

## MILPERSMAN 1131-040

### APPOINTMENT OF OFFICERS IN THE NAVY RESERVE

<b>Responsible Office</b>	NAVPERSCOM (PERS-91)	Phone:	DSN COM	882-4021 (901) 874-4021
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

1. **Policy.** Active Component (AC) officers separating from active duty and former officers considered qualified by Navy Personnel Command (NAVPERSCOM) may be appointed in the Navy Reserve as specified below.

2. **AC Officers Being Processed for Honorable Separation**

a. AC officers who request separation from the Navy and have satisfied their military service obligation (MSO) may request appointment in the Navy Reserve before separation. AC officers who submit a voluntary resignation and who have not satisfied their MSO will be automatically considered for appointment in the Navy Reserve.

b. Favorable action on resignation requests from officers who have not satisfied their MSO will normally be contingent upon their acceptance of a Navy Reserve appointment (if tendered).

c. Separation orders will specify whether the member has or has not been approved for a Navy Reserve appointment, and whether separation is contingent upon acceptance of a Navy Reserve appointment.

d. The appointment will be forwarded to the member by NAVPERSCOM, Officer Programs Branch (PERS-831) and is to be effected the day after separation.

e. The Navy Reserve appointment shall be in the same grade, with the same date of rank, and normally in the same designator category as that held in the AC.

3. **Former Officers Requesting Reappointment within 3 Years**

a. Former AC and Navy Reserve officers who were honorably separated and did not retain an appointment may request a Navy Reserve appointment from NAVPERSCOM, Reserve Personnel Administrative Branch (PERS-91) within 3 years following the date of their separation.

b. The Navy Reserve appointment will normally be in the same grade and designator category as previously held. NAVPERSCOM (PERS-91) will adjust the member's pay entry base date. If the period of separation is in excess of 6 months, NAVPERSCOM (PERS-831) will adjust the member's date of rank.

c. Member must request a Navy Reserve appointment in writing. E-mail requests must be encrypted and forwarded to NAVPERSCOM (PERS-91) via a Navy Reserve officer recruiter (facsimile request will not be accepted). Request must be endorsed by the recruiter and must include:

(1) Name, designator at time of separation, address, and phone number;

(2) Statement of the reason for not requesting, receiving, or retaining a Navy Reserve commission at the time of separation;

(3) Declaration of intent to affiliate with the Selected Reserves upon reappointment;

(4) Copy of the member's DD-214, Certificate of Release or Discharge from active duty;

(5) Copy of the member's separation orders (if separated from active duty);

(6) Copy of an updated SF 86 Questionnaire for National Security Positions, if period of separation is more than 1 year; and

(7) Copy of DD 2807-1 Report of Medical History and DD 2808 Report of Medical Examination completed within 2 years, with a copy of the DD 2807 completed within last 90 days. DD 2807-1 and DD 2808 may be accessed by using the following link <http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>.

4. **Former Officers Requesting Reappointment after 3 Years.**

After 3 years from the date of separation, former Navy Staff Corps officers who held designators 210X, 220X, 230X, and 410X may request appointment in the Navy Reserve via an authorized direct commissioning program. Applicants must meet all of the eligibility requirements of the direct commissioning program.

a. Officers who held designators other than those listed above may request a waiver from the 3-year policy. Each case will be evaluated based on the officer's service record and needs of the Navy at the time of application. Applicants must meet all eligibility requirements of the Direct Commissioning Program. NAVPERSCOM, Reserve Officer Status Branch (PERS-911) will convene a professional review panel for final approval or disapproval of all re-appointment requests requiring a waiver.

b. Applicants must request the waiver in writing to NAVPERSCOM (PERS-911) via a Navy Reserve officer recruiter. All re-appointment requests from former Navy officers separated over more than 3 years must contain the same enclosures as those within 3 years, and also include a current dated and signed resume.