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OPNAV INSTRUCTION 1001.20C

From: Chief of Naval Operations

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

Ref: (a) 10 U.S.C.
(b) OPNAVINST 1001.24
(c) DoD Instruction 1215.06 of 7 Feb 07
(d) Joint Federal Travel Regulations (JFTR), Vol. I
(e) NAVPERS 15560D, Naval Military Personnel Manual
(MILPERSMAN)
(f) BUPERSINST 1001.39F
(g) SECNAVINST 1850.4E
(h) OPNAVINST 6110.1H
(i) DoD 7000.14-R, Volume 7A, DoD Financial Management
Regulation of Feb 02
(j) DoD 5500.7-R, Joint Ethics Regulation of Aug 93
(k) NAVMED P-117, Manual of the Medical Department
(l) SECNAVINST 5300.30D
(m) OPNAVINST 6000.1C
(n) OPNAVINST 3060.7B
(o) SECNAVINST 1770.3D

Encl: (1) Military Personnel, Navy (MPN), Reserve Personnel,
Navy (RPN) Active Duty for Special Work (ADSW) Usage
(2) Reserve Personnel Administrative Requirements for ADSW
(3) ADSW Qualification Checklist
(4) Medical Hold Request Worksheet

1. Purpose. To update ADSW Program policy, procedures, and administrative guidance for Navy Reserve personnel that provide voluntary contingency and operational support. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1001.20B.

3. Background. Reference (a), section 12301(d), provides legal authority to order reserve component (RC) members, with their consent, to active duty. However, this instruction does not govern all orders established under the authority of reference (a), section 12301(d). General recall authority and Voluntary Contingency Recall (VCR), for example, while authorized by reference (a), section 12301(d), are not governed by this instruction. General recall is the best means for filling vacant billets with reserve members and VCR can be used to extend mobilization requirements. Mobilization is intended to provide manpower for requirements above and beyond normal peacetime missions per reference (b), which provides individual augmentation policy and procedure, and reference (a) wherein contingency operations are defined. ADSW, on the other hand supports special projects, exercise-related functions and emerging, unplanned requirements. ADSW is an authorized tour of active duty for RC personnel from applicable military or reserve appropriations to support active component (AC) or RC programs respectively. Although ADSW is generally for missions of clearly defined and specified duration, reference (a), section 115 eliminated the "179-day" rule which limited the duration of ADSW to no more than 179 consecutive days.

4. Discussion

a. The ADSW Program supports Navy mission requirements for which no permanent duty billet or position is programmed, and where active duty personnel with the required skill(s) are not reasonably available. This program provides the active forces with temporary, Navy Reserve support to facilitate valid, unfunded, unanticipated, unplanned (emergent) or non-recurring projects or missions that cannot be accomplished with assigned Sailors or that do not meet involuntary activation criteria. Projects funded through Working Capital reimbursable funds or projects and programs for which specific funding has otherwise been provided, such as Funeral Honors Support, Counter-narcotics Terrorism, Global War on Terrorism, Reserve Air Wing support, etc., may involve exceptions to some or all of the foregoing. The ADSW program is not intended nor authorized to improve a participant's potential for augmentation to the active component, allow achievement of active duty retirement eligibility, or to create a career status. Additionally, the ADSW program should not be used to protect a Sailor from being mobilized, nor will the identification of a Sailor for

mobilization automatically result in termination of ADSW orders. Due consideration and coordination between the supported command, the community manager, Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), and Navy Personnel Command (NAVPERSCOM) (PERS-4G2) shall be exercised before mobilizing an ADSW Sailor.

b. ADSW constitutes a type of Active Duty for Operational Support (ADOS) as set forth in reference (a), section 115 and as implemented by reference (c). Those references do not mandate any change in the purpose of ADSW or the policy criteria underlying the appropriate use of ADSW. References (a) and (c) expand the potential length of ADSW orders beyond the so-called "179 day rule" and provide rules for managing reservists who serve more than 1,095 days out of any period of 1,460 days in length while performing "operational support," including ADSW. None of these rules operate to change the fundamental purpose of ADSW or the criteria for the use of ADSW.

c. Because the term "ADOS" as set forth in references (a) and (c) is also used for some Active Duty for Training (ADT), for multi-year recall and for VCR, and because the entitlements associated with each of these types of reserve support, as mandated by reference (d), differ significantly, it is necessary to continue using the term "ADSW" to ensure that reserve members receive the pay, allowances and other benefits to which they are entitled.

5. Definitions. For the purpose of this instruction, the following definitions apply:

a. Operational Support. Active duty, other than Active Guard and Reserve duty, under reference (a), section 12301(d) full-time National Guard duty, other than Active Guard and Reserve duty, under reference (a), section 502(f)(2), and active duty, including ADT, or full-time National Guard duty performed at the request of an organizational or operational commander, or as a result of reimbursable funding.

b. Ready Reserve. The Selected Reserve (SELRES) and Individual Ready Reserve liable for active duty as prescribed by reference (a), sections 268, 672, and 673.

c. SELRES. Those units and individuals within the Ready Reserve designated by their respective services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. All SELRES are in an active status. The SELRES also includes persons performing initial active duty for training.

d. Navy-Marine Corps Mobilization Processing System Requirements Tracking Module (NMCMPMPS RTM). The NMCMPMPS RTM is a web-based system (accessible through BUPERS Online (BOL)) that provides automated work-flow processing, tracking, and approval of Contingency Operation Augmentation requests and further enables managers at all levels within Navy the visibility of Contingency Augmentation requirements and of their people temporarily assigned to these critical war time billets.

e. Reimbursable ADSW. An expenditure made for another agency, fund, or appropriation, or for a private individual, firm or corporation, which subsequently will be recovered.

