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PERS-46
25 Apr 06

OPNAV INSTRUCTION 3060.7B

From: Chief of Naval Operations

Subj: NAVY MANPOWER MOBILIZATION/DEMOBILIZATION GUIDE

Ref: (a) See Appendix A

Encl: (1) Navy Manpower Mobilization/Demobilization Guide

1. Policy. Deputy Chief of Naval Operation (Manpower, Personnel, Training, and Education) (DCNO (MPT&E)) is responsible for Reserve Component Personnel mobilization and demobilization in response to requirements identified by DCNO (N3/N5). Reserve Component personnel mobilization and demobilization will be effected through shore based Navy and Marine Corps infrastructure and their command chains using policies and procedures outlined in this instruction.

2. Cancellation. OPNAVINST 3060.7A.

3. Purpose

a. Enclosure (1) provides policy guidance on personnel mobilization, an overview of Navy Mobilization Processing Sites (NMPS), and specific procedures for mobilization/demobilization processing. Specific amendments to policy, procedures and guidance will be posted at Commander, Navy Personnel Command's (COMNAVPERSCOM's) Web site <http://www.npc.navy.mil/CareerInfo/Augmentation/Mobilization/>.

b. This instruction is intended to provide familiarity with manpower mobilization terms and references and an overview of the mobilization process and reporting relationships. The appendices are provided as ready references and doctrine/process amplification. Appendix A is a list of references pertaining to mobilization. Only the references specifically mentioned in this instruction are included. There are many additional references to mobilization and these are listed on Navy Personnel Command (NAVPERSCOM) (PERS-46) Website mentioned above. Appendix B addresses the process of requesting deferments and exemptions. Appendix C is the format for the

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daily status report from Navy Mobilization Processing Sites (NMPS). Appendix D familiarizes members with the Navy Marine Corps Mobilization Processing System (NMCMPMS). Appendix E outlines Navy's policy for Organizational Clothing and Individual Equipment (OCIE) and theater specific training for individuals.

c. The above listed COMNAVPERSCOM (PERS-46) Website also contains a list of mobilization related acronyms, definitions of mobilization specific terminology and an abbreviated users guide of the sequential steps in mobilization.

4. Review. NAVPERSCOM (PERS-46) is assigned the responsibility for periodic review and update of this instruction. Address all comments and recommendations to NAVPERSCOM (PERS-464), 5720 Integrity Drive, Millington, TN 38055-0460.

5. Forms. DD 214 (Feb 2000), Certificate of Release or Discharge from Active Duty; DD 2648 (Jul 2000), Pre-separation Counseling Checklist; DD 2765 (Apr 1998), Department of Defense/Uniformed Services Identification and Privilege Card are available at <http://www.dtic.mil/whs/directives/infomgt/imd.htm>. NAVPERS 1070/605 (Rev. 10/89), History of Assignments and NAVPERS 1070/613 (10/81), Administrative Remarks are available at <http://buperscd.technology.navy.mil/>.

/s/

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**NAVY MANPOWER
MOBILIZATION/DEMOBILIZATION
GUIDE**

NAVY MANPOWER MOBILIZATION/DEMOBILIZATION GUIDE
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CHAPTER 1
MOBILIZATION OVERVIEW

1-1. Introduction. Mobilization is the process of bringing the Armed Services to a state of readiness for operational missions, contingencies, emergencies, or war. Mobilization includes getting reservists onto active duty following either total/full/partial/selective or Presidential Recall (PRC) and Active Duty for Special Work (ADSW). These levels are all explained in detail in appendix A, 1.

1-2. Mobilization Authority. Mobilization authority resides with the President, Congress, or Service Secretaries as shown in figure 1-1.

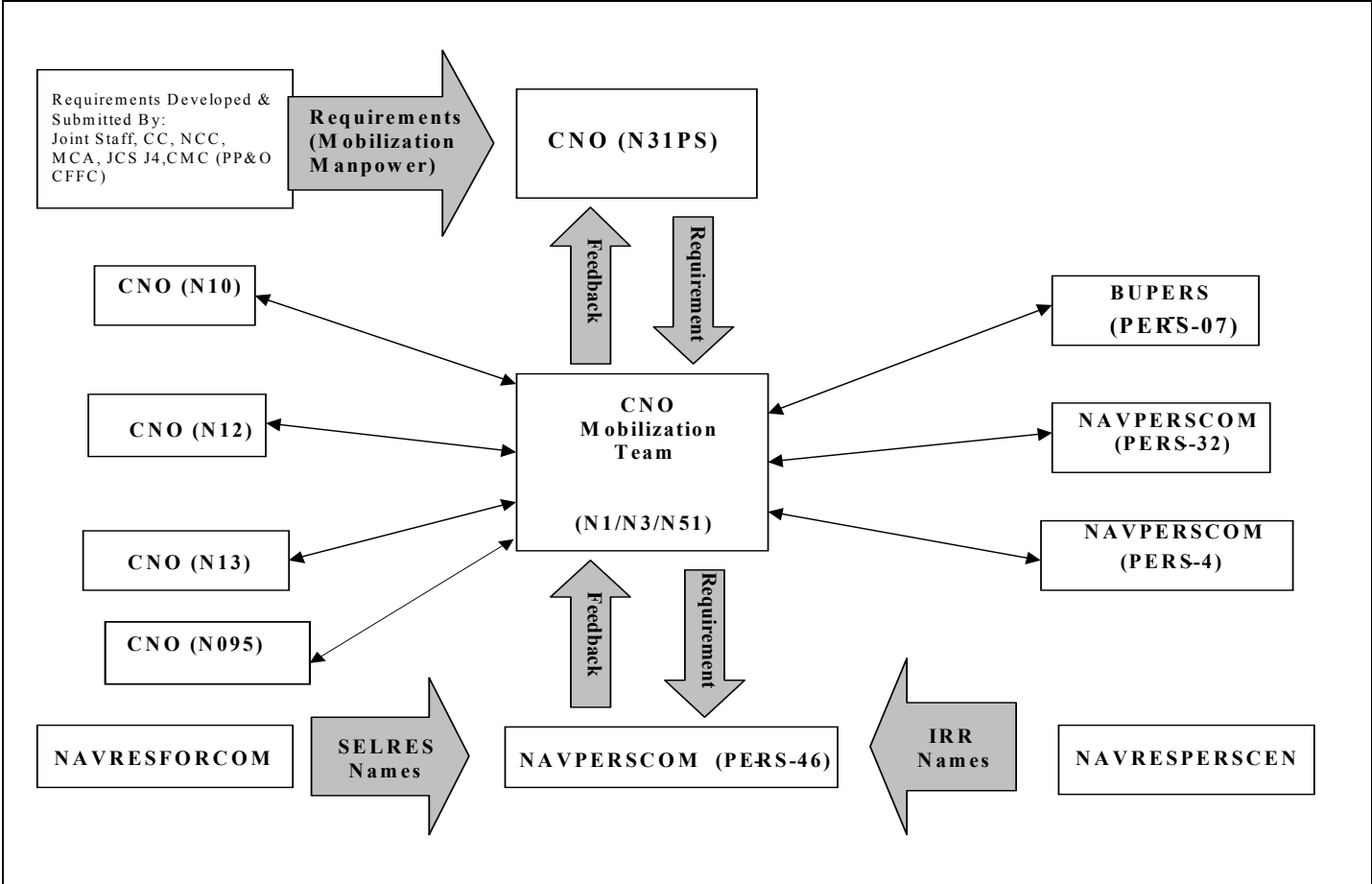
MOBILIZATION AUTHORITIES					
PUBLIC LAW	MOB LEVEL	INVOKED BY	REASON	APPLICABLE TO	LIMITATIONS
10 U.S.C. 12301 (a)	Total/Full	Congress	War, National Emergency or otherwise authorized by law	Ready Reserve, Standby Reserve, Retired	Duration of war or emergency plus 6 months
10 U.S.C. 6485	Total/Full	Congress	War or National Emergency	Fleet Reserve	Duration of war or emergency plus 6 months
10 U.S.C. 12302	Partial	President	National Emergency	Ready Reserve (SELRES/IMA/IRR)	1,000,000/ 24 Months
*10 U.S.C. 12304	Presidential Reserve Call-up	President	Operational Requirements	SELRES/IMA/ Certain IRR	200,000/ 270 days
10 U.S.C. 6485 (a) (2)	Selective	President	National Emergency	Fleet Reserve	None
10 U.S.C. 688	Selective	SECNAV	National Defense Interests	USN Retired members with 20 years active duty and Fleet Reserve	None
10 U.S.C. 12301 (b)	Selective	SECNAV	No Purpose Specified	Ready Reserve	15 Days

* Constitutes call-up and may be employed prior to mobilization

Figure 1-1

1-3. Levels of Mobilization and Recall. Appendix A, reference 1, defines four levels of mobilization and two levels of recall (see figure 1-1). Mobilization and Recall processing functions are identical. Mobilization is used in response to contingencies, emergencies or war. Recalls are less extreme mechanisms for recalling Reserve Component (RC) personnel to the active Armed Forces and do not require a declaration of national emergency.

1-4. Overview of the Navy Mobilization Process. Mobilization processing is an Active Component (AC) function and responsibility, beginning with continuous peacetime planning and is implemented in a series of steps leading to maximum readiness. The steps outlined in figure 1-2 are used in determining the number of personnel needed to meet the mission of the mobilization.



