



DEPARTMENT OF THE NAVY
NAVAL LEGAL SERVICE COMMAND
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CNLSCINST 3127.1
N00
23 Sep 2024

COMNAVLEGSVCCOM INSTRUCTION 3127.1

From: Commander, Naval Legal Service Command

Subj: NAVY RESERVE TRAINING AND SUPPORT

Ref: (a) 10 U.S.C.
(b) DoD Instruction 1215.06 CH-2
(c) DoD Instruction 1235.12 CH-1
(d) OPNAVINST 1001.20D
(e) MILPERSMAN 1001-100
(f) MILPERSMAN 1001-150
(g) BUPERSINST 1001.39F CH-1
(h) BUPERSINST 1610.10F CH-1
(i) COMNAVRESFORINST 4650.1C
(j) COMNAVRESFORINST 5420.14E
(k) RESPERSMAN M-1001.5 CH-12
(l) COMNAVRESFOR NORFOLK VA R 172022Z May 22 (ALNAVRESFOR 020/22)
(m) COMNAVRESFOR NOTICE 1001 of 11 Sep 23
(n) COMNAVRESFOR NOTICE 1610 of 21 Jul 23
(o) COMNAVLEGSVCCOMINST 5800.1H
(p) OPNAVINST 5401.11
(q) COMNAVLEGSVCCOMINST 1610.1

Encl: (1) Reserve Support Funding Matrix
(2) Active Component Requirements Matrix
(3) Navy Reserve Readiness Unit (NRRU) Training and Support Matrix
(4) Fiscal Year Reserve Support Timeline
(5) Long-Term Support Request Form

1. Purpose. To issue policy and procedures for the utilization of Navy Reserve Sailors assigned to Naval Legal Service Command (NLSC) in order to ensure a coordinated, consistent requirements-based approach for NLSC warfighting readiness that also provides Reserve Sailors meaningful training opportunities and aligns with support of NLSC. NLSC Active Component (AC) organizations and Reserve Component (RC) units will follow the processes set forth herein. This instruction has been coordinated with Deputy Judge Advocate General Reserve Affairs and Operations (DJAG (RA&O)) to ensure consistency with the Office of Judge Advocate General (OJAG) policy and Chief of the Naval Reserve Warfighting instructions.

2. Intent.

a. Per section 10102 of reference (a), the purpose of the Navy Reserve is to provide trained units and qualified persons available for active duty, in time of war or national emergency and at such other times as the national security may require, to fill the needs of the Navy whenever more units and persons are needed than are in the regular Navy. Navy Reserve Sailors assigned to NLSC provide strategic depth to NLSC organization capabilities. Each drilling Selected Reserve (SELRES) Sailor must be prepared to perform in their assigned mobilization billet when activated. Support provided by Navy Reserve Sailors in accordance with this instruction will develop strategic depth and emphasize the mission expected of individual Sailors in their assigned mobilization billet.

b. Effective RC training and support of AC organizations requires routine communication and close coordination between the leadership of Navy Reserve Readiness Units (NRRUs) and their supported AC organizations. It also requires AC and RC leadership to be familiar with references (a) through (o) and Reserve funding mechanisms (synthesized in enclosure (1)). Both NLSC AC and RC leadership will familiarize themselves with these funding authorities and, to the extent possible, use the standardized support tools and timelines (enclosures (2) through (5)). These tools and timelines were developed to enable:

(1) The execution of meaningful training aligned with the delivery of requirement-driven Reserve support that promotes the warfighting readiness of NLSC Reserve Sailors;

(2) NLSC AC organizations and NRRUs to manage “short-term” and “long-term” training and support requirements, balancing the mission support requirements of the AC against the mission of the RC to maintain mobilization readiness consistent with the Chief of Naval Reserve warfighting instruction; and

(3) Commander, Naval Legal Service Command (CNLSC) to assess and prioritize limited funding sources.