6. Policy. Commands requesting ADSW support must consider the following criteria:

a. Navy Reserve members who participate in this program are temporary, full-time active duty assets who voluntarily accept ADSW orders to active duty. ADSW is not a career program, rather, it is considered a constructive component of a Reservist's career. ADSW is not intended to fill gapped active duty and Full Time Support (FTS) billets.

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

(2) Reference (e), article 1001-060 provides guidance for reserve enlisted Sailors requesting General Assignment/Recall to active duty.

b. A request for ADSW must directly relate to the supported command's mission requirements and impact operational effectiveness.

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

completion. The requesting command must demonstrate actions/efforts to solve permanent manning issues through establishment of Total Force Manpower Management System (TFMMS) requirements, Program Objective Memorandum (POM) initiatives, etc. ADSW is constrained by fiscal appropriation limits. Accordingly, ADSW orders will only exceed fiscal year boundaries as allowed by law.

(1) Reservists, other than flag officers, serving more than 3 years continuously on operational support orders or exceeding 1,095 days of operational support in the previous 1,460 days count against fiscal year end strength totals for MPN/RPN Full-time Support (FTS) per reference (a), section 115. Such members, however, do not leave the Reserve Active Status List (RASL) nor do they count against controlled grades per reference (c).

(2) Flag officers remain limited to performing no more than 179 consecutive days of ADSW before counting against active end strength.

(3) Requests for consecutive periods of ADSW for the same special work (different individuals, same command and Unit Identification Code (UIC) are discouraged.

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

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

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

(3) Officers in the Medical Corps (MC), Medical Service Corps (MSC), Nurse Corps (NC), Dental Corps (DC), and Chaplain Corps (CHC), may be assigned only 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

supported command with the Centralized Credentialing and Privileging Department at the Naval Healthcare Support Office, Jacksonville, FL.

e. Permanent Change of Station (PCS) entitlements for overseas tours and tours outside the continental United States (OCONUS) may be limited per reference (d). Determination of Permanent Change of Station/Temporary Duty (PCS/TEM DU) for ADSW orders is per reference (d). Use of a local reserve Sailor is always encouraged as the most cost effective manpower solution but should never impede selection of the most qualified individual for a particular ADSW assignment. Depending on PCS budget limitations, ADSW requirement approval may be limited to local Sailors only.

f. Personnel on ADSW orders who are fulfilling a requirement in direct support of Secretary of Defense (SECDEF) authorized contingency operations are entitled to contingency benefits. Contingency operations, as defined by reference (a), are military operations designated by SECDEF as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force. Only those ADSW orders specifically including a reference to the supported contingency and the associated entitlements will qualify as "contingency ADSW." A member performing contingency ADSW will be entitled to all contingency benefits as authorized by applicable law and regulation. Chief of Naval Operations (CNO), Augmentation Branch (N3) will assist NAVPERSCOM (PERS-4G) in determining the validity of contingency requirements when requested.

7. Procedures

a. Requests for ADSW support will be submitted and adjudicated using an ADSW Requirement Information Sheet, and a By Name Request for Orders provided by NAVPERSCOM (PERS-4G2) upon request. An ADSW Statement of Understanding is also required. The "ADSW Statement of Understanding" is a NAVPERS 1070/613, Administrative Remarks (Page 13) which details the Reservist's admission of understanding of their responsibilities relating to the ADSW program. The "ADSW Requirement Information Sheet" is used to identify and justify ADSW support for the requirement or work to be performed. The "By Name Request for Orders" is used to identify the Reservist who will perform the work and is

intended to provide the order issuing authority NAVPERSCOM (PERS-4G2) with the information needed to draft the actual ADSW order. 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. Enclosures (1) and (2) provide detailed information regarding the application process.

b. Funding approval will reside with NAVPERSCOM (PERS-4G2).

c. Members with orders in support of the ADSW program will be processed per reference (f) as follows:

(1) Reservists on active duty for less than 30 days will remain in a reserve status and receive their active duty pay in a single direct deposit disbursement directed by the Personnel Support Activity Detachment (PERSUPPDET) or other servicing personnel office associated with the supported command.

(2) Reservists on active duty for 30 days or more will be gained to active strength and have a Master Military Pay Account (MMPA) opened in their name.

(3) For all ADSW orders to supported commands located within the continental United States (CONUS), Alaska, and Hawaii, the Reservist will be activated at the Navy Operational Support Center (NOSC) and sent directly to the supported command or via a Navy Mobilization Processing Site (NMPS), as may be required by NAVPERSCOM (PERS-4G2). The NOSC will verify the Reservist's eligibility using the ADSW Qualification Checklist provided in enclosure (3), correcting all deficiencies within its capability. If the Reservist is found not eligible either at the NOSC or subsequently at the NMPS, the NOSC or the NMPS, as applicable, will contact NAVPERSCOM (PERS-4G2) for further instruction regarding any change to the Reservist's orders. Upon arrival at the supported command, the Reservist will be processed by the supporting PERSUPPDET based upon pre-staged data and the duration of orders. At the conclusion of the ADSW period, the Reservist will be processed for release from active duty at the supported command and return home via the NOSC or the NMPS as may be required. All reservists serving on active duty for 31 or more consecutive days are required to complete a medical assessment no less than 30 days prior to the expiration of current orders.