General Mobilization Requirement Process

Figure 1-2

1. On receiving the order to activate the following will occur:

a. Combatant Commanders (COCOMs), Navy activities and Manning Control Authorities (MCAs) forward mobilization manpower requirements via the Navy Marine Corps Mobilization Processing System (NMCMPSS) Requirement Tracking Module (RTM) to CNO (N3AUG) Mobilization Cell.

b. CNO

(1) OPNAV Augmentation Team, composed of representatives from Fleet Forces Command (FLTFORCOM), COMNAVPERSCOM, CNO (N12), CNO (N13), CNO (N3AUG), and CNO (N095) will be the focal points for all mobilization decisions. CNO (N3AUG) is assigned lead in coordinating the OPNAV Augmentation Team.

(2) CNO (N31PS) will review and prioritize COCOM validated requirements for both mobilization and combat casualty replacement mobilization. CNO may prioritize, and assign Requirement Tracking Numbers (RTN) with each valid requirement (in the case of replacements, the RTN does not change, only the individual filling it). For unit requirements, CNO (N3) will make the AC/RC sourcing decision. For individual requirements CNO (N1/NT) team members make recommendations on AC/RC sourcing determination to N31PS.

(3) CNO (N1/NT) will:

(a) Provide funding guidance and establish limits for unit and individual mobilization.

(b) Provide funding for required Organizational Clothing and Individual Equipment (OCIE); Chemical, Biological, Radiological, Nuclear Defense (CBRND); equipment and theater specific training for servicemembers not sponsored through Navy commissioned units or other Resource Sponsors.

(4) CNO (N13) will provide manpower and personnel policy guidance, to include stop-loss measures/actions and pay entitlements. They will coordinate stop-loss for the RC with Navy Reserve Forces Command (NAVRESFORCOM).

c. Bureau of Naval Personnel (BUPERS)/COMNAVPERSCOM:

(1) BUPERS (PERS-02) will:

(a) Provide financial support and guidance for order writing requirements.

(b) Forecast mobilization resource requirements.

(c) Reconcile accounts and provide financial reports as required.

(2) NAVPERSCOM (PERS-00J) will provide legal review and advice for all mobilization/demobilization functions.

(3) BUPERS (PERS-07) will:

(a) Integrate automated Navy mobilization system support requirements into the overall Navy systems requirements.

(b) Advise on technical, financial, and priority aspects of mobilization system requirements.

(4) NAVPERSCOM (PERS-4) will provide:

(a) Manpower analysis for the AC/RC/GS/Civilian sourcing decision.

(b) Provide recommendation for best Total Force solution.

(c) Manage AC support and selection process for contingency augmentation requirements.

(d) Fleet Reserve and retired retention or recall support for mobilization requirements.

(e) NAVPERSCOM (PERS-46) will:

1. Provide Mobilization Order Writing and Mobilized Sailor Information and Support (Sailor Advocacy), perform follow-on tracking of activated Reservists, prepare templates and issue orders for Reserve mobilization/demobilization and PRCs. Contact Reservists when Sailor Advocacy is required.

2. Provide and draft mobilization/demobilization policy advice for COMNAVPERSCOM and CNO (N1/NT).

3. Serve as Immediate Superior in Command (ISIC) for Personnel Mobilization Teams (PMT). During times of national crisis requiring surge mobilization, the PMT units will be directed to augment Navy Mobilization Processing Sites (NMPS) as needed.

4. Serve as program manager for NMPS and PMT functions worldwide. The program manager is to perform command and control, coordinate training, and provide support for assigned NMPS/PMT teams. During peacetime operations the program manager will coordinate drill opportunities for PMT personnel at local NMPS locations through the Local Area Coordinator for Mobilization (LACMOB). To ensure continuity of operations for both NMPS and PMT, mobilization training shall be coordinated and provided by NAVPERSCOM (PERS-46R) personnel.

5. Manage delay/exemption policies for CNO (N1/NT).

6. Serve as NMCMPMS functional manager.

7. Serve as subject matter experts to OPNAV on personnel mobilization. Act as Navy representative/lead when designated for actions pertaining to personnel mobilization matters.

8. Provide reporting of personnel mobilization/demobilization as required by OSD, JCS, and CNO. Personnel being mobilized or demobilized will be ordered to the NMPS Unit Identification Codes (UICs) listed in figure 2-2.

9. Serve as Program Manager for OCIE/CBRND funds.

10. Coordinate with Bureau of Medicine and Surgery (BUMED) to ensure clinics supporting NMPS have current mobilization policies.

(5) CNIC:

(a) CNIC (N2) will provide for fleet and family support of mobilization functions and transition benefit program management oversight.

(b) NAVPERSCOM (PERS-673) will:

1. Provide personnel and pay system policy to support mobilization.

2. Provide for benefits administration via Defense Eligibility Enrollment Reporting System (DEERS) and Real-Time Automated Personnel Identification System (RAPIDS).

d. COMNAVRESFORCOM:

(1) Provide RC analysis for the AC/RC/GS/Civilian sourcing decision.

(2) Identify qualified Selected Reservist (SELRES) personnel to fill mobilization requirements and pass data to NAVPERSCOM (PERS-46).

(3) Direct and oversee activation processing at respective Navy Operational Support Centers (NOSC).

e. Navy Reserve Personnel Center (NAVRESPERSCEN) will identify to NAVPERSCOM (PERS-46) qualified IRR personnel to fill mobilization requirements that cannot be filled by SELRES personnel.

2. LACMOBS/NMPSs/PMTs will oversee processing of Reservists as described in section 2-3. LACMOBS report Additional Duty (ADDU) to CNO (N1/NT) for all of their personnel mobilization responsibilities.

CHAPTER 2
NAVY MOBILIZATION PROCESSING SITES (NMPS) PROGRAM

2-1. Overview. The Navy has identified the NMPSs depicted in figure 2-1 as the primary enablers of mobilization/demobilization processing for RC personnel. During times of crisis requiring RC mobilizations, NAVPERSCOM (PERS-46) will centrally coordinate PMT personnel assignment. As peacetime flow capability of each NMPS is reached or exceeded, PMT units will be directed to report to the LACMOB for duty in support of the affected NMPS.

2-2. Navy Marine Corps Mobilization Processing System

1. NMCMPMS is a system of Web-enabled software used to coordinate, document, track, and report contingency manpower requirements; AC/RC sourcing decisions; identification, order writing for subject individuals; and activation, mobilization, and demobilization of Navy Reservists.

2. NMCMPMS is a fundamental tool in the Navy's activation/mobilization process.

2-3. Local Area Coordinator for Mobilization

1. Definition. LACMOB is an AC Flag Officer with geographic area coordination responsibilities and authorities as defined in appendix A, 8b. U.S. Navy and U.S. Marine Corps LACMOBs (through Headquarters Marine Corps (HQMC)) report to CNO (N1/NT) on Navy manpower mobilization responsibilities and issues.

2. Responsibilities. LACMOBs coordinate and manage all activities at NMPS that support recall/mobilization processing (see figure 2-2). They exercise command authority over assigned active and Reserve personnel during mobilization/demobilization processing. Specifically, LACMOBs:

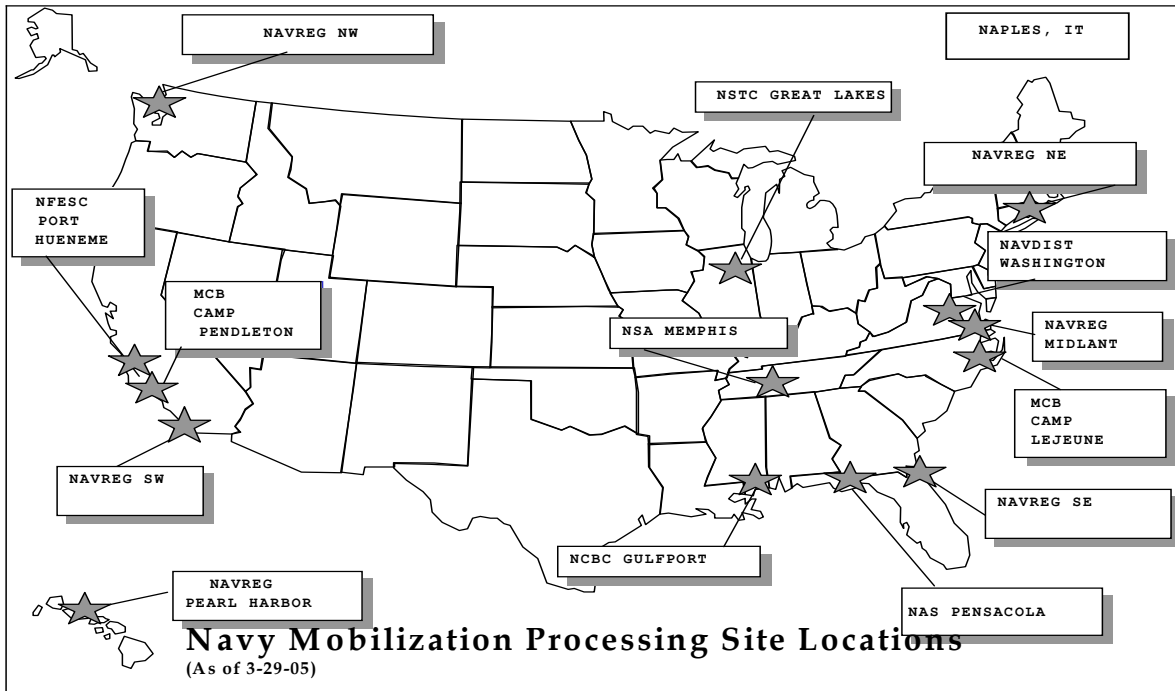


Figure 2-1

a. Coordinate mobilization and demobilization processing of Reservists through NMPS stations. Track and report on their progress as required.

b. Coordinate with NAVPERSCOM (PERS-46) to determine appropriate duration and level of augmentation for the processing of Reservists.

