

PSD JACKSONVILLE
STANDARD OPERATING PROCEDURES

DRILLING RESERVE COMPONENT

Reference: (a) OPNAVINST 1000.23C
(b) COMNAVRESFORINST 1001.5F
(c) COMNAVCRUITCOMINST 1130.8H

RESERVE GAINS

All gain packages are to be sent via TOPS by CPC with all appropriate documents attached within 2-4 business days.

NOSC JACKSONVILLE

Must provide the following documents:

- DD 4/1 (Enlistment Document)
- DD 1966 (Record of Military Processing)
- DD 398 (Personnel Security Questionnaire)
- Orders to the reserve unit
- NAVPERS 1070/613 -(All necessary documents)
- EVALS/FITREPS
- SF 88 and SF 93 (Medical exam Report)
- NAVPERS 1200/2 (Navy Reserve REPRISE-R documents)

All documents are to be verified for accuracy prior to scanning into TOPS. If there are any missing or incomplete documents, please retain package until all information has been provided.

RESERVE CONVERSION TO AD/FTS

When a Selected Reservist is approved to come in Active Duty or Active Duty-Full Time Support, the command must de-assign the member's billet and submit a strength loss to PSD for processing. Once that is completed, the command will send a transaction to Receipts for the gain, once that is completed, the command will send a re-enlistment in for processing.

PSD RESPONSIBILITY

- Must submit NSIPS gain event within 5 business days upon receipt of package.
- Verifies all documents for completeness and accuracy. Advises NOSC of any problems and returns affiliation package to NOSC if necessary.
- Track gain status utilizing TOPS until Full Strength status is achieved.

REENLISTMENT/EXTENSION

All Reenlistment documents MUST be bottom lined by unit CO. Keep in mind all extensions must comply with NAVADMIN 242/09. Once approved all pertinent documents must be sent via TOPS. NOSC JACKSONVILLE

MEMBER/CPC RESPONSIBILITY

- Utilizes Career Intention Form to determine member's intentions and forwards form to PERSUPPDET within 45 days of EOS or desired reenlistment date via TOPS.
- Notifies PERSUPPDET of physical date and results via TOPS NLT 30 days prior to EREN/EOS.
- Correspondence must be received within 24 hours of service member's reenlistment.

PSD JACKSONVILLE

- Notifies customer commands monthly via TOPS of individuals within nine months of Expiration of Reserve Enlistment/Expiration of Obligated Service (EREN/EOS).
- Reviews Career Intention Form and processes appropriate NSIPS functions/events for reenlistment or extension.
- Provide Reenlistment/Extension contract within 7 days from transaction processing date.

RETIREMENT/ADSEP

Retirement and ADSEP documents must be approved by PERS 912 submission to PSD via TOPS.

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- Notifies PERSUPPDET of physical date and results via TOPS within 24 hours of noted approval.

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- Notifies customer commands monthly via TOPS of individuals within nine months of Expiration of Reserve Enlistment/Expiration of Obligated Service (EREN/EOS).
- Reviews Career Intention Form and processes appropriate NSIPS functions/events for reenlistment or extension.
- Process ADSEP/Retirement documents within 7 business days of TOPS transaction.

EREN/RETIREMENT/AWARDS REPORTS

Request must be sent via TOPS for each report listed above.

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- Open TOPS transaction requesting all required reports monthly.
- Distribute reports to unit CPC/CCC.
- Collect all corrected reports from command units and provides supporting documentation to PSD for update via TOPS.

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- Notifies customer commands monthly of individuals within nine months of Expiration of Reserve Enlistment/Expiration of Obligated Service (EREN/EOS) via TOPS.
- Update discrepancies utilizing supporting documentation sent from unit commands via TOPS (i.e. pg-13's, reenl/ext docs)

TRANSFERS

Orders must be generated and sent to PSD via TOPS prior to loss documents released.

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- Release loss document in NSIPS once Orders are generated and received.
- Forward loss documents to PSD via TOPS once loss has been generated.

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- Due to new procedures PSD Jacksonville no longer retain Service Records and no longer required to take action on Transfers.