



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO
OPNAVINST 1001.20B
N13
JUNE 12 2000

OPNAV INSTRUCTION 1001.20B

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: STANDARDIZED POLICY AND PROCEDURES FOR THE ACTIVE DUTY FOR SPECIAL WORK (ADSW) AND ONE YEAR RECALL (OYR) PROGRAM

Ref: (a) OPNAVINST 3060.7A, Navy Manpower Mobilization Guide (NOTAL)
(b) NAVPERS 15560C, Naval Military Personnel Manual
(c) NAVPERS 15909G, Enlisted Transfer Manual
(d) Title 10, United States Code
(e) BUPERSINST 1001.39C, Administrative Procedures for Naval Reservists on Inactive Duty
(f) OPNAVINST 6110.1E, Physical Readiness Program
(g) DOD 5500.7-R of 30 Aug 93, Joint Ethics Regulation
(h) NAVMED P-117, Manual of the Medical Department (NOTAL)
(i) SECNAVINST 5300.30C, Management of Human Immunodeficiency Virus-1 (HIV-1) Infection in the Navy and Marine Corps
(j) OPNAVINST 6000.1A, Management of Pregnant Servicewomen
(k) SECNAVINST 1920.6B, Administrative Separation of Officers (NOTAL)
(l) OPNAVINST 1160.7B, Reenlistment Quality Control Program for Inactive Duty Enlisted Naval Reservists
(m) DOD 7000.14-R Department of Defense Financial Management Regulations, Volume 7A (NOTAL)
(n) SECNAVINST 1427.2B, Rank, Seniority and Placement of Officers on the Active Duty and Reserve Active Status Lists of the Navy and Marine Corps
(o) BUPERSINST 1610.10, Navy Performance Evaluation and Counseling System
(p) SECNAVINST 1850.4D, Department of the Navy Disability Evaluation Manual (NOTAL)
(q) SECNAVINST 1900.7G, Separation Pay for Involuntary Separation from Active Duty
(r) SECNAVINST 1910.4B, Enlisted Administrative Separations (NOTAL)

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- Encl: (1) OYR Program Requirements and Order-writing Procedures
(2) ADSW Program Requirements and Order-writing Procedures
(3) ADSW Contingency Operation/Joint or NATO Task Force Augmentation Requirements and Order-writing Procedures
(4) Sample ADSW/OYR Request Format
(5) ADSW Recall Qualification Checklist
(6) Reserve Personnel Administrative Requirements for ADSW/OYR
(7) Sample Statement of Understanding

1. Purpose. To issue ADSW and OYR Program policy, procedures, and administrative guidance for Naval Ready Reserve personnel providing voluntary contingency and peacetime mission support. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1001.20A.

3. Discussion. The ADSW and OYR Program supports short-term Navy mission requirements for which no permanent duty billet or position is programmed or where active duty personnel with the required skill(s) are unavailable. This program provides the active forces with Naval Reserve support to facilitate emergent, unanticipated, unplanned or non-recurring short-term projects that cannot be accomplished with assigned personnel. Entitlements and processing requirements vary depending on the length of the ADSW period (<30 days; 30-90 days; 91-139 days; 140-179 days; 179+ days). Involuntary recalls or mobilizations are described in reference (a).

4. Policy. Commands requesting ADSW/OYR support must consider the following criteria:

a. Naval Reserve members who participate in this program are temporary, full-time active duty assets who voluntarily accept ADSW/OYR orders to active duty. ADSW/OYR is not a career program. Rather, it is considered one constructive part of a Reservist's career.

(1) Reference (b), articles 1132-010 and 1320-150, provide guidance for recall of SELRES officers to extended active duty.

(2) Reference (b), article 1001-060, and reference (c), chapter 21, provide guidance for Reserve enlisted personnel requesting General Assignment/Recall to active duty.

b. The request must directly relate to the gaining command's mission requirements and impact operational effectiveness.

c. The requirement for ADSW should be temporary in duration with a clearly defined termination date.

(1) Reservists serving more than 179 continuous days of ADSW count against fiscal year end strength totals for Military Personnel Navy (MPN)/Reserve Personnel Navy (RPN) per reference (d), section 115. Accordingly, requests for ADSW orders greater than 179 days will not normally be granted. Requests to exceed 179 days must be approved by Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-812) for MPN-funded orders and by COMNAVPERSCOM (PERS-9D) for RPN-funded orders. Short breaks between consecutive ADSW orders may result in significant pay problems for Reservists because the current Master Military Pay Account (MMPA) infrastructure requires at least 30 days to react to status changes and may take up to 60 days.

(2) Requests for consecutive periods of ADSW for the same special work (same individual, command, and Unit Identification Code (UIC)) will not be authorized without appropriate justification and prior approval from COMNAVPERSCOM (PERS-812) for MPN-funded orders and COMNAVPERSCOM (PERS-9D) for RPN-funded orders.

d. The paygrade and rating or designator of the Reservist must be commensurate with the skills required to perform the ADSW/OYR requirement. The following are specific restrictions for specialized personnel assignments.

(1) Hospital Corpsmen (HM) and Dental Technician (DT) personnel may only be assigned to medical or dental support requirements or as recruiters for medical or dental enlistment programs.

(2) Religious Program Specialist (RP) personnel may only be assigned to religious support requirements and will not serve independently from chaplains.

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(3) Reservists authorized ADSW/OYR recall as instructors must be used as instructors.

(4) Reservists recalled as support for Canvasser Recruiters will be used only in support roles.

(5) Officers in the Medical Corps, Medical Service Corps, Nurse Corps, Dental Corps and Chaplain Corps may only be assigned to health care or religious support requirements, respectively, or as recruiters for their respective programs. Additionally, credentials for healthcare providers must be verified by the gaining command with the Centralized Credentialing and Privileging Department at the Naval Healthcare Support Office, Jacksonville, Florida. ADSW/OYR requests for healthcare providers will not be routed via the Bureau of Medicine and Surgery (BUMED) unless BUMED funds are requested.

5. Procedures

a. Requests for ADSW/OYR support will be submitted and adjudicated in accordance with the procedures set forth in enclosures (1) through (3). Enclosure (4) provides a sample format for message or letter requests. An activity must request MPN-funded orders for work in support of active duty programs and RPN-funded orders for work in support of Reserve programs.

b. Members recalled to active duty in support of the ADSW/OYR program will be processed as follows: (See paragraph 6 for a detailed listing of the responsibilities summarized here).

(1) For all ADSW non-contingency orders to gaining commands located within the continental United States (CONUS), Alaska, and Hawaii, the Reservist will be activated at the Naval Reserve Activity (NRA) and sent directly to the gaining command. The NRA will verify the Reservist's eligibility using the ADSW Recall Qualification Checklist provided in enclosure (5). Upon arrival at the gaining command, the Reservist will be processed by the supporting Personnel Support Activity Detachment (PSD) based upon pre-staged data and the duration of orders as described in paragraphs 5b(1)(a) and (b). At the conclusion of the ADSW period, the Reservist will be processed for release from active duty at the gaining command and return home via the NRA.

All Reservists on orders greater than 90 days are required to complete a medical assessment prior to their release from active duty as described in paragraph 6 of enclosure (6).