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

d. Participate in national Mobilization Exercises as directed by CNO (N1/NT and N3/N5) or higher authority. Coordinate with CNO (N1/NT) to resolve national mobilization policy issues.

e. Submit required Mobilization Status Report(s) to NAVPERSCOM (PERS-46) as directed (see appendix C). E-mail the mobilization reports to: nesa@navy.mil.

f. Ensure PMT personnel assigned are provided frequent and regular opportunities to train and qualify on NMCMPs and all NMPS systems and equipment.

g. Ensure all mobilization and demobilization processing is completed using NMCMPs.

h. Exercise General Courts-Martial authority over all military members being processed at NMPS.

i. Conduct Special Cases Boards (SCBs) as required to adjudicate delay and exemption requests of involuntarily mobilized Reservists per appendix B.

j. Submit other reports as required.

NMPS LOCATIONS WITH LACMOB AND CO-LOCATED PMT ACTIVITIES			
LOCATION	LACMOB/UIC	Mob/Demob Processing UIC	PMT/RUIC
BANGOR, WA	COMNAVREG NW/68742	3253A	PMT A, 86753
PORT HUENEME, CA	NFESC PORT HUENEME/0537A	3243A	PMT B, 86751
CAMP PENDLETON, CA	MCB CAMP PENDLETON/46780	3248A	PMT C, 86754
SAN DIEGO, CA	COMNAVREG SW/00242	3250A	
GREAT LAKES, IL	NSTC GREAT LAKES/00210	3251A	PMT D, 86731
MEMPHIS, TN	NSA MID-SOUTH/00639	3256A	PMT E, 86736
GULFPORT, MS	CBC GULFPORT/62604	3242A	PMT F, 86734
PENSACOLA, FL	NAS PENSACOLA/00204	3247A	PMT G, 86727
JACKSONVILLE, FL	COMNAVREG SE/09697	3246A	PMT H, 81369
NORFOLK, VA	COMNAVREG MIDLANT/61463	3254A	PMT I, 86743
CAMP LEJEUNE, NC	MCB CAMP LEJEUNE/67001	3245A	
WASHINGTON, DC	NAVDIST WASHINGTON/32876	3244A	PMT J, 86739
GROTON, CT	COMNAVREG NE/69078	3252A	PMT K, 86747
NAPLES, IT	COMNAVREG EUR/00061	40615	PMT I, 86743
PEARL HARBOR, HI	NAVREG PEARL HARBOR/61449	3255A	PMT C, 86754

Figure 2-2

2-4. PMT

1. Definition. AC NMPS staffs are expected to meet routine mobilization/demobilization support responsibilities without RC augmentation. When RC mobilization/demobilization flows exceed normal capabilities, NMPS entities should seek additional staffing through their appropriate chain of command. PMTs are Navy Reserve Units designed to augment NMPSs LACMOBs to assist with command and control, tracking, accounting and reporting responsibilities. They are staffed to facilitate increased workloads associated with

large-scale mobilizations and demobilizations. NAVPERSCOM (PERS-46) is the ISIC and reporting senior for all PMT commanding officers (COs). When directed by NAVPERSCOM (PERS-46), PMT support shall be provided to augment LACMOBs based upon increased mobilization/demobilization flow demands. LACMOBs will submit concurrent fitness reports for PMT COs or officers in charge (OICs) when PMTs are activated.

2. Responsibilities

a. Assist LACMOB in the management and evaluation of mobilization and demobilization processing in addition to applicable exercises and drills.

b. Advise the LACMOB regarding delay and exemption requests resulting from SCBs of involuntarily recalled Reservists.

2-5. NMPS Structure

1. NMPSs are structured with function-specific processing stations for mobilization/demobilization actions outlined below. NMCMPs will be employed to coordinate and document processing at each NMPS functional station and provide total visibility across the chain of command via the Web site. The following is a functional station listing recommendation for each NMPS:

a. Personnel Support Activity Detachment (PERSUPPDET) Processing Station.

b. Medical Processing Station.

c. Dental Processing Station.

d. Supply Processing Station.

e. Navy Passenger Transportation Office Processing Station.

f. Navy Legal Services Office Processing Station.

g. Fleet and Family Service Center (FFSC) Processing Station.

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2. Specific operating guidance for each NMPS entity can be obtained from NAVPERSCOM (PERS-46) Web site guidance obtained at: <http://www.npc.navy.mil/CareerInfo/Augmentation/Mobilization/>.

CHAPTER 3
NAVY MANPOWER MOBILIZATION PROCESS

3-1. Mobilization Processing Timeline

1. Per Chief of Naval Personnel (CHNAVPERS) policy, Navy Reservists are normally allowed 24 hours from the time of official notification (receipt of orders) to report to the NOSC, however this time frame can be adjusted and is usually specified in guidance provided in the individual recall notification. Office of the Secretary of Defense (OSD) has a goal of 30 days notice for activation, during the sustainment phase of an operation. Reporting delays during a sustainment phase should not be required if the member is afforded proper notification. After the member reports to the NOSC, processing requires 7 to 10 calendar days from the date of activation to the date of reporting to a Port of Embarkation. This timeframe accommodates travel, 1 to 2 days at the NOSC, and 3 to 5 days at the NMPS. If training/outfitting/equipping of OCIE is required, an additional 7 to 14 calendar days must be added for processing/training through a designated location (see figure 3-1).

2. Reservists will process through their respective NOSC and assigned NMPS in transit to the supported command.

MOBILIZATION PROCESSING TIMELINE

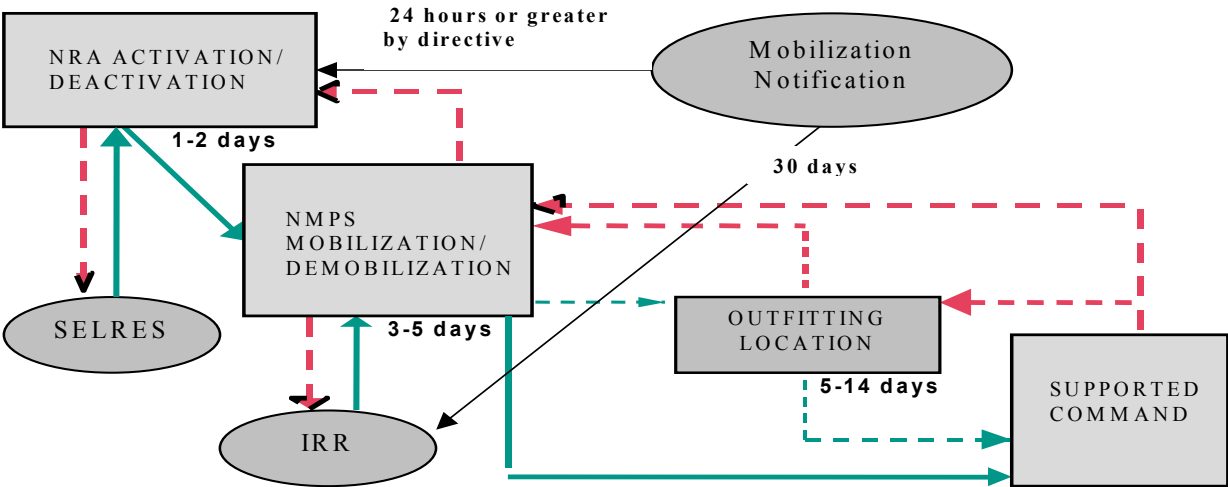


Figure 3-1

3. Through NCMCMPS, outfitting locations and supported commands will have the ability to track Reservists' processing status from start to finish at the NMPS. The NMPS and all intermediate stops will update NCMCMPS each time a Reservist completes a mobilization processing action. NCMCMPS will include the estimated dates of arrival at each intermediate and final activity. If processing delays occur at intermediate activities, then they shall be responsible for updating information using NCMCMPS.

3-2. Mobilization Procedures Overview. Two steps, activation and mobilization, are involved as shown in figure 3-1.

1. Notification is the process of informing Reservists of a pending mobilization. This will normally be accomplished via phone call after NOSC or NAVRESPERSCEN receipt of orders and documentation in NCMCMPS.

2. Activation initiates the mobilization process. It consists first of notifying RC servicemembers to report for mobilization. Secondly, for SELRES and Voluntary Training Unit-Individual Ready Reserve (VTU-IRR) servicemembers, activation is complete when they have completed their parent NOSC screening and initial processing.

3. Processing onto extended Active Duty (i.e., mobilizing) occurs at the NMPS and involves establishing an AC Master Military Pay Account, gaining to AC personnel systems, performing medical, dental, legal screening, Defense Enrollment Eligibility System (DEERS) enrollment, active duty ID card issue, and all corrective actions that ensure completion of all the above requirements.

3-3. NOSC Guidance. Notification and Activation Screening (Mobilization) refer to NAVPERSCOM (PERS-46) Web site guidance at <http://www.npc.navy.mil/CareerInfo/Augmentation/Mobilization/>.

3-4. SELRES and Drilling VTU-IRR Activation Processing

1. Upon recall notification, SELRES and drilling VTU-IRR servicemembers will report to their parent NOSC for activation processing. The NOSC will establish a personal recall file on all activated Reservists to include a copy of their recall

orders, transportation arrangements, delay and exemption (SCBs) results, and any other information pertaining to recall. The NOSC will ensure all activation and deactivation processing is recorded using NCMCPS for each activated Reservist.

2. Upon completing activation at the NOSC, Reservists will be directed to report to the designated NMPS for mobilization processing on a scheduled date.