3. Roles and Responsibilities.

a. Deputy Commander (DCOM). Responsible for oversight of the NLSC Navy Reserve training and support program, prioritization of NLSC AC unit “long-term” support requests, including periods of 30 days or more (e.g., ‘Military Personnel, Navy’ (MPN) funded definite recalls (DR), MPN or ‘Reserve Personnel, Navy’ (RPN) funded active duty for operational support (ADOS), and RPN-funded active duty for training (ADT)), and coordination to obtain limited funding with the Office of the Judge Advocate General and the Navy Reserve Law Program (NRLP).

b. NRLP Director, Legal Services (DLS). Responsible for providing coordination and support to the RLSC and DSO NRRUs. Coordinates with the NLSC DCOM, NRLP Manager, NRLP Reserve Program Director (RPD), NLSC Directors, and NLSC Program Manager &

Requirements Integrator (N1) on matters related to NRLP support, including training, utilization, and funding needs, throughout NLSC.

c. NRLP Manager. Under the directions of the DJAG (RA&O), provides overall NRLP community management. Works closely with the NRLP DLS, NRLP RPD, NLSC AC and RC leadership, and personnel on issues relating to NLSC assigned Reserve Sailors including billet and unit management, assignments and employment, building strategic depth, accessions, training, personnel, funding, and other matters of unit and individual administration and readiness.

d. NRLP RPD. Functions as an advisor to the NRLP DLS, NRLP Manager, and NLSC AC and RC personnel on strategic warfighting depth, planning, and readiness, opportunities for RC augmentation, mobilization, and operational support, and planning, programming, budgeting, and execution of Reserve funding per reference (p).

e. NLSC N1. Serves as NLSC's subject matter expert on Reserve manpower and funding. Liaises with OJAG, NRLP, NLSC directors, NLSC AC organizations, and NRRUs regarding long-term reserve requirements, and advises and assists DCOM with long-term requirement prioritization.

f. NLSC Directors. Director, Regional Legal Service Office Operations (RLSO OPS), Director, Defense Service Office Operations (DSO OPS), and Chief, Victim's Legal Counsel Program (CVLCP) will liaise with NLSC organizations and VLCP offices on their long-term reserve requirements, and advise DCOM, NRLP DLS, and N1 on long-term requirement prioritization. Additionally:

(1) RLSO OPS and DSO OPS shall serve as the Reporting Senior (RS) for their respective claimancy NRRU Commanding Officers (COs). Per reference (q), RLSO OPS is delegated authority to serve as the RS for all RLSO NRRU COs, and DSO OPS is delegated authority to serve as the RS for all DSO NRRU COs.

(2) RLSO OPS and DSO OPS will solicit and consider input from NRLP DLS, the supported NLSC AC COs and conduct respective ranking boards prior to finalizing NRRU CO fitness reports (FITREPs). Per reference (n), NRRU CO FITREP comments must reflect unit warfighting readiness, using impactful readiness metrics and language that enables supported commands and the Immediate Superior in Command (ISIC) to better evaluate the efficacy of unit level leadership as it relates to increasing overall warfighting readiness.

g. NLSC AC COs. Develop organization training and support requirements, in coordination with their supporting NRRU CO, to ensure effective integration and meaningful training and utilization of Reserve Sailors in support of their mobilization billets, while supporting AC requirements. These will be planned far enough in advance to enable:

(1) NRRUs to develop meaningful training opportunities and readiness generation plans aligned with NLSC AC organization training and support requirements.

(2) NLSC to maximize opportunities to secure available Reserve funding. For example, exceptional-annual training (E-AT) typically has a limited annual window for execution at the beginning of a fiscal year (FY) and can only be used after the SELRES Sailor's annual training entitlement of 12 to 14 days is exhausted. To increase available E-AT use for the upcoming FY, NLSC AC COs should begin planning the following FY's AT/E-AT support needs with their responsible NRRU prior to 1 May each FY. Likewise, any long-term support that seeks DR, ADOS, or ADT funding requires consultation with OJAG, the NRLP DLS, NRLP Manager, and NRLP RPD as soon as the need is identified.

