



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 3060.8  
PERS-46  
26 Aug 2005

OPNAV INSTRUCTION 3060.8

From: Chief of Naval Operations

Subj: NAVAL RESERVE COMPONENT FIRST CALL PROGRAM

Ref: (a) 10 U.S.C.  
(b) OPNAVINST 1001.21B  
(c) DOD Directive 3020.36-P of May 86  
(d) OPNAVINST 3060.7B

Encl: (1) Naval Reserve Component First Call Program Billet List  
(2) Statement of Understanding  
(3) Naval Reserve Component First Call Program Billet Request

1. Purpose

a. To establish the Naval Reserve Component First Call Program.

b. First Call Program provides procedural guidance for rapidly accessing key First Call Program personnel under voluntary recall authority of reference (a), section 12301(d) and to support impending contingency operations prior to an expected involuntary recall authorization.

2. Background. Navy's Total Force concept, reference (b), directs seamless integration of Reservists throughout the full range of military operations, from peacetime exercises and small scale contingencies to major combat operations and national/domestic emergencies. Operational events often occur independent of Presidential Reserve call-ups or involuntary active duty (other than for training), creating manpower resource challenges not adequately addressed in reference (a). Annual Training, Active Duty for Training, and Inactive Duty Training Travel (Training Orders) have historically been used to place uniquely skilled Reservists into theater. Employing Annual Training, Active Duty for Training, and Inactive Duty Training (Travel Orders) to this end potentially places these

personnel in harm's way. This practice also produces a number of systemic problems including lack of requirement validation, improper recall procedures, inadequate tracking of personnel, and inappropriate expenditure of training dollars. A common difficulty encountered by activated Reservists has been achieving a seamless conversion to active duty status without pay or entitlement interruptions. Consequently, a viable process must exist for rapidly accessing key First Call Program volunteers to support urgent operational requirements.

3. Discussion. In advance of a pending Presidential Reserve call-up or involuntary active duty (other than for training), commands may need to quickly recall small numbers of Selected Reservists possessing key augmentation skills. The First Call Program enables commanders to activate a small number of pre-identified Reservists in the early stages of developing crises and direct reporting to the supported command by the most expeditious manner. Examples of Selected Reservists in billets requiring preemptive involuntary active duty (other than for training) might include Crisis Action Planners, Personnel Mobilization Teams, Advance Party Personnel, and Crisis Action Team Watch-standers. The following apply for identifying and mobilizing these critical personnel:

a. Reference (c) requires that all services plan for flexible funding during emergent situations. This includes contingency operations as stated in reference (a), section 127a, "Operations for which funds are not provided in advance; funding mechanisms."

b. Reference (a), section 101(a)(13) defines the term "contingency operation" as one resulting from a declaration of war or national emergency, or one where armed forces members may become involved in military operations. Such designation entitles Reserve members to all contingency-related entitlements and benefits.

c. Authority for the First Call Program is derived from reference (a), section 12301(d). The use of recalled Reservists under this title does not depend upon a declaration of war or national emergency, but funding limitations may restrict number of personnel and length of time they serve.

d. Chief of Naval Operations (CNO (N10)) will fund Active Duty Special Work orders under the First Call Program through

Chief of Naval Personnel Military Pay, Navy and Operations and Maintenance, Navy funds. CNO (N10) will track these First Call Program expenditures for potential reimbursement under reference (a), section 127a, contingency funding.

e. First Call Program Active Duty Special Work orders use pre-approved, contingency-coded funding data provided by CNO (N1). This mechanism facilitates follow-on order modifications to Presidential Reserve call-up or involuntary active duty (other than for training) authorities with funding designed to support extended recall to active duty. The convertibility of these orders could reduce personnel tracking and payment transition expenses historically associated with rapid deployment of First Call Program personnel.

f. Use of First Call Program Active Duty Special Work orders will reduce the time required to get essential personnel into theater by an average of 10 days. This will allow members to report directly to their supported commands and eliminate the requirement to pass through both a Naval Reserve Activity and a Navy Mobilization Processing Site.

#### 4. Policy

a. Commander, Navy Personnel Command (COMNAVPERSCOM) will coordinate with Navy Component Commanders to designate First Call Program billets and determine the number of billets each Navy Component Commander may nominate for designation as potential First Call Program billets, enclosure (1). Funding constraints will determine actual order execution.

b. During developing crisis, when Presidential Reserve Call-up or involuntary active duty (other than for training) appears likely, CNO will initiate use of the First Call Program.

c. Navy Component Commanders may plan on First Call Program personnel reporting to duty stations within 1 to 7 days of notification.

d. Selected Reserves who elect to fill First Call Program billets must execute enclosure (2) and "pre-complete" involuntary active duty (other than for training) processing each quarter.