3-5. Non-Drilling IRR Activation Processing Performed by NAVRESPERSCEN

1. Conduct initial IRR activation screening to determine mobilization readiness.
2. Evaluate SELRES and IRR members claiming a qualification for delay or exemption at a SCB (refer to appendix B).
3. Designate IRR members considered mobilization-capable to report to a designated NMPS for mobilization processing.
4. Identify in NCMCPS, IRR members completing activation and reporting to the NMPS.
5. Forward the IRR member's personnel, dental, and health records to the appropriate NMPS PERSUPPDET.

3-6. NMPS Mobilization Processing

1. To ensure timely processing and meet the contingency augmentation deployment time requirements, NMPSs will target processing each Reservist within 96 hours from when they officially report to the NMPS.
2. The NMPS will maintain via NCMCPS visibility for all pertinent fields (will update and keep current all data in NCMCPS) on all activated Reservists to include a copy of their recall orders, transportation arrangements, SCBs (delay and exemption) results, and any other information pertaining to recall. The above items will be kept in a retain file for future match up with demobilization paperwork.
3. Submit required Mobilization/ADSW Status Update(s) to NAVPERSCOM (PERS-46) as directed (see appendix C).

4. All mobilized Reservists will be medically screened at the NMPS for a "Fit for Duty" determination. Personnel failing initial NMPS medical screening will be referred to CNO (N1R), Senior Medical Officer (SMO).

5. Record in NMCMPs, those Reservists completing mobilization. Transfer personnel to their follow-on assignment/intermediate assignments/supported command.

3-7. Supported Command Requirements. Upon reporting to the supported command, NMCMPs will be updated and Reservists will have their orders endorsed. Supported commands may request NAVPERSCOM (PERS-46) via NMCMPs release of recalled Reservists at any time prior to or at the member's projected rotation date due to mission accomplishment, requirement termination, or other reason as appropriate. The supported command will provide justification for early release. NAVPERSCOM (PERS-46) will coordinate further assignment/demobilization with the MCAs.

CHAPTER 4
NAVY MANPOWER DEMOBILIZATION PROCESS

4-1. Supported Command Requirements

1. Upon mission completion, or should the need arise to replace an individual (e.g., combat casualty, legal hold, crew rotation, etc.) it is incumbent upon the supported command to document changes in the status of each RTN in NMCMPs.

2. When a Reservist detaches (e.g., mission accomplishment, combat casualty, combat fatality, etc.), the supported command must make the appropriate entries into NMCMPs, detailing the individual's interim assignments and ultimate destination (e.g., NMPS, CRC, legal, hospital, etc.) As a back up, they should also legibly endorse a copy of the Reservist's original orders, showing date of release and point of contact e-mail address and phone number, giving this to the servicemember. To keep NMPSs informed, Reservists' travel information must be entered into NMCMPs (for Navy personnel assigned to Marine Corps Reserve Units, the RC member will be given the option to return to the unit's Reserve Training Center prior to reporting to the NMPS for deactivation). If personal or disciplinary issues caused the release, state so in NMCMPs. Final pay record closeout and strength loss reporting will be conducted at the NMPS.

3. Supported commands must release Reservists from assigned duties in time to permit leave and travel, demobilization processing at the NMPS, and deactivation processing at the NOSC within the period of their orders (see figure 3-1).

4. Additional release requirements include the following:

a. Accrued Leave. Reservists on active duty for 30 days or more accrue leave per appendix A, 8a.

b. Fitness/Evaluation Reports/Awards. Supported commands will complete fitness/evaluation reports/awards prior to releasing Reservists from their command. Reservists should be provided with copies of fitness/evaluation reports upon detachment. Supported commands should either issue awards or submit awards with necessary documentation and give a copy to the Reservist. For continuity, the period of performance subsequent to supported command detachment may be included in

the member's next periodic fitness/evaluation report to be executed by the member's assigned reserve unit CO.

c. Disciplinary Cases Administration. Reservists facing disciplinary action under the Uniform Code of Military Justice (UCMJ) may be retained on active duty without member's consent, pending resolution of proceedings and completion of any sentence per appendix A, 1. Supported commands must ensure disciplinary actions are resolved and documented prior to detaching Reservists. Notify NAVPERSCOM (PERS-46) via e-mail (nesa@navy.mil), info NAVPERSCOM (PERS-483), and appropriate NMPS, NOSC, or NAVRESPERSCEN (N51) of disciplinary action against members being deactivated.

d. Medical Out-processing. Separation physicals will be performed at NMPSSs when needed. CNO (N1R) and Bureau of Medicine and Surgery (BUMED) will provide specific medical demobilization guidance to supported commands. Reservists determined "Unfit" to demobilize by CNO (N1R) will be retained on active duty to receive follow-on medical/dental care and treatment necessary to restore the health of an individual. Records of any medical care received in theater should be included in the member's medical and dental records.

e. Administrative. For members being converted from involuntary orders to voluntary contingency orders or from voluntary orders to involuntary recall orders while serving in an Area of Responsibility (AOR), the following actions must be completed by the supporting PERSUPPDET:

(1) If transferring from one UIC to another, execute an activity transfer per the Navy Standard Integrated Personnel System (NSIPS) Procedures Training Guide (PTG).

(2) Ensure that a DD 214 is prepared per guidance in appendix A, 4.

(3) Supported command shall document all Temporary Additional Duty/Temporary Duty (TEMADD/TEM DU) assignments executed beyond those detailed in mobilization orders. Use NAVPERS 1070/605, History of Assignments, to document specific location of assignment by region, country, period of assignment, and operations supported, including but not limited to AOR.

This information will be used for member's DD 214 per appendix A, 4, at the NMPS PERSUPPDET.

4-2. NMPS Demobilization Processing

1. Demobilization of recalled SELRES and VTU-IRR personnel is also a two-step process: demobilization at the NMPS and deactivation at the NOSC. NAVPERSCOM (PERS-461) will issue demobilization orders. Reservists who initially processed through an outfitting location during mobilization must return through the outfitting location to turn in issued items (e.g., issued weapons, gas mask, uniforms, etc.) prior to reporting to the NMPS. Demobilization processing for both SELRES and IRR members will take place at the NMPS as depicted in figure 3-1. Demobilization requirements delineated in NMCMPs shall be completed for all Reservists. For IRR personnel (except VTU members), additional requirements set forth in NMCMPs will be completed at the NMPS and they will then be detached directly from NMPS to their homes of record. Upon detaching from NMPS, SELRES and VTU-IRR personnel will report to their assigned NOSC where deactivation procedures delineated in NMCMPs shall be completed. Personnel processing, transfer and travel arrangement information shall be updated in NMCMPs by NMPS, NOSC and supported commands as appropriate.

2. Medical out-processing shall ensure RC member is in a "Fully Medically Ready" status before returning to the NOSC. Fully Medically Ready is represented by current physical and dental exams (dental class 1 or 2), immunizations updated and current, and lab tests updated and current. Any post-deployment screening that was not completed in theater must be completed at the NMPS and information forwarded to the appropriate medical authority.

3. Reservists failing medical out-processing will be retained on active duty until their physical condition is fully evaluated and resolved per applicable instructions. The NMPS is responsible for tracking and reporting the medical status of such individuals to CNO (N1R), Medical Status Review Officer (MSRO). When CNO (N1R), MSRO receives a report indicating that a servicemember may have developed or is reporting a medical condition that may call into question future fitness for duty, the MSRO will refer the case to the CNO (N1R) SMO. CNO (N1R), SMO will determine whether or not the servicemember/Reservist is

assigned to Medical Hold status, or is released from active duty and authorized continued benefits within the Line of Duty (LOD) Program. Personnel authorized LOD benefits prior to demobilization will receive a copy of the approved LOD entitlements letter before separation from active duty and receive pre-authorization from Military Medical Support Office for any required continuing care.

3. Records pertaining to demobilization processing will be included in the Reservist's already-established personnel recall file, to be maintained by the NMPS.

4. Supported commands shall enter data into NMCMPMS when releasing Reservists to notify the outfitting location and the NMPS of the Reservist's detachment date and time and estimated time of arrival. Reservists who in-process at an outfitting location for training and equipping must also out-process through the same outfitting site when demobilizing. Demobilization processing at the outfitting location will include returning or accounting for issued equipment and clothing and receiving required out-briefings or screenings prior to reporting to the NMPS for demobilization. One to two days are normally required to out-process through the outfitting location. Out-processing, independent of outfitting requires about 7 days from supported command detachment to the Reservist arriving home.

4-3. NMPS Demobilization Guidance

1. NMPSs will use the demobilization guidance provided in the NAVPERSCOM (PERS-46) Web site at <http://www.npc.navy.mil/CareerInfo/Augmentation/Mobilization/> when processing Reservists for demobilization. The NMPS shall:

a. Screen and process Reservists using NMCMPMS and amplifying guidance. Do not release activated members to the NOSC or home of record until all screening and documentation criteria are complete.

b. Identify servicemembers who claim to have attained 18 or more years of active service (includes Active Duty (AD), Individual Active Duty for Training (IADT), Annual Training (AT), Active Duty for Training (ADT), ADSW, PRC, partial mobilization); contact NAVPERSCOM (PERS-461) if a member may

have reached sanctuary and chooses not to be separated. NAVPERSCOM (PERS-461) will coordinate with NAVPERSCOM (PERS-49) to determine responsibility for amending the member's orders.

c. Conduct Medical Out-Processing

(1) Deployment Screenings. Any post-deployment screenings not accomplished in theater shall be completed at the NMPS to include any required lab work. Issues identified in the post-deployment screening must be resolved prior to release from the NMPS. A medical screening consistent with current Department of Defense (DOD) guidance shall be conducted to determine if there are any medical issues that require follow-up.

(2) Medical Readiness. RC members shall be in a "fully medically ready" status when departing the NMPS.