(a) Reservists on active duty for less than 30 days will remain in a Reserve status, retain their Reserve identification card and receive their active duty pay in a single direct deposit disbursement directed by the PSD supporting the gaining command.

(b) Reservists on active duty for 30 days or more will be gained to active duty, be issued an active duty identification card, and have a MMPA opened in their name.

(2) For all ADSW orders to gaining commands located outside the continental United States (OCONUS), Alaska, and Hawaii, the Reservist will be activated at the NRA and proceed to the gaining command via a designated Navy Mobilization Processing Site (NMPS). The NRA will verify the member's eligibility using the ADSW Recall Qualification Checklist provided in enclosure (5), correcting all deficiencies within their capability. Requirements that cannot be rectified prior to the ADSW start date will be annotated on the checklist for NMPS action. The NRA will coordinate the member's travel and processing with the NMPS. While at the NMPS, the Reservist will be processed by the NMPS PSD based upon the duration of orders as described in paragraphs 5b(1)(a) and (b). Prior to the conclusion of the ADSW period, the Reservist will proceed from the gaining command to the NMPS in order to be processed for release from active duty before returning home via the NRA. Gaining commands will ensure release of the Reservist prior to conclusion of orders to allow adequate time for travel, processing, and leave opportunity if leave is required or desired. All Reservists on orders greater than 90 days are required to complete a medical assessment prior to their release from active duty as described in paragraph 6 of enclosure (6).

(3) For all ADSW orders in support of contingency operations, including Joint or NATO Task Force Augmentation, the Reservist will be processed as described in the preceding paragraph (5b(2)) and in accordance with enclosure (3). This will apply to all contingency ADSW in or out CONUS.

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6. Eligibility Criteria. Commander, Naval Reserve Force (COMNAVRESFOR) (N32) will coordinate with NRAs to ensure that Reservists recalled under the ADSW and OYR Program meet the following eligibility criteria:

- a. Meet all theater specific requirements for assignment.
- b. Be a satisfactory participant in the SELRES or in a VTU per reference (e), chapter 1.
- c. Have less than 16 years total active military service (active duty, ADSW, ADT and AT combined) and/or be less than 57 years of age (except for certain Medical Officers) and not be within three years of active or reserve retirement per reference (d), article 12686.
- d. Applicants must have at least one 31-day break in active duty service (including AT/ADT) within the last five years prior to commencing ADSW/OYR.
- e. Be qualified to perform the duties of the requested assignment.
- f. Meet physical requirements of reference (f) or current Chief of Naval Operations (CNO) guidance concerning Physical Readiness Test (PRT) standards.
- g. The Reservist's active duty pay will not be compounded with other government pay/compensation, such as retired pay, per reference (b), article 7220-380.
- h. The Reservist's civilian employment, particularly defense-related positions, will not be a potential conflict-of-interest during the active duty period per reference (g).
- i. Meet physical qualifications for active duty per reference (h), chapter 15 or as dictated by assignment or theater requirements.
- j. Have documentation of a negative Human Immunodeficiency Virus (HIV) test, per reference (i), within 12 months of the requested recall start date or as dictated by theater requirements. Waivers will not be granted.

k. Female members will have a pregnancy test performed within 30 days prior to the requested start date of the ADSW/OYR period reference (j).

l. Non-prior Service (NPS) Direct Commission Officers, NPS Advanced Paygrade (APG) and NPS Accelerated Initial Accession enlisted personnel must have completed Initial Active Duty Training (which includes basic military training as well as technical skills training). In addition, NPS APG personnel must have completed all requirements to make their temporary grade permanent.

m. Officers must not be in a twice failure of selection for promotion status as a Reserve officer per reference (k).

n. Enlisted personnel must meet enlistment quality control standards of reference (l); must be eligible for retention under the High Year Tenure (HYT) restrictions in reference (l); and must have sufficient obligated service under their current enlistment to complete the period of recall or reenlist/extend prior to the recall per reference (b), article 1160-060.

7. Responsibilities

a. As the ADSW/OYR Program Sponsor, Chief of Naval Operations (CNO) (N13) will

(1) Provide ADSW/OYR program management and guidance.

(2) Plan, program and allocate OYR work-years and review and approve/disapprove OYR requests for MPN only.

(3) Plan, program and allocate MPN ADSW work-years to the MPN ADSW Program Managers.

(4) Review and approve funding, as appropriate, for unfunded MPN ADSW requirements.

(5) Designate special MPN ADSW funding allocations for contingency operation/joint or North Atlantic Treaty Organization (NATO) Task Force support for CNO (N123).

(6) Adjudicate requests for waivers to ADSW/OYR program policy for MPN requests.

(7) Plan, program and allocate personnel support infrastructure to support long-distance processing.

b. COMNAVPERSCOM (PERS-812) will

(1) Administer the MPN ADSW/OYR Program based on guidance and work-year allocations provided by CNO (N13).

(2) Recommend to CNO (N13) allocation of OYR work-years.

(3) Recommend to CNO (N13) allocation of MPN ADSW work-years to designated program managers.

(4) Provide guidance and MPN ADSW program manager work-year allocations to COMNAVRESFOR (N32) to meet program manager orders requests.

(5) Review and approve, as appropriate, requests for MPN-funded orders from commands not within the chain of command of the MPN ADSW program managers or requests that exceed program manager allocations.

(6) Maintain records of data elements for evaluation of program costs and effectiveness.

(7) Provide funding for personnel retained beyond expiration of MPN ADSW/OYR for medical, legal, or other reasons.

c. COMNAVPERSCOM (PERS-9D) will

(1) Administer the Reserve Personnel, Navy (RPN) ADSW Program and funding allocations from CNO (N100R).

(2) Review and approve, as appropriate, requests for RPN-funded ADSW/OYR orders.

d. COMNAVPERSCOM (PERS-92) will

(1) Coordinate the utilization of NMPS in accordance with reference (a) when required.

(2) Monitor the status of ADSW/OYR personnel until they are released from their period of active duty.

(3) Pre-stage officer data in the Officer Personnel Information System (OPINS) to the appropriate NMPS PSD for gains and accounting of officer personnel on ADSW orders greater than 29 days.

e. COMNAVRESFOR (N32) will

(1) Screen requests for MPN/RPN ADSW/OYR orders ensuring they comply with the criteria defined in paragraph 4 and enclosures (1) through (3).

(2) Coordinate with NRAs to ensure Reservists identified for recall under ADSW/OYR orders meet the eligibility criteria defined in paragraph 6.

(3) Submit personnel data pre-staging requirements for all officers recalled for 30 days or more to PERS-9D to arrive NLT five working days prior to orders start date.

(4) Write orders to expend MPN ADSW work-years to fill MPN ADSW program manager requirements based on PERS-812 work-year allocations.

(5) Write orders to expend RPN ADSW work-years, per PERS-9D-approved order requests.

(6) Fulfill delegated COMNAVPERSCOM functions as agent in management and issuance of ADSW orders.

(7) Reconcile MPN and RPN ADSW accounts and provide quarterly reports to COMNAVPERSCOM (PERS-812 and PERS-9D) and MPN ADSW Program Managers on expended work-year allocations.