(4) For all ADSW orders to supported commands located OCONUS (excluding Alaska and Hawaii), the Reservist will be activated at the NOSC and proceed to the supported command via a designated NMPS. The NOSC will verify the Sailor's eligibility using the ADSW Qualification Checklist provided in enclosure (3), correcting all deficiencies within its capability. If the Reservist is found not eligible, the NOSC will contact NAVPERSCOM (PERS-4G2) for further instruction regarding any change to the Reservist's orders. Requirements that cannot be rectified prior to the ADSW start date will be annotated on the checklist for NMPS action if NAVPERSCOM (PERS-4G2) approves the Sailor to continue on to the NMPS. The NOSC will coordinate the member's travel and processing with the NMPS. Prior to the conclusion of the ADSW period, the Reservist will proceed from the supported command to the NMPS in order to be processed for release from active duty before returning home via the NOSC.

(5) Failure to process from AT/ADT to ADSW via an NMPS can cause pay problems for the reserve Sailor. Consequently, due to the limited availability of OCONUS NMPS, OCONUS Annual Training/Active Duty for Training (AT/ADT) orders executed immediately prior to an OCONUS ADSW tour are discouraged.

(6) Supported commands will ensure release of the Reservist prior to conclusion of orders to allow adequate time for travel, processing, and leave if leave is required or desired. If necessary, supported commands may request an extension of the ADSW orders to accommodate completion of work and all necessary out-processing. Leave may be granted so as to terminate prior to the conclusion of the ADSW orders.

(7) Requests for contingency support orders must be submitted through the appropriate chain of command via the NCMCPS RTM, available via BOL, to NAVPERSCOM (PERS-4G2). NAVPERSCOM (PERS-4G2) will coordinate with CNO (N3) to determine whether the requirement is more appropriate for involuntary activation or contingency ADSW and to identify the appropriate training pipeline. If contingency ADSW is approved by NAVPERSCOM (PERS-4G2) in conformity with policy guidance established by CNO (N13), then NAVPERSCOM (PERS-4G2) will issue the orders under the authority of reference (a), section 12301(d). The orders will be funded through Global War On Terrorism (GWOT) lines of accounting and will be either PCS or will authorize Temporary Duty (TEMDU) entitlements commensurate

with entitlements contained in mobilization and VCR orders, based upon the status of the member, if currently serving on mobilization orders, and the best interest of the Navy.

d. ADSW requirements funded with Navy Working Capital or other reimbursable funding will follow the additional guidelines/procedures set out below:

(1) Cost of ADSW tours will be calculated using the applicable Department of Defense (DoD) composite rates for a fiscal year. Funding will be transferred using either NAVCOMPT 2275, Order for Work and Services or DD 448, Military Interdepartmental Purchase Request.

(2) Funding documents should be submitted 30 days prior to the requested start date with an associated ADSW By "Name Request" letter. The template for this request will be provided by NAVPERSCOM (PERS-4G2). Pre-screening of ADSW candidates for eligibility is strongly recommended prior to submitting request(s).

(3) Though reimbursable ADSW is funded by a requesting command (outside of the normal ADSW budget), ADSW tours funded in this manner must comply with the ADSW policies contained in this instruction.

e. Medical Hold (MEDHOLD) is the retention of reservists on active duty to receive medical treatment for service-connected injuries, illnesses and/or diseases until determined Fit for Duty by the NAVPERSCOM (PERS-95), Senior Medical Officer (SMO) and/or Medical Status Review Officer (MSRO), or until final disposition is determined by the Physical Evaluation Board (PEB) per reference (g). Members will be placed in a duty status commensurate with their physical abilities. MEDHOLD procedures are as follows:

(1) Members experiencing medical problems that interfere with the performance of duty must immediately notify their supported command's Operational Support Officer (OSO).

(2) Commands are to immediately contact NAVPERSCOM (PERS-4G2) and NAVPERSCOM (PERS-95) if an ADSW member experiences an injury and/or illness while attached to their command. To request a MEDHOLD extension, commands must submit

documentation of the medical condition to NAVPERSCOM (PERS-95) for review and determination per enclosure (4), and use all applicable forms in paragraph 10 of this instruction.

(3) Members desiring to undergo elective surgery while on ADSW orders must obtain prior approval of their supported command's OSO and NAVPERSCOM (PERS-4G2) and NAVPERSCOM (PERS-95).

(4) No member on ADSW orders will be extended for medical reasons without prior permission of NAVPERSCOM (PERS-4G2) and (PERS-95).

(5) Members shall sign a statement acknowledging that the member understands MEDHOLD requirements and compliance with scheduled appointments.

f. Requests for waivers to ADSW policy must be submitted in a timely and official manner to NAVPERSCOM (PERS-4G2) for adjudication. Requests for waiver of ADSW policy submitted less than 60 days prior to a desired start date may impact the actual start date of the orders. Requests will be in official letter format and identify the specific ADSW policy from which relief is sought. Specific information concerning a member's unique suitability for the requirement, risk/benefit to service of waiving subject policy, and alternatives to waiver must be provided. Waivers to ADSW policy must be endorsed by the first active component flag or general officer in the requester's chain of command.

8. Eligibility Criteria. NAVPERSCOM (PERS-4G2) will coordinate with NOSCs and COMNAVRESFORCOM to ensure that reservists recalled under the ADSW Program meet eligibility criteria. The responsibility for verifying eligibility lies with the member's chain of command and NOSC. However, the final decision as to whether or not a member is eligible for orders rests with NAVPERSCOM (PERS-4G2). Eligibility criteria includes the following:

a. Meet all theater specific requirements for assignment. For contingency ADSW, close coordination with CNO (N3) and Fleet Forces Command (FLTFORCOM) (N7) is required to ensure proper service and theater specific training is conducted.

b. Be a satisfactory participant in the SELRES or in a Voluntary Training Unit (VTU).

c. Have less than 16 years total active military service (active duty, ADSW, ADT, and AT combined) and/or be less than 62 years of age.

d. Have at least one 31-day break in active duty service (including AT/ADT) within the last 5 years prior to commencing ADSW.

