





DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO  
OPNAVINST 1001.20B  
N13  
JUNE 12 2000

OPNAV INSTRUCTION 1001.20B

From: Chief of Naval Operations  
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

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

Ref: (a) OPNAVINST 3060.7A, Navy Manpower Mobilization Guide (NOTAL)  
(b) NAVPERS 15560C, Naval Military Personnel Manual  
(c) NAVPERS 15909G, Enlisted Transfer Manual  
(d) Title 10, United States Code  
(e) BUPERSINST 1001.39C, Administrative Procedures for Naval Reservists on Inactive Duty  
(f) OPNAVINST 6110.1E, Physical Readiness Program  
(g) DOD 5500.7-R of 30 Aug 93, Joint Ethics Regulation  
(h) NAVMED P-117, Manual of the Medical Department (NOTAL)  
(i) SECNAVINST 5300.30C, Management of Human Immunodeficiency Virus-1 (HIV-1) Infection in the Navy and Marine Corps  
(j) OPNAVINST 6000.1A, Management of Pregnant Servicewomen  
(k) SECNAVINST 1920.6B, Administrative Separation of Officers (NOTAL)  
(l) OPNAVINST 1160.7B, Reenlistment Quality Control Program for Inactive Duty Enlisted Naval Reservists  
(m) DOD 7000.14-R Department of Defense Financial Management Regulations, Volume 7A (NOTAL)  
(n) SECNAVINST 1427.2B, Rank, Seniority and Placement of Officers on the Active Duty and Reserve Active Status Lists of the Navy and Marine Corps  
(o) BUPERSINST 1610.10, Navy Performance Evaluation and Counseling System  
(p) SECNAVINST 1850.4D, Department of the Navy Disability Evaluation Manual (NOTAL)  
(q) SECNAVINST 1900.7G, Separation Pay for Involuntary Separation from Active Duty  
(r) SECNAVINST 1910.4B, Enlisted Administrative Separations (NOTAL)

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- Encl: (1) OYR Program Requirements and Order-writing Procedures  
(2) ADSW Program Requirements and Order-writing Procedures  
(3) ADSW Contingency Operation/Joint or NATO Task Force Augmentation Requirements and Order-writing Procedures  
(4) Sample ADSW/OYR Request Format  
(5) ADSW Recall Qualification Checklist  
(6) Reserve Personnel Administrative Requirements for ADSW/OYR  
(7) Sample Statement of Understanding

1. Purpose. To issue ADSW and OYR Program policy, procedures, and administrative guidance for Naval Ready Reserve personnel providing voluntary contingency and peacetime mission support. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1001.20A.

3. Discussion. The ADSW and OYR Program supports short-term Navy mission requirements for which no permanent duty billet or position is programmed or where active duty personnel with the required skill(s) are unavailable. This program provides the active forces with Naval Reserve support to facilitate emergent, unanticipated, unplanned or non-recurring short-term projects that cannot be accomplished with assigned personnel. Entitlements and processing requirements vary depending on the length of the ADSW period (<30 days; 30-90 days; 91-139 days; 140-179 days; 179+ days). Involuntary recalls or mobilizations are described in reference (a).

4. Policy. Commands requesting ADSW/OYR support must consider the following criteria:

a. Naval Reserve members who participate in this program are temporary, full-time active duty assets who voluntarily accept ADSW/OYR orders to active duty. ADSW/OYR is not a career program. Rather, it is considered one constructive part of a Reservist's career.

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

(2) Reference (b), article 1001-060, and reference (c), chapter 21, provide guidance for Reserve enlisted personnel requesting General Assignment/Recall to active duty.

b. The request must directly relate to the gaining command's mission requirements and impact operational effectiveness.

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

(1) Reservists serving more than 179 continuous days of ADSW count against fiscal year end strength totals for Military Personnel Navy (MPN)/Reserve Personnel Navy (RPN) per reference (d), section 115. Accordingly, requests for ADSW orders greater than 179 days will not normally be granted. Requests to exceed 179 days must be approved by Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-812) for MPN-funded orders and by COMNAVPERSCOM (PERS-9D) for RPN-funded orders. Short breaks between consecutive ADSW orders may result in significant pay problems for Reservists because the current Master Military Pay Account (MMPA) infrastructure requires at least 30 days to react to status changes and may take up to 60 days.

(2) Requests for consecutive periods of ADSW for the same special work (same individual, command, and Unit Identification Code (UIC)) will not be authorized without appropriate justification and prior approval from COMNAVPERSCOM (PERS-812) for MPN-funded orders and COMNAVPERSCOM (PERS-9D) for RPN-funded orders.

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

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

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

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(3) Reservists authorized ADSW/OYR recall as instructors must be used as instructors.

(4) Reservists recalled as support for Canvasser Recruiters will be used only in support roles.

(5) Officers in the Medical Corps, Medical Service Corps, Nurse Corps, Dental Corps and Chaplain Corps may only be assigned 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 gaining command with the Centralized Credentialing and Privileging Department at the Naval Healthcare Support Office, Jacksonville, Florida. ADSW/OYR requests for healthcare providers will not be routed via the Bureau of Medicine and Surgery (BUMED) unless BUMED funds are requested.

## 5. Procedures

a. Requests for ADSW/OYR support will be submitted and adjudicated in accordance with the procedures set forth in enclosures (1) through (3). Enclosure (4) provides a sample format for message or letter requests. 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.

b. Members recalled to active duty in support of the ADSW/OYR program will be processed as follows: (See paragraph 6 for a detailed listing of the responsibilities summarized here).

(1) For all ADSW non-contingency orders to gaining commands located within the continental United States (CONUS), Alaska, and Hawaii, the Reservist will be activated at the Naval Reserve Activity (NRA) and sent directly to the gaining command. The NRA will verify the Reservist's eligibility using the ADSW Recall Qualification Checklist provided in enclosure (5). Upon arrival at the gaining command, the Reservist will be processed by the supporting Personnel Support Activity Detachment (PSD) based upon pre-staged data and the duration of orders as described in paragraphs 5b(1)(a) and (b). At the conclusion of the ADSW period, the Reservist will be processed for release from active duty at the gaining command and return home via the NRA.