(8) Ensure a NMPS is designated when required to support processing requirements and that current point of contact data is provided to the NRA for coordination purposes.

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(9) Ensure any special requirements in connection with recall to or release from ADSW/OYR are included in the special instructions section of ADSW/OYR orders.

f. MPN ADSW program managers will

(1) By 15 May each year, submit to COMNAVPERSCOM (PERS-812) MPN OYR requirements for the following fiscal year per enclosures (1) and (3).

(2) By 15 May each year, submit to COMNAVPERSCOM (PERS-812) the anticipated MPN ADSW requirements for the following fiscal year. Submission of requirements should include, at a minimum, a brief description of the requirement, the number of officer and enlisted work-years requested to support the requirement, and a statement of justification and/or impact statement if requirement is not supported.

(3) Comply with the ADSW/OYR assignment restrictions outlined in paragraph 4.

(4) Endorse or submit requests for ADSW per the application procedures in enclosures (1) through (3).

(a) ADSW requests (not including modifications to existing orders) must be received by COMNAVPERSCOM (PERS-812) not less than 30 days in advance of the required active duty commencement date.

(b) Screen, and endorse as appropriate, all requests for extensions of existing orders for age, high year tenure, and/or sanctuary limitations as well as operational necessity. Requirements should be received by COMNAVPERSCOM (PERS-812) not less than 45 days in advance of the expiration of the current orders. A less than 45-day lead-time may result in significant pay problems for the member. Requests received with a less than 45-day lead time will be forwarded to CNO (N13) for adjudication.

(5) Review quarterly reports from COMNAVRESFOR (N32) and coordinate reconciliation of work-year allocations.

(6) Ensure subordinate gaining commands comply with the Reserve personnel administrative requirements outlined in

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enclosure (6), particularly those sections related to release from active duty and reporting requirements for Reservists on medical or legal hold.

(7) For ADSW requests involving Reservists' travel away from their permanent residence, coordinate funding for travel and per diem from the Reservist's home to his or her servicing NRA, NMPS, gaining command and return. Annual Training (AT) and/or Active Duty for Training (ADT) orders will not be used in conjunction with ADSW orders to fund travel and per diem requirements.

g. Gaining/Requesting Commands will

(1) By 15 May each year, submit to COMNAVPERSCOM (PERS-812/9D) requests for MPN/RPN OYR recall requirements for the following fiscal year per enclosures (1) through (3).

(2) Submit requests for MPN and RPN ADSW per assignment restrictions in paragraph 4 and application procedures outlined in enclosures (2) and (3).

(a) Ensure theater specific requirements are included in all requests.

(b) ADSW requests (not to include modifications to existing orders) must be received by COMNAVPERSCOM (PERS-812/9D) not less than 30 days in advance of the required active duty commencement date.

(c) Requests for extensions of existing orders should be received by COMNAVPERSCOM (PERS-812/9D) not less than 45 days in advance of the expiration of the current orders. A less than 45-day lead-time may result in significant pay problems for the member.

(d) Commands requesting health care providers must verify that the Reservist's credentials are current.

(e) Gaining commands requesting use of ADSW funds from alternate claimancies must route requests via such commands for approval and release of requested funds.

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(3) Comply with the Reserve personnel administrative requirements outlined in enclosure (6), particularly those sections related to release from active duty and reporting requirements for Reservists on medical or legal hold.

(4) Provide funding for travel and per diem for ADSW requests involving Reservists' travel away from their permanent residence for ADSW orders less than 140 days. Orders in excess of 139 days will result in Permanent Change of Station (PCS) orders and entitlement to shipment of house hold goods and travel for family members per the Joint Federal Travel Regulations (JFTR). AT and/or ADT orders will not be used in conjunction with ADSW orders to fund travel requirements.

(5) If Reservists are ordered to proceed from the NRA directly to the gaining command on ADSW greater than 29 days, the gaining command will liaison with the supporting PSD to ensure the member is gained to active duty, issued an active duty identification card, that a MMPA is established and entitlements are started.

(6) If Reservists are ordered to proceed from the NRA directly to the gaining command, ensure completion of a release from active duty medical assessment for members on ADSW greater than 90 days in accordance with paragraph 6 of enclosure (6) to this instruction and reference (h).

h. NRAs will

(1) Ensure all assigned Reservists are aware of eligibility criteria contained in paragraph 6 for recall under ADSW/OYR orders.

(2) For a Reservist volunteering for recall under ADSW/OYR orders, process as follows

(a) Complete the ADSW Recall Qualification Checklist, provided in enclosure (5) of this instruction. Verify the Reservist meets all medical, dental and administrative eligibility requirements for execution of ADSW orders. If the orders do not direct the member to transit via a NMPS, then all eligibility deficiencies must be corrected prior to the Reservist's transfer.

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(b) Comply with the Reserve Personnel Administrative Requirements for ADSW/OYR, enclosure (6).

(c) Arrange travel for the Reservist from home to the NRA, and from the NRA to the gaining command or NMPS, as appropriate.

(d) NRA PSD recall processing does not include gaining the Reservist to active duty, issuing an active duty identification card, or establishing a pay record. These functions are completed by the gaining command or NMPS.

(e) Deactivation processing includes receipt of service, medical and dental records, and return of the Reservist to an inactive duty status.

i. NMPS/PSDs will process Reservists in accordance with appendix J of reference (a), including

(1) For all Reservists reporting on active duty for 30 days or more

(a) Gain the member to active duty.

(b) Issue active duty identification card.

(c) Establish the MMPA and initiate entitlements.

(2) Upon completion of orders

(a) Close the MMPA and complete all processing to release member from active duty.

(b) Issue certificate of discharge or release from active duty noting days served in each operation for all contingency related ADSW.

(c) If NMPS is utilized, the NMPS will ensure completion of release from active duty medical assessment for members on ADSW greater than 90 days in accordance with paragraph 6 of enclosure (6) to this instruction and reference (h).

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j. Reservists will

(1) Upon initiation of the ADSW request, inform their unit commanding officer and NRA of their intention to execute ADSW orders.

(2) Comply with all requirements of their orders. Specifically, Reservists will not commence active duty until ADSW/OYR orders are issued, nor remain on active duty beyond the end date of the orders without permission of COMNAVPERSCOM (PERS-812) for MPN funded orders or COMNAVPERSCOM (PERS-9D) for RPN funded orders.

(3) Comply with the eligibility criteria outlined in paragraph 6.

(4) Inform their civilian employer of their impending recall per reference (e).

(5) Bring the documentation listed in enclosure (5) for recall processing at the NRA and NMPS.

(6) Sign a statement of understanding as provided in enclosure (7).

(7) Comply with the Reserve Personnel Administrative Requirements for ADSW/OYR outlined in enclosure (6), as applicable.