(a) Dental. Unless otherwise directed, members who have completed a Type Two dental examination within 180 days of their demobilization date do not require another dental examination. For additional guidance on current dental readiness policy issues, refer to NAVPERSCOM (PERS-46) Web site at <http://www.npc.navy.mil/CareerInfo/Augmentation/Mobilization>.

(b) Immunizations/Lab tests. The following shall be current: Yellow fever, tetanus, PPD, and HIV. Any U.S. Medical Treatment Facility (MTF) recommended age-specific screening should be accomplished.

(c) Annual Health and Medical Readiness Assessment (AHMRA). RC members must complete an AHMRA and receive appropriate health promotion/preventive counseling.

(3) Service-Connected Illnesses or Injuries. Per appendix A, 7, a Reservist who incurs or aggravates a service-connected injury, illness or disease while activated for more than 29 days shall be eligible for continued medical care.

(a) Activated Reservists injured while on active duty orders of more than 29 days may, with the member's consent, be continued on active duty until the member is determined "Fit for Duty", per appendix A, 7, or until the resulting incapacitation cannot be materially improved by further

hospitalization or treatment and the case has been processed and finalized through a Medical Evaluation Board (MEB) and/or a Physical Evaluation Board (PEB). CNO (N1R) is the sole authority for granting medical extensions to members or retaining on active duty those Reservists requiring further medical or dental care. This authority is exercised after careful consideration of the facts of each case and consultation with Specialty Leaders at BUMED; attending physicians at the hospitals, ambulatory care centers, and clinics involved.

(b) CNO (N1R), MSRO shall be conversant with governing instructions pertaining to the medical hold process, and act as case manager for all Reservists injured on active duty. As the case manager, CNO (N1R), MSRO shall coordinate the efforts of local NMPSSs, attending medical authorities and CNO (N1R), SMO to obtain expeditious medical care and ensure each servicemember's needs are properly attended to during the entire process.

(c) Members electing not to remain on active duty for treatment, regardless of medical needs, shall have medical problems fully documented in their medical record prior to release from active duty. Members shall sign a NAVPERS 1070/613, Administrative Remarks, page 13, attesting to the decision to be released despite the identified problems, and be counseled as to benefits available through the Veterans Administration. Additionally, each servicemember will be thoroughly briefed on a personal Medical Continuity of Care Plan for coverage after release from active duty. Page 13 entry:

"I knowingly and voluntarily waive my right to remain on active duty to receive medical treatment for an illness, injury, or disease that I incurred or aggravated while on active duty. I acknowledge that I have been fully advised of my right to seek a treatment through the LOD Program pursuant to OPNAVINST 3060.7B, appendix A, 7, as well as my right to receive medical care from the Department of Veterans Affairs Medical Treatment Facilities."

(d) If a member is determined by the benefits issuing authority to be "Fit for Duty" and is subsequently released from active duty, that member may seek continued medical treatment, incapacitation pay/contest the "Fit for Duty" finding for a service-connected injury, illness, or disease

following the LOD process. Members will not be granted a medical extension based solely on a Class 3 dental condition without the express approval of CNO (N1R) SMO. For current contact information, refer to NAVPERSCOM (PERS-46) Web site at <http://www.npc.navy.mil/CareerInfo/Augmentation/Mobilization/>

(e) If CNO (N1R) SMO approves an extension on active duty beyond the current mobilization orders for a member, contact CNO (N1R) MSRO for a medical extension order modification.

(f) If a medical problem warrants a Line of Duty Determination (LODD), the LODD must be requested by the MTF and executed by the LACMOB.

(g) If a member has initiated a request for medical extension via the NMPS and that request has been forwarded to CNO (N1R) SMO for review, the NMPS should not deactivate the member until after CNO (N1R) SMO has been given an opportunity to review the case, and the NMPS has confirmed the decision of CNO (N1R) SMO.

(4) Maternity Benefits. Pregnant Reserve members who are deactivated/separated under honorable conditions should refer to NAVPERSCOM (PERS-46) Web site at <http://www.npc.navy.mil/CareerInfo/Augmentation/Mobilization/> for current policy guidance on medical benefits, which may be available.

d. Issue DD 214, per appendix A, 4, using inputs from members NAVPERS 1070/605, History of Assignments.

e. Inform Reservists of their rights and responsibilities concerning timely return to work per guidance from Uniform Services Employment Rights and Responsibilities Act (USERRA).

f. Ensure each deactivated Reservist completes a DD 2648, Pre-Separation Counseling Checklist, in full compliance with Federal law. To expedite processing, the form and procedures will be available on NAVPERSCOM (PERS-46) Web site for download. Group presentations may be utilized, but individual counseling may be required. An NMPS designated official to perform command transition officer duties shall:

(1) Ensure the original DD 2648 is signed by both parties and placed as a permanent document in the field service record (enlisted only).

(2) Ensure the separating servicemember is provided a copy of the completed DD 2648.

(3) Provide completed DD 2648 to the FFSC Transition Program Manager no later than the 5th day of each month to facilitate quarterly reporting, per appendix A, 7.

(4) Forward copies of completed DD 2648 documents to NAVPERSCOM (PERS-461). Fax/e-mail copies are acceptable. The fax number is (901) 874-4683/DSN 882. The e-mail address is: nesa@navy.mil. The NMPS is not required to maintain historical files of this form, following submission.

(5) Identify local base resources to complement pre-separation counseling efforts (FFSC, installation career counselor, chaplain, Reserve Career Information Team (CARIT), PERSUPPDET, etc).

(6) Make appropriate referrals to assist personnel in obtaining transition services. In no case will an individual be retained on active duty for the sole purpose of obtaining transition services.

g. Return Reservists at the conclusion of NMPS processing to the NOSC for completion of deactivation processing and submission of a supplemental travel claim, if required. Some IRR members may not be assigned to an NOSC and are returned home. NMPS shall ensure IRR (non-VTU) members complete demobilization questionnaire and send copy to NAVRESPERSCEN (N51).

h. Brief members regarding all Congressional/DOD mandated health care benefits offered to members mobilized in support of current operations (e.g., TRICARE Reserve Select (TRS), Transitional Assistance Management Program (TAMP), TRICARE Dental Program Reserve Component (TDPRC), etc.) Further information on these benefits can be found at <http://www.tricare.osd.mil>.

- i. Close out member's leave. Terminal leave must be recorded by the NMPS in Defense Joint Military Pay (DJMS) System. Ensure all leave taken during mobilization period has been accounted for. Leave not previously processed shall be processed prior to separation to avoid overpayments after servicemember is separated.
- j. Submit loss from active duty status in NSIPS.
- k. Close the DJMS-AC Master Military Pay Account at the end of active duty.
- l. Receive and account for government organizational clothing not issued by supported command and not issued as part of an authorized unit special clothing allowance.
- m. Coordinate LACMOB approval for use of rental vehicles during out-processing as appropriate.
- n. Explain members DEERS eligibility and issue appropriate documents based on eligibility, see appendix A, 3.
- o. Liquidate travel claims. Provide endorsed copies of orders, all liquidations, and copies of supplemental and paid travel claims to BUPERS (PERS-02).
- p. Ensure all SELRES and VTU members have personnel, health and dental records in hand for return to NOSC.
 - (a) IRR member service records shall be packaged and mailed to NAVRESPERS-CEN (N31) via first class mail.
 - (b) IRR (Non-VTU) members' health and dental records shall be packaged and shipped to Department of Veterans Affairs (DVA).
- q. Ensure member has properly endorsed orders in hand.
- r. Ensure no disciplinary action is pending.
- s. Arrange transportation to member's home of record via NOSC for drilling members or direct to the home of record for non-drilling IRR members. Direct drilling Reservists to proceed

immediately to the NOSC. Allow time for travel and deactivation processing prior to checkout on leave or deactivation.

t. Review accuracy of the Reservist's demobilization checklist in NCMCMPS.

u. Assist Reservist in understanding rights under USERRA and Soldiers, Sailors Civil Relief Act (SSCRA).

v. Coordinate with FFSC per current guidance as promulgated on NAVPERSCOM (PERS-46) Web site at <http://www.npc.navy.mil/CareerInfo/Augmentation/Mobilization/>.

w. Arrange retrieval of household good/privately owned vehicle (HHG/POV) as necessary.

x. Assist IRR members with supplemental travel claims and submit those claims with endorsed orders to supporting PERSUPPDET for settlement of final allowances and travel expenses per the Joint Federal Travel Regulations (JFTR).

y. NMPS PERSUPPDET will manage pre-separation leave per Personnel Administrative Support System (PASS) policy guidance.

z. Track and supervise members on medical extension to ensure full utilization and an expeditious resolution to the medical issue preventing demobilization. Coordinate routinely with CNO (N1R) SMO and MSRO on all issues pertaining to medical hold cases. As the case manager for all Medical Hold Cases involving Navy Reservists, it is the responsibility of the MSRO to ensure all cases are resolved quickly and expeditiously.

2. NMPS Reporting Requirements. NMPS will provide reports per the following requirements:

a. Forward a copy of endorsed orders with departure date from NMPS, to include dates and times of arrival at NOSC/home of record, as appropriate, to NAVRESPERSCEN (N51) for all IRR members. Provide member with legible copy and retain copy at NMPS.

b. Submit required mobilization/demobilization and ADSW status reports (per appendix C) to NAVPERSCOM (PERS-46) as directed.