e. Be qualified to perform the duties of the requested assignment.

f. Meet physical readiness requirements of reference (h) or current NAVADMIN guidance concerning Physical Fitness Assessment (PFA) standards.

g. Be in a status where the Reservist's active duty pay will not be compounded with other government pay/compensation, such as retired pay and/or Veterans Administration (VA) disability benefits, per reference (e), article 7220-380, and reference (i).

h. Be free of potential conflicts of interest between the reservist's civilian employment, particularly defense-related positions, during the active duty period, per reference (j).

i. Meet physical qualifications for active duty per reference (k), chapter 15.

j. Have documentation of a negative Human Immunodeficiency Virus (HIV) test, per reference (l), within 12 months of the requested ADSW orders start date or as dictated by theater requirements.

k. Female members will have a pregnancy test performed within 30 days prior to the requested start date of the ADSW

period per reference (m) and must provide documentation of the negative results.

l. Non-Prior Service (NPS) personnel must complete Initial Active Duty Training (IADT) (which includes basic military training as well as technical skills training). Direct Commission Officer (DCO) personnel must complete the requisite 85 day IADT prior to an OCONUS assignment.

m. Enlisted Sailors must meet the enlistment quality control standards of reference (e), article 1160-030; must be eligible for retention under the High Year Tenure (HYT) restrictions in reference (e), article 1160-120; must have sufficient obligated service under their current enlistment to complete the period of ADSW orders or must reenlist/extend their enlistment prior to the ADSW orders being issued per reference (e), article 1160-060.

9. Responsibilities

a. NAVPERSCOM (PERS-4) will:

(1) provide flag oversight of all ADSW program execution and administration.

(2) provide final approval/disapproval on ADSW policy waiver requests not resolved by NAVPERSCOM (PERS-4G2), except for waivers impacting AC strength.

b. CNO (13), Director, Manpower, Personnel, Training and Education Policy Division, under the direction of the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO (MPTE) N1)), has overall responsibility for policies associated with ADSW, to include final approval/disapproval on ADSW waiver requests impacting AC strength (sanctuary).

c. The ADSW Program Manager, NAVPERSCOM (PERS-4G2) will

(1) provide ADSW program guidance.

(2) plan and allocate ADSW funding.

(3) adjudicate requests for waivers of ADSW program policy, except waivers impacting active duty end strength accounting, which will be adjudicated by CNO (N13).

(4) administer the ADSW Program.

(5) review and approve, as appropriate, requests for MPN and RPN funded orders.

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

(7) administer funding for personnel retained beyond expiration of ADSW for medical, legal, or other reasons.

(8) coordinate the utilization of NMPS per reference (n) when required.

(9) ensure officer data is pre-staged in the Officer Personnel Information System (OPINS) to the appropriate NMPS PSD for officers who will be on ADSW orders for more than 29 days.

(10) screen requests for MPN/RPN ADSW orders ensuring compliance with the criteria defined in paragraph 6 and enclosure (3). ADSW Statements of Understanding, ADSW Requirement Information Sheets, and ADSW By Name Requests for Orders will be screened as part of this process.

(11) coordinate with NOSC's to ensure reservists identified for ADSW orders meet the eligibility criteria defined in paragraph 8.

(12) ensure any special requirements in connection with orders to, or release from, ADSW are included in the special instructions section of ADSW orders.

(13) maintain information in the ADSW database that distinguishes different types of orders as may be directed by higher authority.

(14) be aware of current DoD and Navy assignment policy and theater specific requirements and implement same as they may apply to the ADSW program.

(15) monitor the status of ADSW personnel until they are released from their period of active duty.

d. CNO (N10), Director, Resource Management Division will:

(1) program and provide funding for MPN and RPN ADSW programs.

(2) provide guidance and information to NAVPERSCOM (PERS-4G2) concerning out-year planning and updates concerning current year execution policy.

(3) provide PCS funding limitations pertaining to ADSW orders.

e. CNO (N3) will be available to coordinate with NAVPERSCOM (PERS-4G2) in the validation of contingency ADSW requests.

f. NAVPERSCOM (PERS-91) will provide statements of service when requested.

g. NAVPERSCOM (PERS-95) will:

(1) provide guidance and staffing coordination with the supported command requesting a MEDHOLD determination.

(2) review all requests for medical extensions in the case of members on active duty for 30 days or more who may need to be extended on active duty for a service connected injury and/or illness.

(3) provide prior approval authorization for any medical extension and surgery that could impact the member's ability to continue to perform their duties and/or require remaining on active duty beyond the release date of their orders.

(4) monitor, manage, and oversee the medical case management of a member placed in a MEDHOLD status. Establish a specific plan for the administration of medical care for the member.

(5) identify the NMPS or other site best suited for providing prompt, effective, and efficient medical treatment while in a MEDHOLD status.

(6) maintain direct liaison authority with the NMPS or other MEDHOLD site and staff medical providers to ensure all representatives are fully informed of ongoing medical cases following proper procedures.

(7) authorize "Fit for Duty" determinations in consultation with specialty leaders and local medical providers, per reference (o).

(8) verify the continuity of medical care plan for members detaching from active duty with Line of Duty (LOD) Benefits, per reference (o).

h. Navy Enterprises/Enablers/Echelon II and III commands and joint commands and staffs will:

(1) submit to NAVPERSCOM (PERS-4G2) anticipated ADSW requirements for the following fiscal year by 31 May each year. Submission of requirements shall be made using the ADSW Requirement Information Sheet, provided by NAVPERSCOM (PERS-4G2).

(2) submit emergent ADSW requirements using the ADSW Requirement Information Sheet, provided by NAVPERSCOM (PERS-4G2).