8. Forms

a. The following forms are available in the Navy supply system using requisitioning procedures contained on CD ROM NAVSUP PUB 600 (NLL):

(1) NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, S/N 0106-LF-010-6991

(2) OPNAV 6110/2 (Rev. 1-88), Risk Factor Screening/Physical Readiness Test Results, S/N 0107-LF-061-1011

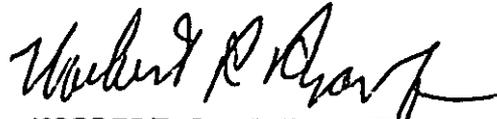
b. The following forms are available from General Services Administration:

(1) SF 88 (Rev. 3-83), Report of Medical Examination, NSN
7540-00-634-4038

(2) SF 93 (Rev. 10-74), Report of Medical History, NSN
7540-00-181-8368

9. Reports. The following reports are approved in accordance
with SECNAVINST 5214.2B:

<u>Title</u>	<u>Report Symbol</u>	<u>Paragraph</u>
MPN/RPN Reconciliation Report	OPNAV 1001-12	5d(6)
Anticipated MPN ADSW/OYR Requirement	OPNAV 1001-11	5f(1) and (2) and 5g(1) and (2)



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Distribution:
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OYR PROGRAM REQUIREMENTS
AND ORDER-WRITING PROCEDURES

1. Authority. Section 12301 of reference (d) is the authority for the OYR Program. OYR personnel count against fiscal year end-strength totals in the MPN or RPN appropriation per reference (d) section 115.

2. Requirements Identification

a. By 15 May each year, ADSW program managers and gaining commands must submit OYR requirements for the following fiscal year to COMNAVPERSCOM (PERS-812) for MPN-funded requests and COMNAVPERSCOM (PERS-9D) for RPN-funded requirements.

b. COMNAVPERSCOM (PERS-812 and PERS-9D) will review and validate the requirements and approve them based on priorities and funding considerations.

c. Upon approval, COMNAVPERSCOM (PERS-812 and PERS-9D) will direct COMNAVRESFOR (N32) to identify Reservists to fill the requirements (if not by-name requests), certify the eligibility of the Reservists for OYR and issue orders.

d. OYR requests submitted after 15 May or those not approved by COMNAVPERSCOM (PERS-812 or PERS-9D) due to funding constraints may be filled by MPN ADSW Program Managers using allocated ADSW work-years.

ADSW PROGRAM REQUIREMENTS
AND ORDER-WRITING PROCEDURES

1. Authority. Section 12301(d) of reference (d) provides for the voluntary recall of Naval Reservists and is the authority for voluntary recall of Reserve members to temporary or extended active duty.

2. Requirements Identification

a. For MPN ADSW requirements

(1) MPN ADSW program managers will submit fiscal year ADSW work-year requirements to COMNAVPERSCOM (PERS-812) by 15 May of the preceding year. Submission of requirements should include, at a minimum, a brief description of the requirements, the number of officer and enlisted work-years requested to support the requirements, and a statement of justification and/or impact statement if the requirements are not supported.

(2) CNO (N13) will validate the requirements and allocate MPN ADSW work-years for the fiscal year to program managers based upon budgetary considerations.

(3) COMNAVPERSCOM (PERS-812) will oversee work-year allocations and provide guidance to COMNAVRESFOR (N32) on MPN ADSW program manager work-year expenditures.

(4) COMNAVRESFOR (N32) will write orders to expend MPN ADSW program manager work-year allocations to meet individual orders requests as authorized by the program managers.

b. For RPN ADSW requirements, CNO (N100R) will allocate RPN ADSW funding to COMNAVPERSCOM (PERS-9D). COMNAVPERSCOM (PERS-9D) will manage RPN work-years and authorize the expenditure of allocations to meet individual order requests.

3. Requests and Order-Writing. Figure 2-1 depicts the ADSW request and order writing process.

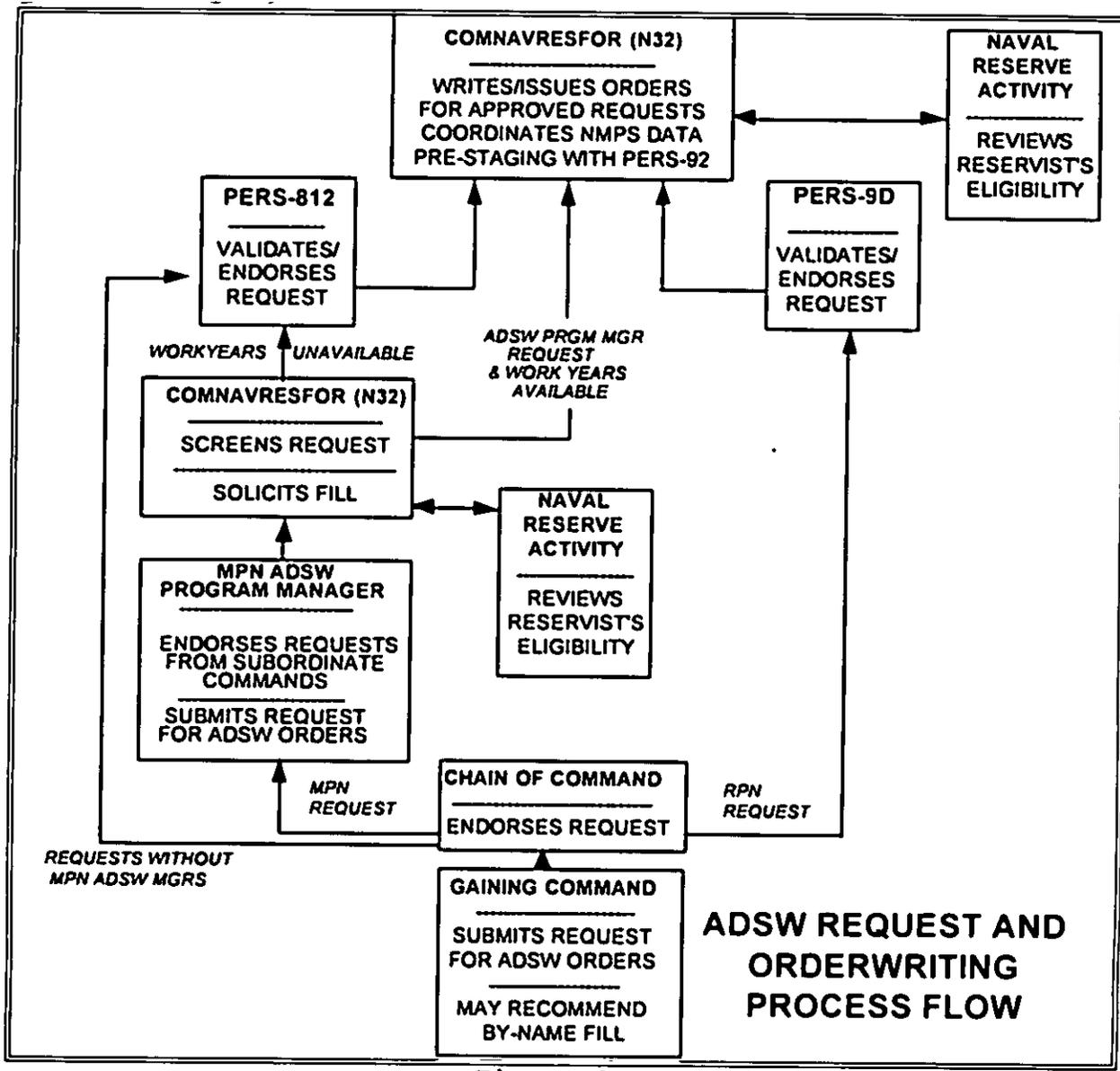


Figure 2-1

a. Commands requesting ADSW orders should submit requests via their chain of command to arrive no less than 30 days in advance of the requested start date. The format for ADSW requests is contained in enclosure (4).