3. Enter travel itinerary in NCMCMPS to ensure NOSC is aware of Reservists en route for deactivation.

4-4. NOSC Deactivation/Demobilization Guidance. NOSC shall:

1. Brief all SELRES members on responsibilities/deadlines associated with any type of Congressional/DOD mandated health care benefits offered members mobilized in support of current operations (e.g., TRS, TAMP, TDPRC, etc.)
2. Ensure that Reservists subject to stop-loss are not transferred to the IRR.
3. Consider applicability of Reserve retention policies for each member as determined by NAVRESFORCOM.
4. Gain members into NSIPS with appropriate drill status after the NMPS PERSUPPDET releases member from active duty.
5. Assist Reservists with supplemental travel claims and submit with endorsed orders to the supporting PERSUPPDET for settlement of final allowances and travel expenses per the Joint Federal Travel Regulations (JFTR).
6. For drilling Reservists, verify that the leave schedule established by the NMPS remains valid. If the schedule has been delayed and the Reservist will not detach for terminal leave per the current leave authorization, communicate required changes to the NMPS immediately via fax or e-mail.
7. Common Access Card (CAC) Identification Cards comply with current procedures as stated in RAPIDS training guide.
8. Issue DD 2765, Department of Defense/Uniform Services Identification and Privilege Card per appendix A, 3.
9. Complete Medical/Dental requirements.
 - a. Review NMPS medical and dental deactivation checklists to ensure all medical and dental requirements have been completed.
 - b. Verify health and dental record information updates are entered in the Medical Readiness Reporting System (MRRS) and

ensure MRRS reflects the current Annual Health and Medical Readiness Assessment and Fully Medically Ready status, immunizations, blood type, DNA, G6PD, HIV test, sickle cell, Type Two dental examination, and current dental classification.

c. For more detailed information, such as current health care benefits for deactivated servicemembers, NOSCs should refer to current COMNAVRESFORCOM guidance, or call COMNAVRESFORCOM POC noted in the Points of Contact section of NAVPERSCOM (PERS-46) Web site at <http://www.npc.navy.mil/CareerInfo/Augmentation/Mobilization/>. Refer to Appendix A, 7, for information on the LOD benefits program.

d. Brief the following:

(1) Reservists who requested credit relief through the provisions of SSCRA must promptly inform creditors of their release from active duty.

(2) Transitional healthcare benefits currently mandated by congress or DOD. For information pertaining to these types of benefits, refer to the TRICARE Web site (<http://www.tricare.osd.mil>) for current policy guidance.

(3) Reservists and family members enrolled in DEERS are informed that they are authorized medical and dental care per current law/policy. Some programs may require re-enrollment, and others may only require validation of eligibility.

(4) Per appendix A, 2, Reservists who served in combat operations are eligible for Veterans Health Administration hospital care, medical services, and nursing home care for any illnesses for a 2-year period following separation from military service, notwithstanding that there is insufficient medical evidence to conclude that such condition is attributable to such service.

(5) Reservists may elect to continue Service Members Group Life Insurance (SGLI) term insurance coverage for spouses and children as authorized by appendix A, 9a., upon transfer to

SELRES/VTU status by sending appropriate documentation to NAVRESPERSCEN.

(6) Verify annual point capture to ensure active duty point count for retirement benefits is accurate.

10. Ensure the following items are completed:

a. Reservist is out-processed with no further action pending, (e.g., LOD Program benefits complete, medical, dental, legal, pay, travel claims, etc.)

b. Reservist is enrolled in the RC TRICARE Dental Program (RC TDP), if requested. If enrolled in RC TDP prior to activation, will be automatically re-enrolled. RC family members are automatically re-enrolled in TDP if not electing to discontinue; automatically re-enrolled in RC TDP if previously enrolled before member's mobilization.

c. Reservist returns gear issued at the NOSC.

d. NOSC retains possession of medical, dental, and service records.

e. A copy of endorsed orders is provided to member.

f. VTU-IRR submit a copy of fully endorsed orders, to include departure dates from supported command, NMPS, NOSC, and POC information, and a copy of the NAVRESFORCOM demobilization questionnaire to NAVRESPERSCEN (N51). Ensure copies are legible and retain a copy at the NOSC.

g. Reservists are assigned to SELRES/VTU status per NAVRESFORCOM post-mobilization assignment policies, upon completion of active duty.

h. Reservist and family are assisted in the use of transitional medical benefits.

i. The NAVRESFORCOM demobilization questionnaire is administered and submitted.

j. Individual Mobilization Status codes are updated in Reserve Headquarters System via NSIPS.

APPENDIX A
REFERENCES

1. 10 U.S.C.
2. Public Law 107-14, November 2001.
3. BUPERSINST 1750.10B.
4. BUPERSINST 1900.8B.
5. Department of Defense Directives/Instructions (DODD/I)
 - a. DOD Directive 1235.10 of 1 July 1995.
 - b. DOD Directive 1241.1 of 28 February 2004.
 - c. DOD Directive 1352.1 of 02 March 1990.
 - d. DOD Directive 5100.1 of 1 August 2002.
 - e. DOD Instruction 7730.54 of 6 August 2004.
6. (JCS) Publications
 - a. JCS Pub 4-05 of 22 June 1995, "Joint Doctrine for Mobilization Planning." (NOTAL).
7. SECNAVINST 1770.3D.
8. Chief of Naval Operations (OPNAV) Instructions/Publications
 - a. OPNAVINST 1000.16J.
 - b. OPNAVINST 5400.24D.
 - c. OPNAVINST 6000.1B.
 - d. OPNAVINST 6110.1H
9. Other Instructions/Publications
 - a. ALNAVRESFOR 0027 12 October 2001

b. NAVMED P-117 of 20 August 2002, "Manual of the Medical Department, CH-118, Chapter 15."

c. BUPERSINST 1001.39E.

d. BUPERSINST 1770.5 (Replaced CNRFINST 1770.5B)

e. NAVPERS 15560D, Naval Military Personnel Manual.

f. NAVPERS 15839I, Navy Officer Manpower and Personnel Classification Manual.

g. NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume I and Volume II, Navy Enlisted Classifications (NEC).

APPENDIX B
SPECIAL CASES BOARDS (SCBS) FOR DELAYS AND EXEMPTIONS

1. Purpose. The purpose of the Special Cases Boards (SCBs) for delays and exemptions is to assist recalled Reservists who have significant personal, legal, medical, transportation, or other problems, requiring special attention, which could affect their mobilization. An SCB will convene to review the cases of individuals who believe they have reason for a delay or an exemption.

2. Policy. Appendix A, 8a, is the primary guidance ensuring personnel receive fair treatment and proper consideration in matters related to their mobilization responsibilities. Appendix A, 9c, provides requirements for screening Ready Reservists annually. The screening process will identify and remove individuals who are not mobilization ready from the Ready Reserve prior to the President or Congress declaring a war or a state of national emergency. However, there may be valid reasons for granting an individual a delay during mobilization and all SCB requests for delays will be considered. Factors to consider in developing specific delay and exemption criteria are varied and depend upon the contingency. Therefore, for each contingency, CNO (N1/NT) will provide at the time of recall, specific policy guidance with the mobilization implementation directive. For mobilization planning purposes, the following information regarding SCBs should be considered:

a. The SCB shall recommend approval of a delay only when necessary and when justified under published criteria.

b. After a declaration of a state of national emergency or a state of war, Reservists should not expect to be excused from their mobilization obligation due to civilian employment or occupations. Reservists should make advance arrangements to meet business, personal, and other responsibilities to ensure they are capable of meeting required reporting times upon alert or notification.

c. Discharge or separation actions, in addition to delays and exemptions, will be used when it would be in the best interest of the United States not to activate or to defer activation of individual Reservists.

3. Responsibilities

a. The NOSC, NMPS, COMNAVRESFORCOM, and NAVPERSCOM (PERS-491) SCBs are established for and upon notification of all mobilization events and exercises. Reservists will receive a brief overview of the authority of the SCB and the criteria for requesting a delay or exemption.

b. Initial screening of Activated Reservists will be conducted at the NOSC that maintains their records. The CO of the NOSC will ensure interviews are conducted, the SCB evaluates the case, and the actions are documented per implementing mobilization directives. For individuals activated in support of Marine or Joint Forces, the NOSC will coordinate activations and any delays or exemptions with the appropriate local Marine or Joint Force commanders. Reservists whose delay and exemption requests meet the guidelines established in the applicable mobilization policy guidance or who receive an approved delay or exemption from higher authority should not be sent to the NMPS.

c. IRR personnel will receive screening at the NMPS. The LACMOB will ensure interviews are conducted, that the SCB evaluates the case, and ensure the actions are documented per implementing mobilization directives.

d. Unless otherwise specified in the mobilization policy guidance on the NAVPERSCOM (PERS-46) Web site, the CO of the NOSC or the LACMOB may authorize delays up to 3 days when a Reservist meets the criteria for a delay. Note: This is not an automatic delay, as the member is expected to arrive 24 hours after notification, unless specific additional guidance indicates a longer time frame.

(1) Requests for delays of greater than 3 days and up to 30 days will be forwarded to COMNAVRESFORCOM. Requests for delays of greater than 30 days and all exemption requests will be forwarded to NAVPERSCOM (PERS-491). The process to request a longer delay should be initiated by the LACMOB (or designee) or the NOSC CO, as applicable. Figure B-1 provides the format for submitting a delay or exemption request. Requests should be sent via e-mail to NAVPERSCOM (PERS-491) (nesa@navy.mil), or as a message, if e-mail is not available.

e. COMNAVRESFORCOM (for SELRES personnel) or CO, NAVRESPERSCEN (for IRR, standby reserve, Fleet Reserve and retired personnel) may authorize delays up to 30 days.

f. Only NAVPERSCOM (PERS-491) may authorize delays for over 30 days or approve exemptions. NAVPERSCOM (PERS-491) will establish the COMNAVPERSCOM SCB.

(1) NAVPERSCOM (PERS-491) will ensure that all Reservists who are delayed or exempted from mobilization are tracked.