(3) comply with the ADSW assignment restrictions outlined in paragraph 6d.

(4) subsequent to approval by NAVPERSCOM (PERS-4G2) of the ADSW requirement, submit routine ADSW order requests to NAVPERSCOM (PERS-4G2), using the By Name Request for Orders template provided by NAVPERSCOM (PERS-4G2), not less than 30 working days in advance of the required active duty commencement date.

(5) screen, and endorse as appropriate, all requests for extensions of existing orders. These requests should be received by NAVPERSCOM (PERS-4G2) not less than 30 days in advance of the expiration of the current orders. A less than 30-day lead time may result in significant pay problems for the member.

(6) ensure subordinate supported commands comply with the reserve personnel administrative requirements outlined in enclosure (2), particularly those sections related to release

from active duty and reporting requirements for reservists on medical or legal hold.

i. Supported/Requesting commands will:

(1) submit by 31 May each year, requests for MPN/RPN ADSW requirements for the following fiscal year via their manpower activity.

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

(b) forward routine ADSW order requests (not to include modifications to existing orders), using the ADSW By Name Request for Orders template to NAVPERSCOM (PERS-4G2). Such requests must be received not less than 30 working days in advance of the required active duty commencement date.

(c) Forward requests for extensions (including medical) of existing orders to NAVPERSCOM (PERS-4G2) not less than 30 days in advance of the expiration of the current orders. A less than 30-day lead-time may result in significant pay problems for the member.

(d) Immediately contact NAVPERSCOM (PERS-95) and (PERS-4G2) if an ADSW member experiences a service-connected injury and/or illness while attached to their command. Commands should not initiate or approve long-term medical care plans for members without first consulting with and receiving approval from NAVPERSCOM (PERS-95). If a member is placed in a MEDHOLD status, NAVPERSCOM (PERS-95) will then decide on the appropriate course of action for further medical case management and coordinate the member's transfer to an NMPS or other site best suited for providing prompt, effective, and efficient medical treatment while in a MEDHOLD status. All movements of ADSW personnel between medical treatment facilities and an assigned NMPS or other site shall be coordinated through NAVPERSCOM (PERS-95) and (PERS-4G2).

(e) Commands requesting health care providers must verify with appropriate authority that the Reservist's credentials are current.

(2) Comply with the Reserve Personnel Administrative requirements outlined in enclosure (2).

(3) Provide funding for travel and per diem from the Reservist's home to their servicing NOSC, NMPS, supported command, and return per reference (d) for ADSW requests for 180 days or less that involve Reservist's travel away from their permanent residence. AT and/or ADT orders will not be used in conjunction with ADSW orders to fund travel and per diem requirements.

(4) Liaise with the supporting PERSUPPDET to ensure the Sailor is gained to active strength; that an MMPA is established and entitlements are started if reservists are ordered to proceed from the NOSC directly to the supported command on ADSW greater than 29 days.

(5) Ensure completion of a release from active duty medical assessment per enclosure (2), paragraph 6b and reference (k) for Sailors on ADSW orders exceeding 31 days.

(6) Provide both their own UIC and a UIC for servicing PERSUPPDET as part of the ADSW "By Name Request for Orders". The request template will be provided by NAVPERSCOM (PERS-4G2).

j. Navy Operational Support Centers (NOSC) will:

(1) ensure all assigned reservists are aware of eligibility criteria contained in enclosure (3).

(2) process as follows for a Reservist volunteering for ADSW orders:

(a) Complete the ADSW Qualification Checklist, provided in enclosure (3) 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 Sailor to transit via a NMPS, then all eligibility deficiencies must be corrected prior to the Reservist reporting to ultimate supported command.

(b) Comply with the Reserve Personnel Administrative Requirements for ADSW, enclosure (2).

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

(d) The PERSUPPDET servicing the Sailor's NOSC is not responsible for gaining the Reservist to active strength, issuing an active duty identification card, or establishing a pay record. These functions are completed by the supported command or NMPS and the PERSUPPDET servicing the supported command or NMPS.

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

k. NMPS/PERSUPPDETs will process reservists per reference (n), appendix J with the following:

(1) For all reservists reporting to active duty for more than 29 days:

(a) Gain the member to active strength.

(b) 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 a NMPS is utilized, the NMPS will ensure completion of the medical assessment required for members on ADSW greater than 31 days per enclosure (2), paragraph 6, to this instruction and reference (k).

l. Reservists will:

(1) prior to initiation of the ADSW "By Name Request for Orders" by the supported command, inform their unit commanding officer (CO) and NOSC of their intention to execute ADSW orders.

(2) comply with all requirements of their orders. In particular, reservists will not commence active duty until ADSW orders are issued, nor remain on active duty beyond the end date of the orders without permission of NAVPERSCOM (PERS-4G2).

(3) immediately report to the supported command any medical problem that interferes with their performance of duty.

(4) obtain approval from their supported command CO, NAVPERSCOM (PERS-95) and (PERS-4G2) prior to commencing any elective surgery or medical treatment. Elective medical or surgical treatments, including any subsequently required periods of medically restricted duty, must be completed prior to the ADSW end date, per reference (k).

(5) not be extended for medical reasons without prior approval of NAVPERSCOM (PERS-4G2) and (PERS-95).

(6) comply with the eligibility criteria outlined in paragraph 8.

(7) inform their civilian employer of impending ADSW orders per reference (f).

(8) provide the required documentation listed in enclosure (3) to the supported command for inclusion with the ADSW paperwork package.

(9) sign an ADSW Statement of Understanding. NAVPERSCOM (PERS-4G2) will make a sample statement available to the requesting command.