(1) For gaining commands with Commander in Chief (CINC) identification (ID) numbers (sub allocations) send requests directly to COMNAVRESFOR (N32).

(2) For all other MPN ADSW requests (NON-CINC) send directly to COMNAVPERSCOM (PERS-812).

(3) For all RPN ADSW requests send directly to COMNAVPERSCOM (PERS-9D).

b. Commands providing their own funding for MPN pay/allowances for the ADSW orders will submit all supporting documentation and the funding document (Military Interdepartmental Purchase Request (MIPR) or NAVCOMPT 2275/DD 448 to CNO (N100R) (Copy to COMNAVPERSCOM PERS-812) at least 30 days prior to the start date of the orders. Orders will not be written until funding documents are received.

c. Commands requesting use of ADSW funds from alternate claimancies must route requests via such commands for approval and release of requested funds.

d. COMNAVRESFOR (N32) will review the ADSW requests for completeness and accuracy.

(1) For MPN/RPN-funded requests within a program manager's work-year allocations, COMNAVRESFOR (N32) will

(a) Ensure Reservists identified in by-name requests meet the eligibility criteria outlined in paragraph 6 of the basic instruction or solicit an appropriate fill for the request.

(b) Ensure proper funding has been provided for travel and per diem as required.

(c) Coordinate personnel data pre-staging requirements with COMNAVPERSCOM (PERS-92).

(d) Coordinate contingency outfitting requirements (e.g., Mission Oriented Protective Posture gear), if applicable, with COMNAVPERSCOM (PERS-92).

(e) Issue orders to meet the request.

(2) For MPN-funded requests beyond a program manager's work-year allocation or those submitted by commands not in the chain of command of a program manager, COMNAVRESFOR (N32) will forward the request to COMNAVPERSCOM (PERS-812) for validation and funding allocation, as appropriate. If funding is allocated, COMNAVRESFOR (N32) will

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(a) Ensure Reservists identified in by-name requests meet the eligibility criteria outlined in paragraph 6 of the basic instruction or solicit an appropriate fill for the request.

(b) Ensure proper funding has been provided for travel and per diem if required.

(c) Issue orders to meet the request.

(3) For RPN-funded requests, COMNAVRESFOR (N32) will forward the request to COMNAVPERSCOM (PERS-9D) for validation and funding allocation, as appropriate. If funding is approved, COMNAVPERSCOM (PERS-9D) will authorize COMNAVRESFOR (N32) to issue orders to meet the request.

ADSW CONTINGENCY OPERATION/
 JOINT OR NATO TASK FORCE AUGMENTATION
 REQUIREMENTS AND ORDER-WRITING PROCEDURES

1. During a period of increased manpower requirements due to operations which may reasonably be expected to escalate into a recall/mobilization under reference (d), the normal procedures for recalling Reservists on ADSW orders, outlined in enclosure (2), will be revised as depicted in figure 3-1 and detailed below.

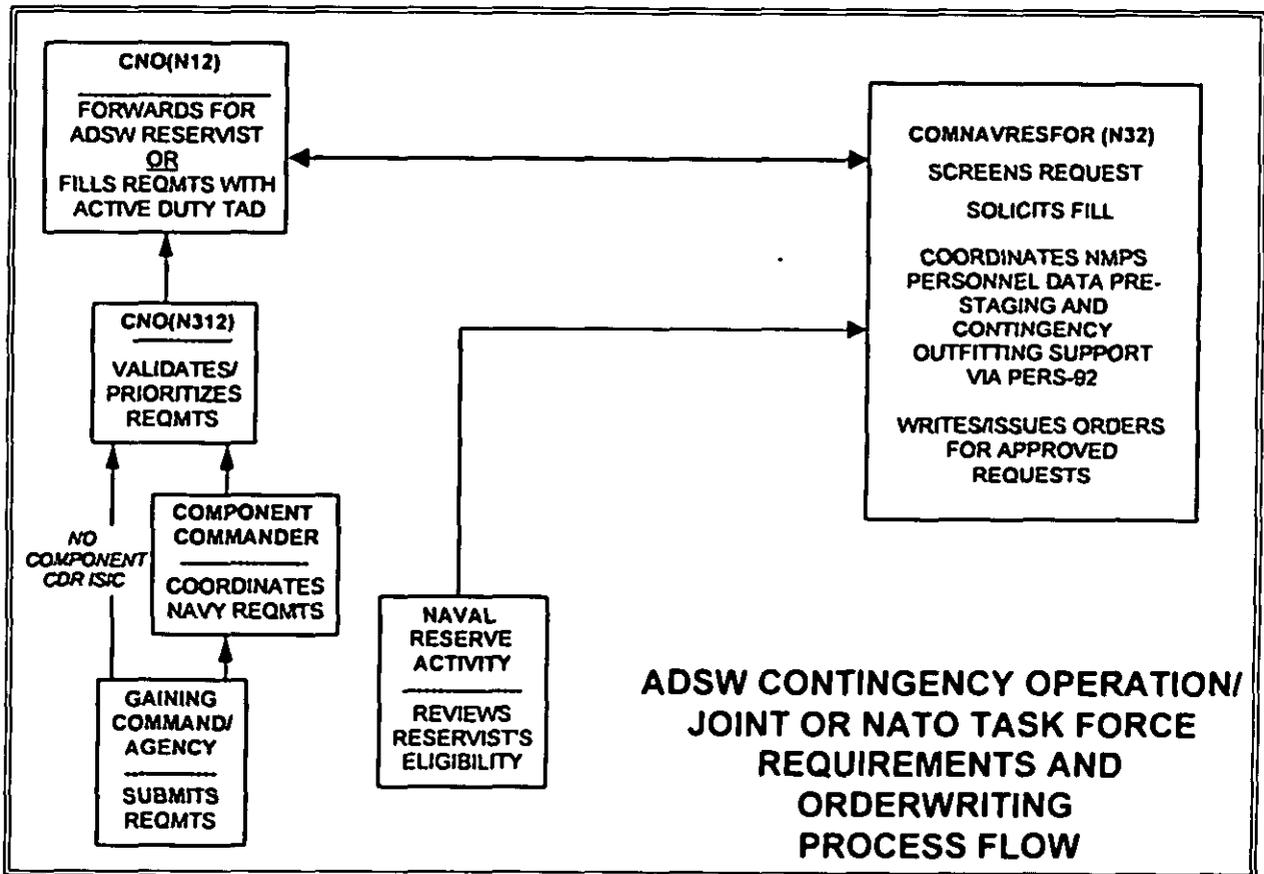


Figure 3-1

2. Requirements Identification

a. Gaining commands/agencies will submit their operation-related manpower requirements to CNO (N312), via the Supported CINC and/or Navy Component Commander as required, for validation and Service prioritization. CNO (N312) will provide the validated requirements to CNO (N123) for fill by either

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Reservists under ADSW orders or Temporary Additional Duty (TAD) active duty personnel.

b. Requirements for ADSW fills will be forwarded to Commander, Naval Reserve Force (COMNAVRESFOR) (N32) who will process the requirements as described in paragraph 3d of enclosure (2).