5. Peacetime Procedures

a. Navy Component Commanders will use enclosure (3) to request designation of Reserve augmentation billets as First Call Program.

(1) These billets must exist as funded Reserve billets on the unit's Activity Manning Document or Joint Manning Document.

(2) Pre-identified billet requests must receive Navy Component Commander flag level review prior to submission to COMNAVPERSCOM (PERS-46).

b. CNO (N10) will provide program and regular funding guidance in support of the First Call Program.

c. CNO (N095), as advisor to the CNO on Reserve matters, will make recommendations on the First Call Program, as appropriate.

d. Commander, Naval Reserve Force (COMNAVRESFOR) will:

(1) Ensure First Call Program billets are manned with qualified Reservists.

(2) Provide current roster of First Call Program billet incumbents to COMNAVPERSCOM (PERS 46).

(3) Document that selected Reservists understand the First Call Program requirements by completing enclosure (2).

(4) Maintain involuntary active duty (other than for training) readiness of incumbents in First Call Program billets per reference (d), documented using the Navy and Marine Corps Mobilization Processing System online involuntary active duty (other than for training) check sheets.

(5) Perform Reserve Headquarters System and Total Force Manpower Management System updates.

e. COMNAVPERSCOM (PERS 46) will:

(1) Provide First Call Program policy and procedural guidance.

(2) Coordinate activation priorities between Manning Control Authority, COMNAVPERSCOM, COMNAVRESFOR, and CNO (N131). These priorities and available funding will determine which members receive orders.

f. COMNAVPERSCOM (PERS 46) will maintain recall order templates and issue First Call program orders to incumbents.

g. Naval Reserve Activity unit commanding officers will ensure that First Call Program billet members remain pre-processed for involuntary active duty (other than for training) or activation to Active Duty Special Work orders. They will ensure that First Call Program billet holders who become ineligible for involuntary active duty (other than for training) are removed from First Call Program billets and the corresponding vacancy is filled immediately.

h. First Call Program personnel will maintain established readiness standards to ensure ability to respond immediately if called. First Call Program personnel will notify the chain of command immediately upon a change in their ability to satisfy involuntary active duty (other than for training) requirements occurs.

## 6. Activation Procedures

a. CNO (N131) will activate the First Call Program process directing Navy Component Commanders to submit billet requirements for the emerging situation.

b. Following review and prioritization, CNO (N131) will pass requirements to CNO (N1/NT) for action. CNO (N1/NT) will direct sourcing execution by COMNAVPERSCOM (PERS 46), (info COMNAVRESFOR (N1)).

c. COMNAVRESFOR (N1) will ensure immediate notification and activation processing of identified Reservists.

d. Upon receipt of orders, pre-processed Reservists will report directly to duty stations.

e. COMNAVPERSCOM (PERS 46) will maintain required tracking and reporting on personnel activated.

7. Presidential Reserve Call-up/Involuntary active duty (other than for training) Procedures. Upon declaration of Presidential Reserve call-up or involuntary active duty (other than for training), COMNAVPERSCOM (PERS 46) will take the following actions as appropriate:

- a. Modify orders to reflect involuntary recall authority.
- b. Change authorized entitlements as necessary.
- c. Extend voluntary recall orders to include a normal tour length and authorize Permanent Change of Station entitlements, as appropriate.

8. Action. Addressees will implement the policy and procedures contained in this instruction.

/s/  
G. L. HOEWING  
Vice Admiral, U.S. Navy  
Deputy Chief of Naval Operations  
(Manpower, Personnel, Training,  
and Education)

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OPNAVINST 3060.8  
26 Aug 2005

**NAVAL RESERVE COMPONENT FIRST CALL PROGRAM  
BILLET REQUEST**

From: <Command>  
To: Commander, Navy Personnel Command (PERS-46)  
Via: (1) Manning Control Authority  
(2) Chief of Naval Operations (N131)  
  
Subj: REQUEST FOR DESIGNATION OF NAVAL RESERVE COMPONENT FIRST  
CALL PROGRAM BILLETS  
  
Ref: (a) OPNAVINST 3060.8

1. Per reference (a), request designation of the following  
billets as Naval Reserve Component First Call Program billets:

<u>MCA</u>	<u>AUIC</u>	<u>CMD</u>	<u>ABSC</u>	<u>BIN#</u>	<u>TITLE</u>
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Enclosure (1)





**STATEMENT OF UNDERSTANDING  
FOR OFFICIAL USE ONLY (When Filled In)**

ADMINISTRATIVE REMARKS  
NAVPERS 1070/613

Date: \_\_\_\_\_

Ref: (a) OPNAVINST 3060.8  
(b) 10 U.S.C.