(10) comply with the Reserve Personnel Administrative Requirements for ADSW outlined in enclosure (2), as applicable.

10. Forms

a. The following forms may be obtained DoD Forms Website at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

(1) DD 448 (06-72), Military Interdepartmental Purchase Request.

(2) DD 2697 (02-95), Report of Medical Assessment.

(3) DD 2808 (Rev. 10-05), Report of Medical Examination.

(4) DD 2807-1 (Rev. 03-07), Report of Medical History.

(5) DD 2870, Authorization for Disclosure of Medical or Dental Information.

b. The following forms may be obtained from Naval Forms Online at <https://navalforms.daps.dla.mil/web/public/home>.

(1) NAVCOMPT 2275 (Rev. 8-81), Order for Work and Services.

(2) NAVCOMPT 2276A (Rev. 10-90), Order for Work and Service/Direct Citation.

(3) NAVPERS 1070/613 (Rev. 07-06), Administrative Remarks.

(4) NAVPERS 1740/6 (Rev. 09-06), Department of the Navy Family Care Plan Certificate.

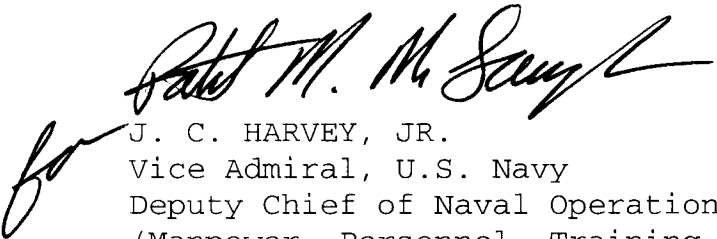
c. The following forms may be obtained at <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=GSA>.

(1) SF 88 (Rev. 10-94), Report of Medical Examination

(2) SF 93 (Rev. 06-96), Report of Medical History

4 Mar 08

d. The following form is available on-line at
http://buperscd.technology.navy.mil/bup_updt/upd_CD/BUPERS/FORMS/PDF/SGLV8286.PDF: SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate.



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**MILITARY PERSONNEL, NAVY (MPN); RESERVE PERSONNEL, NAVY (RPN);
ACTIVE DUTY FOR SPECIAL WORK (ADSW) USAGE**

1. MPN ADSW is used for the purpose of supporting active component (AC) missions with reserve component (RC) skills and personnel for requirements meeting ADSW criteria. Examples of specific requirements/missions are as follows:

- a. Special Projects (Quadrennial Defense Review (QDR), Sea Power 21).
- b. Joint and Combatant Commander (COCOM) Support (JCS Taskings).
- c. SPECWAR/GWOT Support (of non-contingency nature).
- d. Surge work support of short duration.
- e. Armed Forces Inauguration/SECNAV Retiree Council.
- f. Sea Warrior
- g. Intelligence Support (reimbursable).
- h. CNO Systems Commands (SYSCOMs) support (Working Capital).

2. RPN ADSW is used for the purpose of supporting Navy missions for which RC provides support and/or providing support to RC commands for requirements meeting ADSW criteria. Examples of specific requirements are as follows:

- a. RC Special Projects (Active Reserve Integration (ARI), Fleet Response Unit (FRU), Aircraft Improvement Program (AIP), and Distributed Common Ground System (DCGS)).
- b. RC Mission Area Support.
- c. Fleet Logistics Support Wing and Squadron (VR), Fighter Squadron Composite (VFC), Naval Coastal Warfare (NCW), Counter Drug, Helicopter Combat Support Squadron (HC), Helicopter Combat Support Special Squadron (HCS), and Patrol Squadron (VP).

- d. Pre-mobilization and Post-mobilization support to RC units.
- e. Health Services Support (HSS) to Marine Forces Reserve (MARFORES) and units.
- f. RC Staff support (Office of the Chief of Navy Reserve (OCNR), Commander, Navy Reserve Forces Command (COMNAVRESFORCOM)).
- g. Funeral Honors.
- h. Counter-Drug support.

**RESERVE PERSONNEL ADMINISTRATIVE
REQUIREMENTS FOR ADSW**

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 family members requires the accurate completion of specific personnel actions to initiate the appropriate entitlements.

a. Reservists on active duty for less than 30 days remain in a reserve status and receive their active duty pay in a single direct deposit disbursement directed by the supported command Personnel Support Activity Detachment (PERSUPPDET).

b. Reservists on active duty for 30 days or more must be gained to active duty and have an activated Master Military Pay Account (MMPA) opened in their name. If the reservist is required to proceed via NMPS, then the NMPS PERSUPPDET will complete these personnel actions. If the member will be traveling directly from the NOSC to the supported command, then the supported command PERSUPPDET 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 (e), article 1050-020.

b. Supported 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 (i). 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 reference (a), section 701. ADSW orders will not be extended for the sole purpose of taking leave.

3. Promotions/Advancements

a. Reserve officers on ADSW will not be placed on the Active Duty List (ADL) and will remain eligible to compete for promotion with their inactive duty contemporaries on the Reserve Active Status List (RASL).

b. Supported commands and service record holding PERSUPPET/Educational Services Office (ESO) are responsible for and will order appropriate reserve cycle exams and administer them during the appropriate reserve exam month for enlisted E4 through E7 candidates. Enlisted E8/9 candidates will validate in November for appropriate enlisted Senior Chief/Master Chief boards.

4. Reenlistment/Transfer to Regular Navy. Enlisted ADSW Sailors may not reenlist in the Regular Navy or transfer to the Regular Navy without prior notification of NAVPERSCOM (PERS-4G2).

5. Officer Fitness Reports and Enlisted Performance Evaluations. Supported commands should complete officer fitness reports and enlisted performance evaluations as required. ADSW ordered reservists are compared on fitness reports and performance evaluations only to other ADSW ordered reservists under the same reporting senior, in the same grade and the same competitive category.