SAMPLE ADSW/OYR REQUEST FORMAT

1. Requests for ADSW/OYR may be submitted by either message or letter. Submit requests in accordance with enclosures (1) through (3) and mark them FOR OFFICIAL USE ONLY (FOUO-Privacy Protected).

a. Address requests via the chain of command as follows

(1) Address requests for MPN-funded orders to Commander, Navy Personnel Command (PERS-812) (PLAD: COMNAVPERSCOM MILLINGTON TN//PERS-812//). If an MPN ADSW program manager has been designated for the requesting command, then include the MPN ADSW program manager as a via addressee on a letter request or as an action addressee on a message. Send a copy of letter requests to (or add as an information addressee on a message) Commander, Naval Reserve Force (N32) (PLAD: COMNAVRESFOR NEW ORLEANS LA//N32//) and the Reservist's Naval Reserve Activity (if a by-name request).

(2) Address requests for RPN-funded orders to Commander, Navy Personnel Command (PERS-9D) (PLAD: COMNAVPERSCOM MILLINGTON TN//PERS-9D//). Send a copy of letter requests to (or add as an information addressee on a message) Commander, Naval Reserve Force (N32) (PLAD: COMNAVRESFOR NEW ORLEANS LA//N32//) and the Reservist's Naval Reserve Activity (if a by-name request).

b. The subject line of the request should be: REQUEST FOR ACTIVE DUTY FOR SPECIAL WORK OR ONE YEAR RECALL (ISO OPERATION NAME OR TITLE-if in Support of contingency operation/joint or NATO task force).

c. Cite OPNAVINST 1001.20B as the first reference.

d. The following format is provided for standardization:

"1. Per reference (a), request Active Duty For Special Work (ADSW) or One Year Recall (OYR) orders (for rank/rate, full name, USNR, SSN/Designator-if by name request) as follows:

a. Description of Duties: (Provide description of duties with full justification of requirement and explanation of impact if ADSW/OYR is not approved. If an individual has not been

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identified to fill the requirement, ensure rank/rating/designator information is included.)

b. Requested dates/total number of days: (DDMMYY - DDMMYY)
(If orders are for chaplain funeral support, date of the funeral.)

c. Gaining Command Information

(1) Unit Identification Code (UIC): (If a joint or non-Navy command, provide complete title of command or agency.)

(2) Mailing Address: (# Street, City, State, Zip Code)
(If Chaplain funeral support, provide funeral home name and address.)

(3) Servicing PSD Location/UIC: (PSD, Location/#####)

(4) Billet/theater specific requirements: (e.g., unique medical or physical requirements, immunizations, security clearances, training/qualifications, travel requirements, passports, country/diplomatic clearances, special reporting instructions, equipment, outfitting and uniform requirements, etc.)

(5) Gaining Command Point of Contact: (name/commercial & DSN numbers, and E-Mail if applicable)

d. Funding Data

(1) ADSW funding source: (i.e., CINC ID number, MIPR, PERS-812/9D funded)

(2) Accounting information: (If member does not live local to the gaining command (i.e., within 50 miles), provide the following

(a) Standard Document Number (SDN).

(b) Accounting data line.

(c) Dollar amounts for Per Diem, travel, and miscellaneous expenses (include rental car in miscellaneous).

Enclosure (4)

(d) Customer Identification Code (CIC) (this is used if member will be travelling overseas).)

(e) Reservist's Information (if a by-name request)

(1) Rank/rate, full name, and SSN/designator.

(2) Home address/telephone number/E-Mail (if applicable).

(3) Reserve activity to which member is assigned and UIC/supporting PSD and UIC.

(4) The following special and/or incentive pays should be authorized on the orders: (clearly outline specific pays and provide detailed justification, e.g. sea pay, flight pay, dive pay, proficiency pay, etc.)

(5) Healthcare provider's credentials verified as current. (Include this statement only for healthcare providers and after verification with the Centralized Credentialing and Privileging Department at the Naval Healthcare Support Office, Jacksonville, Florida.)

2. Requesting Command Point of Contact: (name/commercial & DSN numbers/E-Mail) "

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ADSW RECALL QUALIFICATION CHECKLIST

1. The purpose of this checklist is to ensure the Naval Reservist volunteering for an ADSW assignment is fully qualified and prepared to execute orders.
2. The NRA Commanding Officer is responsible for certifying that a member recalled for ADSW meets all medical, dental and administrative requirements. Upon receipt of ADSW orders, the NRA shall complete the following ADSW checklist to ensure the Reservist is qualified to execute the orders. If deficiencies are identified, the NRA shall TAKE IMMEDIATE ACTION to correct the deficiencies prior to transferring the member to the gaining command. If a deficiency cannot be corrected prior to the ADSW start date, the NRA will immediately notify COMNAVRESFOR (N32) who will coordinate with the gaining command to determine disposition (i.e., delay, cancellation, utilization of NMPS, etc.).
3. Modification to the above procedure is permitted for ADSW orders that specifically direct the member to transit to the gaining command via a NMPS. The NRA shall still complete the checklist and correct all deficiencies within their capability. Requirements that cannot be rectified by the NRA prior to the ADSW start date (e.g., special immunizations) will be annotated on the checklist for NMPS action. Reservists will hand carry the checklist to the NMPS.
4. The NRA will fax a completed copy of the checklist, certifying the individual is qualified for ADSW, to COMNAVRESFOR (N32), (504) 678-0190/DSN 678.

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ADSW RECALL QUALIFICATION CHECKLIST

ADMINISTRATIVE REQUIREMENTS

ACTION ITEMS

YES NO N/A

- Verify member has not accumulated 16 or more years of active duty (includes AT, ADT, ADSW), or will not reach 57 years of age prior to completion of orders. Contact COMNAVRESFOR (N32) if assistance is required in calculation of ACDU service.
- Member has valid Reserve ID card.
- Member signed NAVPERS 1070/613 (Statement of Understanding), OPNAVINST 1001.20B, enclosure (7).
- If member's Expiration of Obligated Service (EOS)/Expiration of Reserve Enlistment (EREN) is prior to completion of ADSW period, reenlistment or extension completed, as applicable.
- Member has security clearance level required for ADSW assignment.
- Member has passport/visa, if required.
- If married to military spouse or single parent, Dependent Care Certificate (OPNAV 1740/1) is current, verified and on file.
- Dependency Application/Record of Emergency Data (NAVPERS 1070/602) is verified as current.
- Family members are enrolled in DEERS/Rapids. If not, initiate applications and make further arrangements for issuing dependent ID card(s).
- SGLI Form 8286 is verified as current and accurate.

ACTION ITEMS

YES NO N/A

- Completed W4 form for tax withholdings.

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- Member has Government Travel Charge Card or personal credit card. If not, process application.
- Member has notified civilian employer of ADSW recall.
- If applicable, advancement exam ordered/worksheets completed. Exams will be forwarded to gaining command PSD.