(3) NLSC AC organizations to receive crucial operational support that is simultaneously designed to train and prepare Reserve Sailors for their mobilization billets. This will allow the RC to support the AC mission while developing their strategic depth and warfighting readiness.

(4) Provide FITREP input for NLSC NRRU COs to RLSD OPS and DSO OPS, respectively, concerning overall their NLSC NRRU's performance in integration, readiness and effectiveness of mission support. Participate in their respective ranking boards. Similarly, NLSC AC COs should be prepared to speak about reserve integration and their training and use of supporting NRRUs at mid-term counseling.

h. NLSC NRRU COs. Support the requirements of AC units to the extent possible while also taking into account individual sailor training plans and professional development, RC manpower and budget limitations, the skill and experience needed to fill requirements with the right Reserve Sailor, and balancing individual personnel needs.

(1) NRRU COs will also liaise with the NRLP DLS and other NRLP NRRU COs for manpower or budgeting solutions when unit inactive duty training (IDT), additional training periods (ATP), AT, and E-AT are insufficient to meet specific AC support requirements. Additionally:

(2) NRRU COs, or their designees, will communicate any known Reserve individual personnel training needs to their supported AC organization, to ensure that AC organizations can factor such needs into AC requirements planning. For example, a Reserve Sailor assigned to a RLSD NRRU may best be made mobilization ready by focusing their AT on legal assistance one year, and on command services the next; the limitation on using that Reserve Sailor's AT for command services the second year should be communicated from the NRRU to the supported RLSD. This collaboration will enable AC and RC leadership to effectively approach filling AC support requirements against equally important RC training and mobilization readiness.

4. Policy and Procedures. NLSC Directors and NLSC AC COs will identify and communicate support requirements to their aligned RC counterparts (i.e., NRLP DLS for NLSC Directors and NLSC NRRU COs for AC COs) as soon as practicable to enable the RC to maximize manpower solutions. NLSC COs (AC and RC) shall use standardized support tools, enclosures (2) and (3), to facilitate planning, though enclosures (2) and (3) may be tailored to specific unit needs. Enclosure (3) should include support and training to accurately identify sailor utilization. NRRU leadership should work with unit Sailors to develop individual training plans and identify

required training courses which may impact availability to provide direct support to the AC; training required for mobilization and mission readiness is meaningful sailor utilization. As most NLSC NRRU currently support at least two AC units, NLSC DCOM or his/her designee shall coordinate to resolve the prioritization of competing requirements that arise as a result of NRRU manpower limitations, also taking into consideration that RLSO NRRU provide military justice and prosecution services support to both RLSO and the Office of Special Trial Counsel.

a. NLSC AC COs shall engage in good faith efforts to plan RC training and support requirements at least a quarter or more in advance using enclosure (2). NLSC AC COs retain discretion to request support for emergent requirements as support needs arise, appreciating that NRRU COs and the NRLP may be unable to meet emergent requirements, whether short-term or long-term, due to manpower availability because funding sources beyond IDT and AT may not be available.

b. Short-Term Training and Support. Short-term requests are for 29 days or less and are generally funded using IDT, AT, E-AT, or inactive duty training travel (IDTT). However, because E-AT and IDTT are discretionary funding sources and often limited, requirements that intend to use them should be communicated as far in advance as possible and ideally will be planned for during the prior FY. Short-term requests will be communicated and resolved between NLSC AC and NRRU COs (or their designees), using enclosures (2) and (3). Additionally, because NRRUs are generally required to enter all AT/E-AT in the Navy Reserve Orders Writing System (NROWS) NLT 1 May of the current FY, AC units should identify and communicate all short-term requirements for Quarters 3 and 4 as far in advance as possible and prior to that FY's deadlines, as requirements entered into NROWS after that date are at risk of not being funded or losing funding. NRRU COs are responsible for coordinating short-term requests for training courses (i.e., enlisted and officer courses which focus on leadership, mission readiness, or which build strategic depth, including courses at Naval Justice School, NRLP-sponsored training events, Enlisted Professional Development, and other relevant training conducted by the Navy or other entities). ADT-Schools should be considered for training requirements approved for ADT Schools.