6. Medical Requirements/Retention on Active Duty/Termination of Orders

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

b. Reservists serving on active duty for 31 or more consecutive days are required to complete a medical assessment prior to their Release from Active Duty (RAD), in order to determine the member's fitness for RAD, and to ensure that the member is physically qualified for recall to additional periods of active duty. The member's current periodic physical examination will be reviewed and updated by a medical officer or other credentialed health care provider per reference (i), section 15-7(2). In addition, as per reference (i), 15-20, 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, the Standard Form (SF) 88, Medical Record - Report of Medical Examination and SF 93, Report of Medical History will be updated to reflect the interval history. If the separation physical requirements cannot be obtained at the supported command, then the supported command will coordinate with NAVPERSCOM (PERS-4G2) for orders modification to route the member to a NMPS for completion of the separation examination prior to ADSW end date.

c. Reservists determined not physically fit for release from active duty by qualified Navy medical authority shall be extended per reference (e), article 1301-010 for officers and article 1160-050 for enlisted personnel, in a medically-restricted duty status, until the medical condition is resolved or warrants disability evaluation system processing. Reference (g) provides specific information on disability evaluations. Supported commands or NMPS representatives will immediately advise NAVPERSCOM (PERS-4G2), via NAVPERSCOM (PERS-95) of diagnosis, treatment plan, and prognosis.

d. Retention of reservists beyond the end of their active obligated service date for disciplinary purposes is governed by reference (e), 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.

e. Before completing 5 years of continuous active service, ADSW personnel must 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 AT, ADT, or any other active service.

f. No reservists will be issued ADSW orders or retained on active duty solely to increase retired pay, to reward distinguished service, or to serve beyond the maximum age per reference (a), chapter 63. Secretary of the Navy (SECNAV) may waive that age restriction, per reference (a), section 1407 for medically qualified volunteers who have a special skill that fills a military requirement which cannot be met by a regular or reserve Sailor under the maximum age requirements. When service under those limitations occurs, it will be fully credited to the member for retirement purposes.

g. Per reference (a), section 12686, a reservist on active duty (other than for training) who is within 2 years of qualifying for regular retirement under reference (a), section 6323, may not be involuntarily released from active duty before qualifying for that retirement without SECNAV authority. This is more commonly known as entering "sanctuary." To preclude the possibility of a reservist inadvertently attaining sanctuary, members with 16 or more years of active service (active duty, ADSW, ADT and AT combined) will not be issued ADSW orders unless a waiver has been granted by CNO (N13) as appropriate.

NOTE: In the unlikely event a Reservist attains active duty retirement eligibility, the supported command will advise the reservist to submit an application for retirement to NAVPERSCOM (PERS-82).

h. NAVPERSCOM (PERS-4G2) may involuntarily terminate ADSW orders per reference (a), section 12312.

i. The ADSW 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 NAVPERSCOM (PERS-4G2). Requests for voluntary termination of active duty status must be submitted via the chain of command to NAVPERSCOM (PERS-4G2). If concurring with the member's request, supported command endorsement must substantiate the reservist's request for termination and support the position that termination is in the best interest of the Navy. Sailors who are approved for early termination of ADSW will not normally be replaced in the same fiscal year.

ADSW QUALIFICATION CHECKLIST

1. The purpose of this checklist is to ensure the reservist volunteering for an ADSW assignment is fully qualified and prepared to execute orders.
2. The Unit/NOSC CO is responsible for certifying that a member with ADSW orders meets all medical, dental, and administrative requirements. Upon receipt of ADSW orders, the NOSC shall complete the following ADSW checklist to ensure the reservist is qualified to execute the orders. If deficiencies are identified, the NOSC shall TAKE IMMEDIATE ACTION to correct the deficiencies prior to transferring the member to the supported command. If a deficiency cannot be corrected prior to the ADSW start date, the NOSC will immediately notify NAVPERSCOM (PERS-4G2) who will coordinate with the requesting 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 Sailor to transit to the supported command via a NMPS. The NOSC shall still complete the checklist and correct all deficiencies within its capability. Special assignment-related medical requirements that cannot be completed at the NOSC prior to the ADSW start date (e.g., required immunizations) will be annotated on the checklist for NMPS action. Reservists will hand carry the checklist to the NMPS.
4. The NOSC will retain a completed copy of the checklist, certifying the individual is qualified for ADSW, in the Sailor's personnel file(s).

ADMINISTRATIVE REQUIREMENTS

1. Verify Sailor has not accumulated 16 or more years of active duty (includes AT, ADT, ADSW), or will not reach 62 years of age prior to completion of orders. YES NO NA
2. Sailor has valid ID card. YES NO NA
3. Sailor signed NAVPERS 1070/613 (ADSW Statement of Understanding), OPNAVINST 1001.20C, enclosure (4).
 YES NO NA
4. If Sailor's Expiration of Obligated Service (EOS) or Expiration of Reserve Enlistment (EREN) is prior to completion of ADSW period, reenlistment or extension completed, as applicable. YES NO NA
5. Sailor has security clearance level required for ADSW assignment. YES NO NA
6. Sailor has passport/visa, if required. YES NO NA
7. If married to military spouse or single parent, OPNAV 1740/6, Department of the Navy Family Care Plan Certificate, is current, verified and on file. YES NO NA
8. NAVPERS 1070/602, Dependency Application/Record of Emergency Data is verified as current. YES NO NA
9. Family members are enrolled in DEERS/RAPIDS. If not, initiate applications and make further arrangements for issuing dependent ID card(s). YES NO NA
10. SGLI 8286 is verified as current and accurate.
 YES NO NA
11. Complete W4 form for tax withholdings. YES NO NA
12. Sailor has Government Travel Charge Card or personal credit card. If not, process application. YES NO NA
13. Sailor has notified civilian employer of ADSW orders.
 YES NO NA