MEDICAL/DENTAL REQUIREMENTS

- Physical Exam current and SF-88/SF-93 reviewed.
- Member is physically qualified (confirm member is not Temporarily Not Physically Qualified or has a Notification of Eligibility).
- Member complies with current CNO physical readiness standards.
- Immunizations are current (as applicable to the ADSW assignment).
- HIV test within past 12 months (or as required by ADSW assignment) with negative results.
- Member is Dental class I or II and has a current panoral x-ray.
- If enrolled in TRICARE, SELRES Dental and recall is for 30 days or more, member must be disenrolled.
- DEERS reflects DNA sample on file (if applicable).

ACTION ITEMS

YES NO N/A

- If member desires enrollment in TRICARE (orders >29 days), election forms are filled out/processed.

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- Member has 180-day supply of civilian-supplied prescription medications (if applicable).
- Member has most recent eyeglass prescription and extra set of eyeglasses.

BRIEFING REQUIREMENTS

- Upon receipt of orders by NRA, member was notified of date/time to begin processing.
- Contents/requirements of the ADSW orders were reviewed and explained to the member.
- Member briefed on limits to ADSW extensions due to age, high year tenure, and retirement sanctuary provisions.
- If performing ADSW OCONUS, member informed that travel to gaining command or NMPS (if required) via POV is NOT AUTHORIZED.
- If performing CONUS ADSW and use of POV is authorized, member informed to have current license, registration and proof of insurance for base decal issuance.
- Member was briefed on Powers of Attorney for financial issues, taxes, child-care, household goods storage, etc. Assistance provided as required.
- Member briefed on provisions of Soldiers' and Sailors' Civil Relief Act and Uniformed Services Employment and Reemployment Rights Act that pertain to member as a result of recall.

BRIEFING REQUIREMENTS

- Members must have the following documentation in their possession to facilitate processing requirements (as applicable, and/or if information is not recorded in service record or page two is not current):
 - * Voided personal check or deposit slip showing bank address, telephone number, bank routing and account numbers for DDS enrollment.
 - * Certificate of Discharge/Separation (DD 214) for all periods of active duty.

- * Copies of birth, adoption, or guardianship certificates for all dependents.
- * Copies of all child support agreements.
- * Dependents' social security numbers.
- * Certified copy of current marriage certificate.
- * Certified copies of documentation terminating previous marriage(s) (i.e., divorce/annulment decree, spouse death certificate).
- * Certification of full-time college or equivalent secondary education enrollment for self and college age dependents.
- * Signed statement from licensed physician or medical officer for dependent parent/children over age 21 who are incapacitated.

MEMBER HAS BEEN ISSUED ORIGINAL ENDORSED ORDERS, SERVICE/MEDICAL RECORDS AND IS QUALIFIED TO EXECUTE THE ADSW ASSIGNMENT.

(NRA Commanding Officer)

For personnel ordered to transit via NMPS, the NRA is certifying qualification pending completion of NMPS action items listed below (if any). The NRA will notify the NMPS of the Reservist's travel schedule and processing requirements.

ACTION ITEMS FOR NMPS (if applicable):

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RESERVE PERSONNEL ADMINISTRATIVE
REQUIREMENTS FOR ADSW/OYR

1. Gaining to Active Duty. Reservists on active duty are eligible for a variety of entitlements based upon the circumstances under which they were ordered to active duty, including duration of orders, location where their service will be performed, and current policy guidance messages. The legal, medical, and financial well-being of Reservists and their dependents requires the accurate completion of specific personnel actions required to initiate the appropriate entitlements.

a. Reservists on active duty for less than 30 days remain in a Reserve status, retain their Reserve identification cards and receive their active duty pay in a single direct deposit disbursement directed by the gaining command PSD.

b. Reservists on active duty for 30 days or more must be gained to active duty, be issued an active duty identification card and have a MMPA opened in their name. If the Reservist is required to proceed via NMPS, then the NMPS PSD will complete these personnel actions. If the member will be traveling directly from the NRA to the gaining command, then the gaining command PSD will accomplish these actions. Opening an MMPA will permit the member to receive biweekly direct deposit disbursements for the duration of the active duty period.

2. Leave Administration

a. Reservists on active duty for 30 days or more accrue leave per reference (b), article 1050-020.

b. Gaining commands must allow Reservists to take earned leave within the period of the orders; however, Reservists may opt to sell back earned leave if they have not reached the 60-day career sell back limit per reference (m). Reservists on active duty in support of a Secretary of Defense (SECDEF)-designated contingency operation may be authorized to sell back leave in excess of 60 days per references (d), section 701, and reference (h).

c. Any extension of ADSW/OYR in support of a SECDEF-designated contingency operation which allows the Reservist to take earned leave, which was not sold back nor taken within the period of the orders, will be charged against the MPN ADSW program manager's ADSW work-year allocation.

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3. Promotions/Advancements

a. Reserve officers on ADSW/OYR will not be placed on the Active-Duty List and will remain eligible to compete for promotion with their inactive duty contemporaries on the Reserve Active-Status List per reference (n).

b. Gaining commands and service record holding Personnel Support Detachments/(ESO) are responsible for and will order appropriate Reserve cycle exams and administer them during the appropriate Reserve exam month for E-4 through E-7 candidates. E-8/9 candidates will validate in November for appropriate senior/master chief boards.

4. Reenlistment/Transfer to Regular Navy. Enlisted ADSW/OYR personnel may not reenlist in the Regular Navy, transfer to the Regular Navy or be recalled to active duty as USNR (Active) without prior approval of COMNAVPERSCOM (PERS-812 or PERS-9D).

5. Officer Fitness Reports and Enlisted Performance Evaluations. Gaining commands should complete officer fitness reports and enlisted performance evaluations per reference (o). Reservists recalled under ADSW/OYR are compared on fitness reports and performance evaluations only to other temporarily recalled Reservists under the same reporting senior, in the same grade and the same competitive category.

6. Medical Requirements

a. Reservists must meet physical qualifications for active duty per chapter 15 of reference (h) or as delineated in assignment and/or theater specific contingency guidance.

b. Reservists serving on active duty for greater than 90 days of combined active duty are required to complete a medical assessment prior to their Release from Active Duty (RAD). This assessment consists of an administrative review of the member's present condition in order to determine the member's fitness for RAD and whether a new physical examination is necessary. The member's current physical examination will be reviewed and updated by a medical officer or other credentialed health care provider in accordance with Section 15-10 of reference (h). In addition, DD 2697 (Report of Medical Assessment) will be completed and retained in the medical record. If the current physical examination is of sufficient scope and completeness to ensure that the member is physically fit for RAD, then the SF 88 and SF 93 will be updated to reflect the interval history. If the member's current physical examination is not of sufficient scope and completeness, or if the member's DD 2697 responses indicate a current deficiency, then appropriate clinical studies

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will be conducted to satisfy any requirements. In addition, any member who requests a new physical examination may have one. If a physical examination is required or desired, it must be completed prior to ADSW or recall end date. If a medical treatment facility able to provide physical examinations is not available at the gaining command, then the gaining command will coordinate with COMNAVRESFOR (N32) for orders modification to route the member to a NMPS for physical examination prior to ADSW or recall end date.

c. Reservists found not physically fit for release from active duty by qualified Navy medical authority shall be extended per reference (b), article 1301-010 (officers) and article 1160-050 (enlisted personnel). Reference (p) provides specific information on disability evaluations. MPN ADSW program managers, gaining commands or NMPS representatives will immediately advise COMNAVRESFOR (N32) and COMNAVPERSCOM (PERS-812/PERS-9D) by message of diagnosis and prognosis. Additional ADSW/OYR days required for medical hold will be charged against the Program Manager's ADSW allocation.