(2) NAVPERSCOM (PERS-491) will coordinate with NAVPERSCOM (PERS-46) and CNO (N3AUG) to determine whether immediate replacement is necessary to support time-sensitive mission requirements.

g. The following individuals (upon designation by the LACMOB) may act on the LACMOB's behalf to approve, disapprove, or modify SCB recommendations. The minimum pay grade assigned this responsibility is an O3.

(1) NMPS CO/OIC.

(2) Chief of staff/chief staff officer.

(3) NOSC CO and executive officer (XO).

(4) PMT CO.

4. SCB. The SCB shall be activated for the duration of the mobilization process. At a minimum, the SCB will consist of the necessary administrative support personnel, a Navy Judge Advocate General (JAG) Corps officer, a chaplain, and a line officer. If the isolated geographic location of a reserve activity makes JAG or chaplain attendance impractical, video teleconference or telephone conference may be used to discuss SCB cases.

a. A member requesting special consideration for either delay or exemption will be given the opportunity to meet with the local SCB for a personal interview. Prior to the commencement of the interview, the senior member will introduce the members of the SCB along with their respective roles, and

shall restate the authority of the board, which includes the following:

(1) The SCB does not make any final decisions. The board merely makes a recommendation to the LACMOB or the LACMOB's designated representative, or to the NOSC CO, as applicable.

(2) The authority of the LACMOB or reserve activity CO is limited to a 3-day delay.

b. When the interview is completed, the SCB will consider the facts surrounding the request as well as any extenuating circumstances that may be relevant and make a recommendation. The senior member of the board has the authority to make the final recommendation in the event that the board fails to come to a majority consensus. The SCB is to then provide their recommendation to the LACMOB or LACMOB's designated representative, or the NOSC CO, as applicable.

c. The LACMOB/NOSC CO has the following authority:

(1) Decline the SCBs recommendation.

(2) Accept the SCBs recommendation (for delays up to 3 days).

(3) Accept the SCBs recommendation and for cases beyond the LACMOB/NOSC CO authority, forward a recommendation to the appropriate authority that further delay or exemption be considered.

(4) Reservists may request COMNAVRESFORCOM, COMNAVPERSCOM review of any disapproved requests.

5. Delay/Exemption Criteria. There exist specific criteria for either a delay or exemption. This criterion is contained in appendix A, 8d and 9c.

a. Delay criteria include but are not limited to:

(1) Situations that will lead to severe financial, mental, or physical hardship.

(2) Situations that will lead to severe community hardship.

(3) Cases in which a female member is pregnant, has recently given birth or adopted a child.

b. Delays will not normally be given to those personnel experiencing difficulty in arranging for family member care unless those difficulties are as a result of a recent major change in circumstances.

c. In the case of a temporary physical disability (condition impacting readiness for 30 days or less), the member may be activated and placed in a less demanding assignment, if permitted by applicable mobilization policy guidance.

d. Exemption criteria in MILPERSMAN, article 1910-110 and OSD guidance.

e. During the review process for either a delay or exemption, if a member can no longer perform their functions, the NOSC is free to consider the transfer of the member to the IRR, Standby Reserve, Retired Reserve, as appropriate.

6. Status of Recallee while Delay/Exemption is Pending

a. A recallee is subject to the UCMJ once notified, by either telephone or certified mail of recall until a determination is made that the recallee is not qualified.

b. Should a delay be granted, it is imperative that the status of the recallee with respect to jurisdiction under UCMJ be made clear. This responsibility lies with either the NOSC or LACMOB, as appropriate.

Fair Treatment. SELRES annual screening satisfies appendix A, 1, of "fair treatment" requirements. If additional consideration is to be given to the fair treatment criteria outlined in appendix A, 1, of appropriate guidelines will be specified by the Secretary of Defense.

**FORMAT FOR REQUESTING DELAY AND EXEMPTION
(IF E-MAIL NOT AVAILABLE)
FOR OFFICIAL USE ONLY (When Filled In)
FIGURE B-1**

IMMEDIATE

O DDMMHHZMONYY

FM COMMAND (NOSC, NMPS, NRFC OR NRPC)//

TO NRFC NEW ORLEANS LA//N32/OR COMNAVPERSCOM MILLINGTON TN
//PERS-461//

BT

UNCLAS//N03060//

OPER/NAME//

MSGID/GENADMIN//

SUBJ/RESERVE ACTIVATION DEFERMENT/DELAY/EXEMPTION (AS
APPLICABLE) REQUEST ICO, NAME, RANK/RATE, SSN, DESIGNATOR (IF
APPLICABLE)//

RMKS/1. A DESCRIPTION OF THE DEFERMENT/DELAY/EXEMPTION
REQUESTED: I.E., REASONS OF EXTREME PERSONAL HARDSHIP.

2. A DETAILED DESCRIPTION OF WHAT HAS BEEN DONE TO ALLEVIATE
THE SITUATION.

3. A BRIEF STATEMENT OF HOW DELAY OR DEFERRAL ACTIONS WOULD
EITHER ALLEVIATE OR RESOLVE THE PROBLEM.

4. THE NAME(S), ADDRESS(ES) AND AGES OF THE SERVICEMEMBER AND
MEMBER'S DEPENDENTS.

5. THE NAME(S), ADDRESS(ES) AND AGE(S) AND RELATIONSHIP OF ALL
OTHER IMMEDIATE FAMILY MEMBERS (INCLUDE: PARENT(S), BROTHER(S),
AND SISTER(S) REGARDLESS OF LOCATION) (WHEN RELEVANT TO
CONSIDERATION OF REQUEST; OTHERWISE NOT APPLICABLE).

6. SYNOPSIS OF MEDICAL DOCUMENTATION, (IF APPLICABLE), TO
INCLUDE ATTENDING PHYSICIAN'S NAME, AREA CODE AND TELEPHONE.

7. LOCATION OF SERVICE AND MEDICAL RECORDS WITH POINT OF
CONTACT AND AREA CODE AND TELEPHONE NUMBER.

8. OTHER PERTINENT DATA.

9. TELEPHONE NUMBER WHERE MEMBER MAY BE CONTACTED.

10. COMMANDING OFFICER'S ENDORSEMENT:

A. MUST CONTAIN A DEFINITE RECOMMENDATION, I.E., APPROVAL,
DISAPPROVAL OR IF IN THE COMMANDING OFFICER'S OPINION THE
DELAY/DEFERMENT/EXEMPTION IS NOT THE ANSWER TO THE PROBLEM,
RECOMMENDATIONS AS TO THE PROPER COA.

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B. THE COMMANDING OFFICER'S BRIEF SYNOPSIS OF APPLICANT'S CASE. INCLUDE A STATEMENT AS TO WHAT ASSISTANCE HAS BEEN PROVIDED BY THE COMMAND AND LOCAL MILITARY AND CIVILIAN AGENCIES, I.E., CLERGY, SOCIAL WORKERS, NAVY RELIEF OR AMERICAN RED CROSS. ENSURE THAT THOSE AGENCIES, WHEN APPROPRIATE, HAVE BEEN CONTACTED TO GIVE ASSISTANCE.

C. APPLICANT'S DISCIPLINARY STATUS OR PENDING DISCIPLINARY ACTION. CASES OF MEMBERS AWAITING DISCIPLINARY ACTION WILL BE HELD IN ABEYANCE UNTIL DISCIPLINARY ACTION IS RESOLVED.

D. APPLICANT'S CURRENT DUTY STATUS, I.E., ON BOARD FOR DUTY, ON BOARD AT SUPPORTED COMMAND OR IN AN APPROVED DELAY STATUS.

E. MISCELLANEOUS PERSONAL DATA: DATE MEMBER REPORTED ABOARD PRESENT COMMAND. (IF ENLISTED, DATE OF ENLISTMENT AND EXPIRATION OF ENLISTMENT OR EXTENSION, PEBD, ETC.)

F. INFORMATION CONCERNING OBLIGATED SERVICE, IF ANY.

G. COMMAND TO WHICH MEMBER WILL BE ASSIGNED AND MOBILIZATION ASSIGNMENT, IF KNOWN. (ACTUAL DEPLOYMENT DATA WILL LIKELY BE CLASSIFIED).

H. A BREAKDOWN OF ACTIVE DUTY EARNINGS AND WITHHOLDINGS, IF APPLICABLE.

I. OTHER PERTINENT DATA.

J. POINT OF CONTACT WITH NAME AND TELEPHONE NUMBER (DSN/COMMERCIAL WITH AREA CODE).

11. COMMANDING OFFICER WILL CERTIFY THAT ALL INFORMATION IS ACCURATE AND FACTUAL. ORIGINAL DOCUMENTS WILL BE HELD AT THE RESERVE SITE AND MADE AVAILABLE UPON REQUEST.//

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APPENDIX C
NMPS MOBILIZATION DAILY STATUS REPORT
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Period: (i.e., 290800Z NOV 05 TO 021600Z DEC 05)

1. MOBILIZATION REPORT

A. INVOLUNTARY RECALL - {#-NEW; #-DETACHED}

LAST NAME	FIRST NAME	RANK	RATE	SSN	DATE ARRIVED	DATE DEPARTED	ULTDUSTA

B. INDIVIDUALS PROCESSED - {#}

LAST NAME	FIRST NAME	RANK	RATE	SSN	DATE ARRIVED	REASON

C. INDIVIDUALS DELAYED IN MOBILIZATION PROCESSING - {#}

LAST NAME	FIRST NAME	RANK	RATE	SSN	DATE ARRIVED	REASON

D. INDIVIDUALS DEFERRED - {#}

LAST NAME	FIRST NAME	RANK	RATE	SSN	REASON

E. INDIVIDUALS EXEMPTED - {#}

LAST NAME	FIRST NAME	RANK	RATE	SSN	REASON

F. INDIVIDUALS UA - {#}

LAST NAME	FIRST NAME	RANK	RATE	SSN	REASON

G. INDIVIDUALS FAILING TO MEET MOB REQ - {#}

LAST NAME	FIRST NAME	RANK	RATE	SSN	REASON

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2. DEMOBILIZATION REPORT

A. TOTAL PERSONNEL PROCESSED THIS PERIOD - {#-NEW; #-DETACHED}

LAST NAME	FIRST NAME	RANK	RATE	SSN	DATE REPORTED	DATE DEPARTED	SERVICING NOSC & UIC

B. INDIVIDUALS DELAYED IN DEMOBILIZATION - {#}

LAST NAME	FIRST NAME	RANK	RATE	SSN	REASON

C. MEDICAL HOLDS/DELAYS - {#}

LAST NAME	RANK	RATE	SSN	DATE REPORTED	HOLD EXPIRATION DATE

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3. SUMMARY REPORT: This report is based on the calculations using the below listed values, which are attained from the two previous pages in this report.