14. If applicable, advancement exam ordered/worksheets completed. Exams will be forwarded to supported command PERSUPDET. YES NO NA

MEDICAL/DENTAL REQUIREMENTS

1. Periodic Physical examination is current and DD 2807-1 and DD 2808 reviewed. YES NO NA

2. Sailor is physically qualified (member is not in "Temporarily Not Physically Qualified" status, or receiving Line of Duty (LOD) or VA disability benefits). YES NO NA

3. Sailor complies with current CNO Physical Readiness standards. YES NO NA

4. Immunizations are current (as applicable to the ADSW assignment). YES NO NA

5. HIV test within past 12 months (or as required by ADSW assignment) with negative results. YES NO NA

6. Sailor is Dental class I or II and has a current panoral x-ray. YES NO NA

7. If enrolled in TRICARE and/or SELRES Dental and ADSW orders are for 30 days or more, member must be dis-enrolled. YES NO NA

8. DEERS reflects DNA sample on file (if applicable). YES NO NA

9. If Sailor desires enrollment in TRICARE (orders for 30 days or more), election forms are filled out/processed. YES NO NA

10. Sailor has 180-day supply of civilian-supplied prescription medications (if applicable). YES NO NA

11. Sailor has most recent eyeglass prescription and extra set of eyeglasses. YES NO NA

12. Sailor, if female, has provided the results of a negative pregnancy test performed within the last 30 days.

OPNAVINST 1001.20C
4 Mar 08

YES NO NA

4 Mar 08

BRIEFING REQUIREMENTS

1. Upon receipt of orders by NOSC, Sailor was notified of date/time to begin processing. YES NO NA
2. Contents/requirements of the ADSW orders were reviewed and explained to the Sailor. YES NO NA
3. Sailor has been briefed on limits to ADSW extensions due to age, high year tenure, and retirement sanctuary provisions. YES NO NA
4. If performing OCONUS ADSW, Sailor informed that travel to supported command or NMPS (if required) via privately owned vehicle (POV) is NOT AUTHORIZED. YES NO NA
5. If performing CONUS ADSW and use of privately owned vehicle is authorized, Sailor informed to have current license, registration and proof of insurance for base decal issuance. YES NO NA
6. Sailor was briefed on Powers of Attorney for financial issues, taxes, child-care, household goods storage, etc. Assistance provided as required. YES NO NA
7. Sailor 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 ADSW orders. YES NO NA
8. Sailor 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 NAVPERS 1070/602, page 2, is not current).
 - a. Voided personal check or deposit slip showing bank address, telephone number, bank routing and account numbers for DDS enrollment. YES NO NA
 - b. Certificate of Discharge/Separation (DD 214) for all periods of active duty. YES NO NA

c. Copies of birth, adoption, or guardianship certificate for all family members. YES NO NA

d. Copies of all child support agreements.
 YES NO NA

e. Family members' social security numbers.
 YES NO NA

f. Certified copy of current marriage certificate.
 YES NO NA

g. Certified copies of documentation terminating previous marriage(s) (i.e., divorce/annulment decree, spouse death certificate). YES NO NA

h. Certification of full-time college or equivalent secondary education enrollment for self and college age family members. YES NO NA

i. Signed statement from licensed physician or medical officer for dependent parent/children over age 21 that are incapacitated. YES NO NA

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

(NOSC Commanding Officer)

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

ACTION ITEMS FOR NMPS (if applicable):

MEDICAL HOLD REQUEST WORKSHEET

Reservists on ADSW orders for 30 days or more that sustain an illness, injury, or disease that may delay their release from Active Duty must complete the following:

Point of Contact: NAVPERSCOM (PERS-95) is the central processing point for tracking reservists on active duty orders of 30 days or more with medical issues that may delay their release from active duty.

Procedure: Acknowledge the supported command's CO and executive officer (XO) have been notified and authorize any and all surgeries and/or treatments. The reservist or their representative must submit the following information to NAVPERSCOM (PERS-95) for review and consideration.

1. Sailor's name, rank, SSN (last 4 digits), date of birth, and diagnosis.
2. ADSW orders; include the start and expiration date of orders; name of NOSC assigned, and arrival date at NMPS if applicable.
3. Total years of service, years of active duty, years of reserve service, home of record.
4. Name of civilian employer, job description, supervisor and supervisor's telephone number.
5. Home telephone number, work telephone number (DSN if applicable), and berthing arrangements.
6. E-mail address (military and civilian if applicable).
7. Name, telephone number and e-mail address of a point of contact in the Sailor's chain of command along with the actual physical location of the command.
8. Treating physician's name and telephone numbers.
9. Case summary, treatment plan and treating physician's opinion regarding whether or not the condition was incurred or

aggravated by military service, along with copies of pertinent medical records relating to the injury/illness.

10. The line of duty investigation (LODI) if applicable.

Action: Sailors being processed or tracked by NAVPERSCOM (PERS-95) will be assigned to a location as prescribed by current regulation and monitored accordingly. It is the Sailor's responsibility to provide NAVPERSCOM (PERS-95) with updates at least once every 30 days on their medical care and treatment plan. (This may include physician's notes and any changes in the member's administrative data noted above).

Privacy Release/HIPAA: A current DD 2870, Authorization for Disclosure of Medical or Dental Information, or equivalent must be executed by the member and submitted via e-mail to Medhold.FCT@navy.mil and LOD.FCT@navy.mil.