c. Long-Term Training and Support. Long-term requests are for 30 days or more and are generally funded using DRs, ADOS, and ADT. Long-term requests will be communicated in the same manner as short-term requests; however, stakeholders will adhere to the timeline contained in enclosure (4) to facilitate coordination between CNLSC and NRLP to prioritize and adjudicate the application of limited Reserve enterprise manpower resources.

(1) NLSC Headquarters (HQ) and VLCP Long-Term Support. DCOM and CVLCP will directly liaise with the NRLP DLS and the NRLP Manager for possible long-term manpower and funding solutions for these requirements.

(2) NLSC AC Unit Long-Term Support. NRRU COs will liaise with NRLP cognizant officials, including the NRLP DLS, NRLP RPD, and NRLP Manager for possible manpower and funding solutions and present such recommendations to their supported AC CO for approval and submission to NLSC.

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(3) DCOM will assess competing long-term RC support requirements, in coordination with NLSC Directors and NLSC COs, prioritize requirements, and submit a recommended requirements priority list to CNLSC.

d. NLSC COs will provide copies of their current versions of enclosures (2) and (3) to DCOM on a quarterly basis to provide snapshots of AC support requirements across NLSC and the RC manpower and support solutions. These identified support requirements are intended for situational awareness only.

5. Records Management. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy's Directives and Records Management Division (DRMD) portal page: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

6. Review and Effective Date. This instruction is effective immediately. Per OPNAVINST 5215.17A, NLSC will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for ten years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1.


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Releasability and Distribution:

This instruction is cleared for public release and shall be available electronically on the Navy Judge Advocate General's Corps public website: <https://www.jag.navy.mil/library/instructions>.