1. I understand that I have been voluntarily assigned to a Naval Reserve Component First Call Program billet and that I am subject to recall in support of an emerging contingency on extremely short notice per reference (a).

2. I understand that First Call Program orders are legally voluntary, and that in accepting assignment to this billet, I am committing to be available on 24-hour notice for recall to active duty for at least 45 days.

3. If the emerging contingency results in involuntary active duty (other than for training) of Naval Reserve personnel, my First Call Program orders may be converted to involuntary recall/involuntary active duty (other than for training) orders per reference (b).

4. If my personal circumstances change at any time precluding my ability to execute First Call Program orders, I must notify my chain of command so a determination can be made on my First Call Program Assignment.

\_\_\_\_\_  
NAME (Last, First MI)

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Signature

**FOR OFFICIAL USE ONLY (When Filled In)**



**NAVAL RESERVE COMPONENT FIRST CALL PROGRAM  
BILLET LIST**

MCA	MM#	AUIC	CMD	ABSC	BIN#	TITLE
<b>BUPERS (50)</b>						
B	B-1					
B	B-2					
B	B-3					
B	B-4					
B	B-5					
B	B-6					
B	B-7					
B	B-8					
B	B-9					
B	B-10					
B	B-11					
B	B-12					
B	B-13					
B	B-14					
B	B-15					
B	B-16					
B	B-17					
B	B-18					
B	B-19					
B	B-20					
B	B-21					
B	B-22					
B	B-23					
B	B-24					
B	B-25					
B	B-26					
B	B-27					
B	B-28					
B	B-29					
B	B-30					
B	B-31					
B	B-32					
B	B-33					
B	B-34					
B	B-35					
B	B-36					

**NAVAL RESERVE COMPONENT FIRST CALL PROGRAM  
 BILLET LIST (CONT'D)**

MCA	MM#	AUIC	CMD	ABSC	BIN#	TITLE
B	B-37					
B	B-38					
B	B-39					
B	B-40					
B	B-41					
B	B-42					
B	B-43					
B	B-44					
B	B-45					
B	B-46					
B	B-47					
B	B-48					
B	B-49					
B	B-50					
<b>LANT (40)</b>						
L	L-1					
L	L-2					
L	L-3					
L	L-4					
L	L-5					
L	L-6					
L	L-7					
L	L-8					
L	L-9					
L	L-10					
L	L-11					
L	L-12					
L	L-13					
L	L-14					
L	L-15					
L	L-16					
L	L-17					
L	L-18					
L	L-19					
L	L-20					
L	L-21					

**NAVAL RESERVE COMPONENT FIRST CALL PROGRAM  
 BILLET LIST (CONT'D)**

<b>MCA</b>	<b>MM#</b>	<b>AUIC</b>	<b>CMD</b>	<b>ABSC</b>	<b>BIN#</b>	<b>TITLE</b>
L	L-22					
L	L-23					
L	L-24					
L	L-25					
L	L-26					
L	L-27					
L	L-29					
L	L-30					
L	L-31					
L	L-32					
L	L-33					
L	L-34					
L	L-35					
L	L-36					
L	L-37					
L	L-38					
L	L-39					
L	L-40					
<b>PAC (40)</b>						
P	P-1					
P	P-2					
P	P-3					
P	P-4					
P	P-5					
P	P-6					
P	P-7					
P	P-8					
P	P-9					
P	P-10					
P	P-11					
P	P-12					
P	P-13					
P	P-14					
P	P-15					
P	P-16					
P	P-17					

**NAVAL RESERVE COMPONENT FIRST CALL PROGRAM  
 BILLET LIST (CONT'D)**

MCA	MM#	AUIC	CMD	ABSC	BIN#	TITLE
P	P-18					
P	P-19					
P	P-20					
P	P-21					
P	P-22					
P	P-23					
P	P-24					
P	P-25					
P	P-26					
P	P-27					
P	P-28					
P	P-29					
P	P-30					
P	P-31					
P	P-32					
P	P-33					
P	P-34					
P	P-35					
P	P-36					
P	P-37					
P	P-38					
P	P-39					
P	P-40					
<b>RESERVE (20)</b>						
R	R-1					
R	R-2					
R	R-3					
R	R-4					
R	R-5					
R	R-6					
R	R-7					
R	R-8					
R	R-9					
R	R-10					
R	R-11					
R	R-12					

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**NAVAL RESERVE COMPONENT FIRST CALL PROGRAM  
BILLET LIST (CONT'D)**

<b>MCA</b>	<b>MM#</b>	<b>AUIC</b>	<b>CMD</b>	<b>ABSC</b>	<b>BIN#</b>	<b>TITLE</b>
R	R-13					
R	R-14					
R	R-15					
R	R-16					
R	R-17					
R	R-18					
R	R-19					
R	R-20					