7. Release from Active Duty

a. Reservists may not extend their period of ADSW/OYR without prior approval from COMNAVPERSCOM (PERS-812/9D). Requests for extension of ADSW/OYR must be submitted no less than 45 days prior to the expiration of current orders.

b. Retention of Reservists beyond the end of their active obligated service date for disciplinary purposes is governed by reference (b), article 1160-050 for enlisted personnel and article 1920-070 for officers. Extension of ADSW orders for Reservists on legal hold will be charged to the MPN ADSW Program Manager's ADSW work-year allocation.

c. Per reference (q), before completing five years of continuous active service, ADSW/OYR personnel will be released from active duty for a minimum of 31 consecutive days of inactive duty. This break in active service may not include a period of Annual Training (AT), Active Duty for Training (ADT), or any other active service.

d. Chief of Naval Operations (CNO) policy prohibits retention of Naval Reservists in an active status after they attain eligibility for retired pay under reference (d), section 12731. Reservists, including ADSW and OYR personnel, who qualify for Reserve retirement with pay under the provisions of this reference will not receive retirement credit for active duty performed after attaining eligibility for retired pay unless the

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Secretary of the Navy specifically orders retention in other than a retired status as described in section 12308 of reference (d).

e. No Reservists, including ADSW and OYR personnel, will be recalled to, or retained on active duty solely to increase retired pay, to reward distinguished service, or to serve beyond their 60th birthday. The Secretary of the Navy may waive that age restriction for medically qualified volunteers who have a special skill that fills a military requirement that cannot be met by a regular or reserve member under age 60 per section 12308 of reference (d). When service under those limitations occurs, it will be fully credited to the member for retirement purposes.

f. Per section 12686 of reference (d), a Reservist on active duty (other than for training) who is within two years of qualifying for regular retirement under section 6323 of reference (d) may not be involuntarily released from active duty before qualifying for that retirement. To preclude the possibility of a Reservist attaining sanctuary, members with 16 or more years of active service (active duty, ADSW, ADT and AT combined) will not be recalled for ADSW or OYR.

In the unlikely event a Reservist attains active duty retirement eligibility, the gaining command will advise the Reservist to submit an application for retirement.

g. COMNAVPERSCOM may involuntarily terminate ADSW/OYR orders prior to the end of active obligated service only after administrative separation processing, per references (k) and (r), has been completed and authority for discharge/release from active duty has been received by the gaining command per reference (b), articles 1160-050 and 1611-010.

h. The ADSW/OYR Program is a voluntary program up to the point when the Reservist reports to active duty. Once the orders have been executed, the Reservist may not voluntarily terminate orders, without approval from COMNAVPERSCOM. Requests for voluntary termination of active duty status must be submitted via the chain of command and COMNAVRESFOR (N32) to COMNAVPERSCOM (PERS-812/9D). If concurring with the member's request, gaining command endorsement must substantiate the Reservist's request for termination and support the position that termination is in the best interest of the Navy. Personnel who are approved for early termination of ADSW/OYR will not normally be replaced in the same fiscal year.

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FOR OFFICIAL USE ONLY
SAMPLE STATEMENT OF UNDERSTANDING

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
SN 0108 LE 010-6991

SHIP OR STATION _____

Date: _____

STATEMENT OF UNDERSTANDING

1. I understand that failure to comply with my orders as directed will affect my pay and allowances or could cancel this period of active duty.
2. I understand that Active Duty For Special Work (ADSW) and One Year Recall (OYR) are not career programs and that I will be required to incur a total break in service of a minimum of 31 continuous days prior to completion of five years continuous active duty. If, in the unlikely event I do exceed five years of continuous active duty service, I will still be required to take a break in service of a minimum of 31 continuous days prior to completion of six years of continuous active duty service. I further understand that I cannot perform Annual Training (AT), Active Duty for Training (ADT), or any other active duty service during the 31 continuous days of break in service.
3. I understand there is no entitlement, contractual or implied, to guaranteed continued ADSW/OYR assignments or entitlement to active duty retirement or other career incentive(s).
4. I understand that I am not eligible to report for ADSW/OYR without Commander, Navy Personnel Command orders.

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NAME (Last, First, Middle)

SSN

BRANCH AND CLASS

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ADMINISTRATIVE REMARKS

FOR OFFICIAL USE ONLY

NAVPERs 1070/813 (REV. 10-81)
S/N 0106-LF-010-6991

SHIP OR STATION

5. I understand that I will be released from this period of ADSW/OYR upon the expiration of the orders unless specifically authorized to continue on active duty by COMNAVPERSCOM.

6. I understand that if I exceed five years cumulative active duty service I may lose my reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA), title 38, U.S. Code, sections 4301-4333. I further understand that I should seek legal advice before agreeing to voluntary duty that may cause me to exceed this limit and lose my reemployment rights. I also acknowledge that I must notify my employer of this active duty period and I have done so.

7. I will report to my servicing NRA for orders delivery, activation screening and service/medical/dental records pick-up, and that I will report to the designated Navy Mobilization Processing Site (NMPS) or ultimate duty station as directed. Upon completion of these orders, I will report to the separation activity designated in my orders.

8. I understand that within 24 hours upon reporting to the gaining command, I must deliver my service/medical/dental records and my orders to the gaining command's Pass Liaison Representative (PLR).

9. I understand that if I am on active duty for a cumulative period of greater than 90 days, I will undergo a release from active duty medical assessment before being released from active duty. I will notify my gaining command immediately if I am injured or there is a significant change in my physical condition.

NAME (Last, First, Middle)	SSN	BRANCH AND CLASS
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ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
S/N 0108-LF-010-6991

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SHIP OR STATION

10. I acknowledge that there is no conflict of interest between this ADSW/OYR assignment and my civilian employment per DOD 5500.7-R.

11. I acknowledge that my active duty pay will not be compounded with other government pay/compensation, such as retired pay, per MILPERSMAN, article 7220-380.

12. I understand that if I am serving under inactive duty training orders, my orders are not terminated, but are not effective during my period of ADSW (less than 179 days). My orders to inactive duty are effective the day following completion of my period of active duty. ADSW in excess of 179 days in any year will result in termination of my inactive duty training orders.

13. I have read and understand the provisions of OPNAVINST 1001.20B. I understand that if I do not accept the conditions and terms of the orders as they are written, I may consider these orders revoked.

14. I understand that the ADSW/OYR Program is voluntary up to the point of execution of the orders. Once I have executed the orders, I may not voluntarily terminate the orders without approval from the Commander, Navy Personnel Command.

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NAME (Last, First, Middle)

SSN

BRANCH AND CLASSIFICATION

13/

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