Reserve Support Funding Matrix

		Issuer	Funding Source(s)	Purpose	Length	Additional Details
Order Type	Recall	BUPERS (PERS-92)	<ul style="list-style-type: none">MPN: Supports AC and RC commands. NLSC Requests for MPN-funded definite recalls must first be coordinated through PERS-4416.RPN: Supports RC commands. Requests for RPN will be made through the NRLP Manager and NRLP RPD	<ul style="list-style-type: none">Officer Definite Recall (DR) Program: Designed to give SELRES officers the opportunity to fill gapped or vacant billets when no AC are available to fill, or none with the necessary designator, or SELRES expertise is particularly well-suited.Enlisted DR Program: Designed to give enlisted SELRES the opportunity to fill gapped or vacant billets across the AC communities.	<ul style="list-style-type: none">Officers: All recalls are on a temporary basis, generally not to exceed 36 months.Enlisted: All recalls are on a temporary basis, ranging from 12 to 36 months. Some recalls have the opportunity for extension, however may not exceed 36 months in total.	<ul style="list-style-type: none">Within the Officer Definite Recall program, there are AC MPN-Funded, and RC RPN-funded 3-Year Recall options. Both programs were established to:<ol style="list-style-type: none">1. Fill MPN and RPN billets to accomplish the Navy mission; and,2. Offer active duty opportunities to Reserve Officers to enhance their SELRES careers.
	ADOS	BUPERS	<ul style="list-style-type: none">MPN: Supports AC and RC commands; see above.RPN: Supports RC commands; see above.	<ul style="list-style-type: none">Per OPNAVINST 1001.20D, ADOS provides the necessary skilled manpower assets to support existing or emerging requirements on a temporary or short-term basis for which no billet exists.	<ul style="list-style-type: none">Orders are issued for a duration of 30 days or more in length, may not exceed 365 days (including the period required for processing onto active duty and release from active duty), and may not cross fiscal years.Reserve Sailors may not generally be on ADOS orders at any one command for more than 36 months.	<ul style="list-style-type: none">These orders are entirely voluntary until the Reserve Sailor checks out of the NRC.Low supply or high demand communities are considered managed communities. Reserve Sailors assigned to these communities are required to receive community manager approval prior to issuance of ADOS orders.
	ADT	CNRF	<ul style="list-style-type: none">RPN: Supports AC or RC commands.	<ul style="list-style-type: none">Per the annual COMNAVRESFORNOTE 1001, the primary purpose of ADT is to provide individual or unit readiness training. Support to mission requirements may occur incidental to performing ADT. ADT is a period of active duty intended to enhance or refresh existing skills that support military operations or future mobilizations, support a specific training requirement, and assist a command that has ADT funding available.	<ul style="list-style-type: none">Orders are issued for any duration up to 365 days but may not cross fiscal years. ADT requirements over 179 days will be screened by COMNAVRESFOR for validity.As with recall and ADOS orders, duty entitlements (such as BAH/per diem, PCS/HHG, etc.) will vary depending on the duration of orders.	<ul style="list-style-type: none">Per COMNAVRESFORINST 4650.1B, ADT orders are discretionary, voluntary, not an entitlement, and are distributed by supported commands or CNRFC.ADT-Special & ADT-Schools are centrally managed by CNRFC. Per COMNAVRESFORNOTE 1001, ADT- Special is prioritized by EXCOM; ADT-Schools must be supported by unit or billet requirements as documented in FLTMPs or TFMMS.
	AT/E-AT	CNRF	<ul style="list-style-type: none">RPN: Supports RC commands; see above.	<ul style="list-style-type: none">Per COMNAVRESFORNOTE 1001, the purpose of AT is to provide individual warfare readiness training for a Reserve Sailor’s mobilization billet. AT should be the primary means to satisfy the minimum annual active duty (AD) participation requirement.	<ul style="list-style-type: none">Each SELRES is allocated a 14-day planning figure per FY.Up to 29 days may be authorized for E-AT if funding is available. All travel days are included with calculating for E-AT.	<ul style="list-style-type: none">Per RESPERS M-1001.5, CH-12, SELRES must perform 12-14 days of AD per FY. Any combination of AT, ADT, ADOS, recall, mobilization, or AC service also counts toward this requirement. Although not mandated, completion of AT prior to execution of other types of AD is preferred.E-AT may be approved on a case-by-case by CNRFC N3.
	IDT/IDTT/ATP	CNRF	<ul style="list-style-type: none">RPN: Supports RC commands; see above.	<ul style="list-style-type: none">IDTs are allocated to ensure SELRES complete all Mobilization/Readiness requirements (i.e. medical, dental, GMT) and provide support to the AC.IDTTs serve the same purpose but include funding for travel for non-local SELRES to attend unit drill periods or training at alternate drill sites.ATPs are additional paid IDTs to support a unit’s specified mobilization mission.	<ul style="list-style-type: none">IDT periods are typically performed on a unit’s scheduled drill weekend (DWE) each month. Each paid IDT is 4 hours and a non-paid IDT is 2 hours.A typical DWE consists of 4 IDT periods and equals 4 days of basic pay.Each SELRES is allocated 48 paid IDTs per FY (totals 24 days/192 hours). 40 IDTs are required for a satisfactory Reserve participation year.	<ul style="list-style-type: none">Unlike IDTs, ATPs are discretionary, which allows RPDs the ability to provide additional support to their operational commands.

GLOSSARY:

AC/RC: Active Component/Reserve Component

ADOS: Active Duty for Operational Support

ADT: Active Duty for Training

AT/E-AT: Annual Training/Exceptional-Annual Training.

EXCOM: Executive Committee Pillar Leads

IDT/IDTT/ATP: Inactive Duty Training/Inactive Duty Training-Travel/Additional Training Periods.

