactive duty training provided:

- a. Such training is at no expense to the government.
- b. Member is not entitled to pay or retirement points.
- c. No official record of such participating is maintained.

3. Request discharge from the Reserve.

4. Request transfer to the Individual Ready Reserve (IRR).

In any of these three instances the member on reaching age 60, is entitled to begin receiving retired pay after applying for it. The table below shows the mandatory dates for Reserve officers to transfer to the Retired Reserve or be discharged from the Reserve Appointment.

Reserve Grade	Age(last day of the month)	Service or Failure of Selection for Promotion
CAPT	Member becomes 62	After completion of at least 30 years of service and twice failing selection for promotion
CDR	Member becomes 62	After completion of at least 26 years of service and twice failing selection for promotion
LCDR	Member becomes 62	After completion of at least 20 years of service and twice failing selection for promotion
LT/LTJG	Member becomes 60	After twice failing selection for promotion

Table H-2 List of criteria for mandatory retirement.

APPENDIX H
Reserve Administration

Creditable Service

A reservist is entitled to one year creditable service for each one-year period after 01 July 1949 in which he or she has been credited with at least 50 retirement points on the following basis.

1. One point for each day of active service in the Armed Forces or full time service while performing annual active duty for training or attending a prescribed course of instruction at a service school. The only limitation on points awarded for such service or training is that the yearly total cannot exceed 365.

2. One point for each drill attended and satisfactorily performed. The only limitation on points awarded for such service or training is that the yearly total cannot exceed 75 per year (including 15 points for membership in a Reserve Component).

No member of the Armed Services may be ordered to active duty solely for the purpose of qualifying for retired pay. However, provisions of 10 USC 1006 provide that a Reserve commissioned officer who has completed 18 or more but less than 20 years of creditable Reserve service may not be discharged from an active Reserve status (and hereby lose his/her eligibility for retirement due to their having less than 20 years creditable service) earlier than one of the following dates:

a. The date on which the member is entitled to be credited with 20 years of creditable Reserve service.

b. The third anniversary of the date on which the member would otherwise be discharged or transferred from active ReserveStatus (if they have at least 18, but less than 19 years of service).

c. The second anniversary of the date on which he/she would be otherwise discharged from active service.

Qualifying Year

In addition to having creditable service, it is important to note that it takes 20 qualifying years of service for eligibility for retired pay. Qualifying years are not the same as calendar years. The qualifying years can be earned on active duty or inactive duty or a combination of both, with the last six qualifying years being served in a Reserve Component. This is a change from the original eight qualifying years requirement. There is also no service time in grade requirement.

For retirement and qualifying years purposes, the start date is a member's anniversary date, the day the member became a member of the Reserve Component. Each year from this date is an anniversary year. Leaving a Reserve Component for reasons such as transfer to another Reserve Component, discharge or resignation breaks this cycle. Rejoining a Reserve Component later establishes a new anniversary date. Thus anniversary dates remain the same unless a break in service is incurred. Moving from drilling to non-drilling does not constitute a break in service for anniversary purposes.

APPENDIX H
Reserve Administration

Qualifying Year(cont.)

Participation for the prior year is reviewed and credited to the record of the anniversary date. A qualifying year cannot be credited unless a minimum of 50 retirement points has been earned. As an example, assume a non-drilling reservist with 19 qualifying years of service completed (2) 15 point correspondence courses during the member's most recent anniversary year. While 45 points (the 30 points coupled with 15 gratuitous points) would be added to the retirement point total, not enough points would have been earned for a qualifying year. Thus the total qualifying years would remain at 19.

Retirement Pay

1. Add up the total number of retirement points earned by the member and divide by 360. This figure equals the precise number of years of service for Reserve retirement pay computation purposes.

2. Multiply the number of years of service by 2.5%. Reserve retired pay is computed at 2.5% of active duty basic pay for each year of service.

3. Take the percentage figure in step two and multiply times the base pay rate when the member is first eligible for retirement.

Members will receive an official Notice of Eligibility within a year after completion of 20 qualifying years of service, including information on the reserve components survivor benefits plan and the necessary option election form. Annually you should be notified of the number of qualifying years you have completed.

Members should be sure that they have sufficient qualifying years before discontinuing active participation to ensure they will be eligible for retired pay. A retired reservist should write to Commanding Officer, Naval Reserve Personnel Center, Code 25, 4400 Dauphine Street, New Orleans, LA. 70149 several months prior to turning age 60 to apply for retired pay.

APPENDIX I
Useful References

AFSC PUB 1	The Joint Staff Officers's Guide
BUPERSINST 1001.39 series	Administrative Procedures for Naval Reservists on Inactive Duty
BUPERSINST 1610.10 series	Navy Performance Evaluation and
Counseling System	
COMNAVRESFORINST 1500.1 series	COMNAVRESFOR Sponsored courses of
instruction	
COMNAVRESFORINST 1510.2 series	Active Duty support to Naval Reserve Units
COMNAVRESFORINST 1520.5 series	Policy and Procedures for Selected Reservist to attend the Naval War College, National Defense University and the Air Command and Staff College
COMNAVRESFORINST 1550.6 series	Local Administration of Enlisted Correspondence Courses to Inactive Duty Naval Reservists; policy concerning Reserve Montgomery GI Bill, Chapter 106 Request for Transfer to Retired List Readiness Reporting and Monitoring for Naval Reserve Commissioned and Reinforcing/Sustaining Units
COMNAVRESFORINST 1780.1 series	Reserve Orientation Student Guide
COMNAVRESFORINST 1811.1 series	Screening and Appointment of Commanding Officers, Command Liaison Officers and Officers for Assignment to Non-Command
COMNAVRESFORINST 3501.1 series	0-5/0-6 Billets
COMNAVSURFRESFOR STS-950-0001/SG	Transfer From Other Armed Services
COMNAVSURFRESFORINST 5400.7 series	Letter to the President of the Promotion Selection Board
DOD DIRECTIVE 1205.5	Frocking Requirements
MILPERSMAN 2220110	Naval Orientation
MILPERSMAN 2220130	Catalog of Navy Training Courses(CANTRAC)
NAVEDTRA 1638-6	Useful Information for Newly Commissioned Officers
NAVEDTRA 10500	Catalog of Non-Resident Training Courses
NAVEDTRA 10802-AB	Naval Military Personnel Manual section 503160(service records)
NAVEDTRA 12061	U.S. Navy Uniform Regulations
NAVPERS 15560C	Manual of Naval Officer Manpower and Personnel Classification
NAVPERS 15665I	Leadership Support Manual
NAVPERS 15839H	Catalog of Active Duty for training for Naval Reserve Personnel
NAVPERS 15934B	Better Naval Writing
NAVPERS 15954	Standard Organization and Regulations of the U.S. Navy
OPNAV 09B-P1-84	Information and Personnel Security Program Regulations
OPNAVINST 3120.32 series	Physical Readiness Program
OPNAVINST 5510.1 series	Navy and Marine Corps Awards Manual
OPNAVINST 6110.1 series	Marine Corps Drill and Ceremonies Manual
SECNAVINST 1650.1 series	Navy Correspondence Manual
SECNAVINST 5060.22 series	Manual for Courts-Martial
SECNAVINST 5216.5 series	
UCMJ/MCM 1995 edition	