A. Mobilization number is equal to ($A = B+C+D+E$)

B. Demobilization number is equal to ($F = G+H$)

A. TOTAL NUMBER OF PERSONNEL REPORTING FOR MOBILIZATION: ####

B. TOTAL NUMBER OF PERSONNEL DEPARTED ENROUTE TO SUPPORTED COMMAND: ####

C. CURRENT NUMBER OF PERSONNEL REMAINING ONBOARD AWAITING MOBILIZATION: ####

D. TOTAL NUMBER OF PERSONNEL REPORTING FOR MOBILIZATION WHO HAVE BEEN RETURNED TO THE NOSC FOR DEACTIVATION: ####

E. NUMBER OF PERSONNEL DEMOBILIZING FROM NMPS BEFORE GOING TO ULTDUSTA: ####

F. TOTAL NUMBER OF PERSONNEL PREVIOUSLY GAINED TO ACTIVE DUTY REPORTING FOR DEMOBILIZATION: ####

G. TOTAL NUMBER OF PERSONNEL DEPARTED ENROUTE TO NOSC FOR FINAL DEMOBILIZATION: ####

H. CURRENT NUMBER OF PERSONNEL REMAINING ONBOARD AWAITING DEMOBILIZATION: ####

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APPENDIX D
NAVY-MARINE CORPS MOBILIZATION PROCESSING SYSTEM (NMCMP)

1. NMCMP was developed in response to the identified requirement to track mobilization requirements and servicemembers throughout the entire manpower mobilization process. NMCMP is used to capture, store, and retrieve information on each mobilization requirement and activated Reservist or retiree from the time a requirement is identified, validated, and sourced through the time when a member is identified for mobilization, first contacted for activation through the time the member has completed processing at the NMPS and is transferred to a supported command and then back again. The system allows commands to update or monitor the status of Navy Reserve personnel mobilizing to or demobilizing from their commands. Information about dates of arrival, delays, and exemptions is available. It also makes available on-line copies of the mobilization orders. Similarly, during demobilization NMCMP assists the processing and tracking of demobilizing Navy Reserve personnel as well as provides accurate and expedient generation of separation information. Extensive NMCMP user guides and self-training programs are available at:
<http://www.npc.navy.mil/CareerInfo/Augmentation/Mobilization/NMCMP/>

2. The NMCMP system has three inputs:

a. Personnel data from outside NMCMP through the Navy Personnel Database (NPDB) and from within NMCMP through the Order Writing Module (OWM), and the Requirements Tracking Module (RTM).

b. Manually entered data used to track members through the NOSC.

c. Manually entered data used to track members through the NMPS.

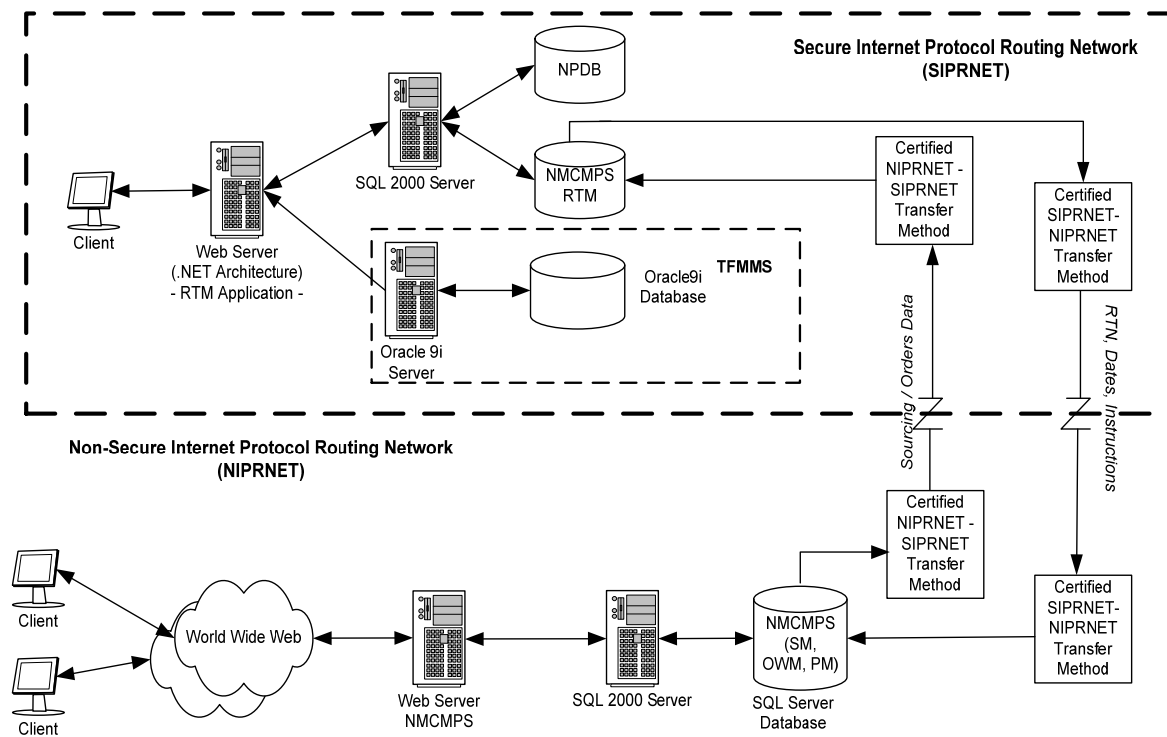
3. The NMCMP system has two outputs:

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

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

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

5. An overview of the NMCMPs is provided in figure D-1.



NMCMPs Overview
Figure D-1

6. Three major activities are undertaken at the NMPS, which are the critical elements requiring visibility both at the NMPS and at higher commands:

- a. Administratively processing and holding members.
- b. Training members.
- c. Forming casualty replacement pools.

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

8. The implementation of NCMCMPS on BUPERS On-line (BOL) includes data from the NPDB and the OWM. The NCMCMPS database is updated on an as-needed basis.

NOTE: The RTM is not deployed on BOL. While it is an "integrated" component of NCMCMPS (considered a module of the larger system), due to the type of data being tracked in there, it is installed and operated on the Secure Internet Protocol Routing Network (SIPRNET).

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

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

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

c. The RTM operates as a Web-based application. The application interfaces with the following systems:

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

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

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

d. Total Force Manpower Management System (TFMMS) billet data is required by operators/users using RTM. The RTM obtains data from the TFMMS database directly through the use of a custom interface that is linked to approved stored procedures. All data interfaced between the TFMMS database and the RTM is read-only.

e. NPDB provides personnel and Unit Identification Code (UIC) hierarchical data that is required by operators/users using RTM. The RTM obtains data from the NPDB directly through the use of a custom interface that is linked to approved stored procedures. All data interfaced between the NPDB and the RTM is read-only.

f. Manpower On-line (MOL) will provide the advantage of sign-on authentication for RTM providing access to the RTM. MOL is currently under development by Space and Naval Warfare Systems Command (SPAWAR).

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

- a. Connect and login to BOL (<https://bol.navy.mil>).
- b. Select NCMCPS from the BOL application menu.
- c. Perform processing/utilities, including reporting from the NCMCPS home page.

APPENDIX E
ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE),
CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR DEFENSE (CBRND),
AND THEATER SPECIFIC TRAINING

1. CNO Resource Sponsors shall provide program funding for Navy AC and RC commissioned units to support mission-essential OCIE, CBRND, and theater specific training. Navy Force commanders provide that support for RC units following activation/mobilization via the budget and Operating Target (OPTAR) processes.

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

b. The Navy force and type commanders responsible for unit forces will upon their mobilization address commissioned unit equipping and training shortfalls. In most cases, this will either be Commander, U. S. Atlantic Fleet (COMLANTFLT) or Commander, U.S. Pacific Fleet (COMPACFLT) who act as Navy unit force providers to other Fleet and COCOMs.

c. Commands or organizations requesting individual augmentation shall identify OCIE, CBRND, and theater specific training requirements via the NCMCPS Requirements Module (RM). Tracking and documenting issued OCIE, CBRND, and theater specific training shall be accomplished by the NMPS via the NCMCPS Processing Module (PM).

d. Navy Reservists requiring CBRND outfitting will receive initial outfitting support for requirements specified in NCMCPS RM at NMPS. Replacement suits/materials, if required, shall be the responsibility of the augmented unit/force. Funding shall be through the supported commands operating funds utilizing established supply procedures.

2. Navy individuals being outfitted enroute to an assignment requiring outfitting/equipping with OCIE will normally require minimum Navy uniforms to allow travel from duty station or home to the NMPS where outfitting/equipping will be accomplished.

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25 Apr 06

This will normally be defined as two sets of service dress and working uniforms plus outerwear as needed for foreseeable weather conditions.