MPN: Military Personnel Navy (annual appropriation)

NRC: Navy Reserve Center (formerly known as a Navy Operational Support Center or "NOSC")

RPD: Reserve Program Director (formerly known as an Operational Support Officer or "OSO")

RPN: Reserve Personnel Navy (annual appropriation)

SELRES: Selected Reserve

NOTE: Per ALNAVRESFOR 025/20, to align with the NDS and changing geopolitical spectrum, CNR's number one – and only – priority is Warfighting Readiness. Specifically, CNR identified the need to: divest RC capabilities/capacities that do not support validated Navy requirements or do not explicitly train to mobilization billets; prioritize training time and funds to build high-end warfighting readiness over support for low-end operational and administrative tasking; and, develop and implement mobilization processes based on the "MOB-to-billet" design to expedite the Navy's access to RC forces and improve RC accessibility in day-to-day competition and high-end conflict. As such, the current FYCOMNAVRESFORNOTE 1001, reference (m), places increased emphasis on using discretionary RPN funds to achieve Warfighting readiness objectives over "ad hoc" operational support. Timelines and available E-AT days may adjust on an annual basis and throughout the fiscal year. Refer to the annual issuance and updates to reference (o).

Active Component Requirements Matrix

[illegible]

Current as of XX/XX/XXXX

FILLED - Event Filled by Identified Reserve Sailor(s) to Support

VACANT - Need to Identify Reserve Sailor to Support Requirement

Navy Reserve Readiness Unit (NRRU) Training and Support Matrix

FY-XX NRRU TRAINING AND SUPPORT MATRIX				
Reserve Sailor	Special Qualifications	AT /E-AT (days committed with req't / uncommitted)	IDT (for AC support)	ADT

Current as of XX/XX/XXXX

LEGEND

	Color Reserve Sailor green when all 14 days of AT committed for FY
	Color Reserve Sailor orange when AT partially committed for FY, but AT not fully committed
	Color Reserve Sailor red when not AT has been scheduled

Fiscal Year Reserve Support Timeline

1 Oct	31 Dec	31 Mar	30 Jun	30 Sep
<p><u>1 Oct</u>: 29 Days E-AT</p> <p><u>1 Oct</u>: FY ADOS begins</p> <p><u>Mid-Oct</u>: NRLP provides guidance to NLSC for current FY mid-year ADOS requests</p> <p><u>31 Oct</u>: All Q1 approved ADT and IDTT requests submitted for orders by RC units</p> <p><u>Nov</u>: NLSC provides prioritized current FY mid-year ADOS requests to NRLP</p> <p><u>30 Nov</u>: NRLP O-6 and O-5 assignment annual rotations</p> <p><u>Nov/Dec</u>: NRLP submits current FY mid-year ADOS requests for funding approval</p> <p><u>31 Dec</u>: NRLP O-4 and O-3 assignment annual rotations</p> <p><u>31 Dec</u>: RC units complete annual review and updates for assigned Individual Training Plans (ITPs).</p>	<p>15 Jan: NRLP submits mid-year ADOS requests for funding approval</p> <p><u>31 Jan</u>: All Q2 approved ADT and IDTT requests submitted for orders by RC units</p> <p><u>31 Jan</u>: NLSC and RC units provide NRLP with updated prioritized Q3 and Q4 ADT and IDTT requests</p> <p><u>Feb</u>: NRLP provides guidance to NLSC for next FY ADOS requests</p> <p><u>Feb/Mar</u>: Current FY mid-year ADOS order writing (PERS)</p> <p><u>Mar</u>: NLSC provides prioritized next FY ADOS requests to NRLP</p> <p><u>Mar</u>: E-AT reduction for RC units</p> <p><u>Mar</u>: Reserve Executive Committee (EXCOM) Mid-year Review</p>	<p><u>Apr/May/Jun</u>: Controlled E-AT available</p> <p><u>1 Apr</u>: Current FY mid-year ADOS begins</p> <p><u>30 Apr</u>: All Q3 approved ADT and IDTT requests submitted for orders by RC units</p> <p><u>Apr/May</u>: NRLP submits next FY ADOS requests for funding approval</p> <p><u>1 May</u>: RC unit AT waivers due to Navy Reserve Center (NRC)</p> <p><u>1 May</u>: AC and RC units develop plan for RC AT/E-AT for next FY.</p> <p><u>May</u>: Last month for new/emergent current FY ADOS requests</p> <p><u>31 May</u>: RC units update current FY unit AT participation</p> <p><u>31 May</u>: New Reserve affiliations through this date required to complete current FY AT.</p> <p><u>30 Jun</u>: All Q4 AT orders saved and routed by NRC for fund approval</p> <p><u>30 Jun</u>: RC units save and route all remaining FY ADT-Schools orders</p>	<p><u>Jul/Aug/Sep</u>: Controlled E-AT available</p> <p><u>1 Jul</u>: NRLP commits all Q4 ADT</p> <p><u>31 Jul</u>: All Q4 ADT and IDTT requests submitted for orders by RC units</p> <p><u>31 Jul</u>: NLSC and RC units provide NRLP with prioritized next FY ADT and IDTT requests</p> <p><u>Aug</u>: Reserve EXCOM Annual Distribution Meeting (next FY)</p> <p><u>Jul/Aug</u>: Submission of any NLSC new/emergent next FY ADOS requests</p> <p><u>15 Aug</u>: Q4 additional paid IDTs (e.g. ATPs) for RC units scheduled and approved by NRC</p> <p><u>Aug/Sep</u>: Next FY ADOS order-writing</p> <p><u>Sep</u>: Annual Reserve Force Execution Guidance (Notice 1001) and Force Generation Guidance issued for next FY</p>	

ADDITIONAL NOTES

- NOTE: Timelines and available E-AT days may adjust on an annual basis and throughout the fiscal year. Refer to the annual issuance and updates to reference (o).
- ITPs for all Reserve NLSC Sailors required no later than three months after NRRU on-boarding.
- E-AT typically reduced to 21 days in Q2 and further reduced to 14 days by Q3.
- Split AT with travel must be no less than five days and is limited to two sets during the FY, including E-AT. AT order writing deadlines are 14 days before start date for CONUS and 30 days before start date for OCONUS.
- Controlled E-AT is E-AT that may be available to NLSC on a limited basis each FY after E-AT limits imposed.
- AC units should work with their supporting RC unit and NRLP for ADOS and ADT volunteers if a by-name request is not already identified.
- NLSC ADOS and ADT requests are submitted for prioritized JAG or DJAG approval for total force (all JAG Corps) submission for funding. ADT requests > 29 days - 179 days will receive additional Navy Reserve screening.
- Definite recall orders may begin at various points through the FY. PERS-4416 manages FY definite recall quotas, billets, and start/end dates for orders.

Long-Term Support Request Form**Required Information**

AC Unit and UIC	
Dates Range Support Required (include travel)	
Description of Support/Work to be Completed	
Rank Requirements for Requested Reserve Sailors	
Number of Reserve Sailors Requested	
May Requirement be Split and Filled by Multiple People? <i>(e.g., 90-days requested; would three Reserve Sailors for 30-days each work? Or is one 90-day Reserve Sailor required?)</i>	
Special skills or training required <i>(e.g., MILJUS, Command Services, Legal Assistance, NSL or SJA/FJA, or, VLC Certifications)</i>	
Security Clearance Requirements <i>(if applicable)</i>	

Required Information for Any Interested NRLP Reserve Sailors to Submit with an Application <i>(e.g., resume or biography)</i>	
Location Where Support will be Provided, and Whether Telework is Authorized	
Detailed Justification for the Requested Support, the Opportunities to Train to the Mobilization Billet it Offers, and the Impact to Mission if Unmet <i>(e.g., minimum, significant, critical)</i>	
Date Application Materials are Due	
Point of Contact for the Request (Email, Commercial and DSN Numbers)	

Controlled Unclassified Information