OPNAV INSTRUCTION 1001.20D

From: Chief of Naval Operations

Subj: STANDARDIZED POLICY AND PROCEDURES FOR THE ACTIVE DUTY FOR OPERATIONAL SUPPORT PROGRAMS

Ref: See enclosure (1)

Encl: (1) References
     (2) List of Active Duty Programs
     (3) ADOS Screening Checklist
     (4) Navy Reserve Activity (NRA) Screening Guidelines

1. Purpose
   a. To update active duty for special work (ADSW) program policy, procedures and administrative guidance for Navy Reserve personnel who provide active duty for operational support (ADOS) not regulated by any other instruction.
   
   b. Major changes to this instruction include incorporation of organizational changes, updated processes, streamlined medical screening guidance, updated checklists and establishment of the terminology shift from ADSW to ADOS. This instruction has been completely revised and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1001.20C.

3. Scope and Applicability
   a. This instruction applies to Reserve Component (RC) members on or volunteering for Active Component (AC) ADOS, ADOS in support of the RC, contingency ADOS and Reimbursable ADOS, requesting AC or RC Navy or Joint commands, enabling Navy Reserve Force commands or units and applicable Office of the Chief of Naval Operations (OPNAV) and Navy Personnel Command (NAVPERSCOM) codes.
   
   b. This instruction applies to programs where necessary skilled manpower is needed to support existing or emerging requirements but a manpower requirement has not been defined or is in the process of being defined, planned and budgeted. There are 10 variations of ADOS and 4 of these variations are governed by this instruction. Specifically, this instruction applies to programs in which no billet exists or the program is not intended to fulfill training requirements.
All other forms of ADOS in which a billet exists and is intended to be filled, or used to fulfill a training requirement, defined in references (a) and (b), are governed by other instructions or manuals. Enclosure (2) lists all forms of ADOS and applicable references.

4. Background and Discussion

   a. While reference (a) section 12301(d) provides legal authority to order RC members, with their consent, to active duty, this instruction does not govern all forms of ADOS established under the authority of reference (a) section 12301(d). In the past ADSW was intended to describe reserve opportunities not covered by any other Navy instruction or manual, but ADSW is not used in any Department of Defense (DoD) publication nor do other Services use the terms “active duty for special work” or “ADSW” in their publications.

   b. The ADOS programs regulated under this instruction support Navy missions where active duty personnel with the required skill(s) are not readily available. These ADOS programs are not intended or authorized to improve a participant’s potential for augmentation to the AC, allow achievement of active duty retirement eligibility or to create a career status. For these reasons, ADOS orders are limited to a maximum of 3 consecutive years at the same command. Sailors who request extensions beyond 3 years are encouraged to pursue other active duty options such as definite or indefinite recall, mobilizations or active duty for training (ADT). Additionally, the ADOS program should not be used to protect a Service member from being mobilized.

   c. ADOS constitutes a type of support as set forth in reference (a), section 115, and as implemented by reference (b). Those references do not mandate any change in the purpose of ADOS or the policy criteria underlying the appropriate use of ADOS. Additionally, references (a) and (b) provide rules for managing Reserve members who serve more than 1,095 days out of any period of 1,460 days in length while providing operational support, including ADOS. None of these rules are meant to change the fundamental purpose of ADOS or the criteria for its use.

   d. Entitlements associated with the various types of Reserve operational support can differ as mandated by reference (c), and therefore it is necessary to use appropriate terms to ensure RC members receive the pay, allowances and other benefits to which they are entitled.

5. Definitions

   a. Operational Support. Operational support is a category of voluntary duty that includes ADOS with several subcategories.

   b. ADOS. In this instruction, ADOS refers to any of the variants in sub-paragraphs (1) through (5), and is an authorized voluntary tour of active duty performed in line with section 12301(d) of reference (a). The purpose of ADOS is to provide the necessary skilled manpower
assets to support existing or emerging requirements on a temporary or short-term basis for which no billet exists.

(1) ADOS-RC is ADOS funded by the RC by the Reserve Personnel, Navy (RPN) appropriation.

(2) ADOS-AC is ADOS funded by the AC by the Military Personnel, Navy (MPN) appropriation.

(3) Contingency ADOS is subset of ADOS-AC, and therefore, also MPN-funded. Contingency ADOS is voluntary active duty performed by RC Sailors supporting contingency missions validated by NAVPERSCOM Augmentation Division (PERS-46).

(4) Reimbursable ADOS is ADOS which is funded with Navy working capital or other reimbursable funding.

(5) Other forms of ADOS as broadly-defined in references (a) and (b) are referred to as ADT Special, Definite Recalls or Canvasser Recruiter programs, listed in enclosure (2) and not regulated by this instruction.

c. Ready Reserve. The Ready Reserve is comprised of the Selected Reserve (SELRES) and Individual Ready Reserve (IRR). The SELRES and IRR are eligible for active duty as prescribed by reference (a), chapter 1209.

d. SELRES. Those units and individuals within the Ready Reserve designated by their respective services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. All SELRES are in an active status. The SELRES also includes members performing initial ADT.

e. Navy-Marine Corps Mobilization Processing System Requirements Tracking Module (NMCMPs RTM). The NMCMPs RTM is a web-based system, accessible through Bureau of Navy Personnel (BUPERS) Online (BOL), that provides automated workflow processing, tracking and approval of ADOS requests, and it further provides visibility of ADOS requirements and members currently serving on ADOS orders.

6. Policy. Commands requesting ADOS as defined in this instruction must consider:

a. Navy Reserve members who participate in this program are temporary active duty assets who voluntarily accept ADOS orders. ADOS is not a career program, but a constructive component of a Reserve member’s career. In addition to ADOS-AC, ADOS-RC, contingency ADOS and Reimbursable ADOS, commands may consider other programs not regulated by this instruction, listed in enclosure (2), including:
(1) Reference (d) provides guidance for recall of SELRES and Voluntary Training Unit (VTU) members to fill gapped AC and Full-Time Support billets.

(2) Article 1001-060 of reference (d) provides guidance for SELRES enlisted Sailors requesting general assignment or recall to active duty.

b. A request for ADOS must be directly related to the supported command’s mission and impact operational effectiveness.

c. The requirement for ADOS should be temporary or short-term in duration with a clearly defined termination date or objective for completion. The requesting command should demonstrate efforts to solve permanent manning issues through establishment of total force manpower management system requirements, program objective memorandum initiatives, etc.

(1) Reserve members, other than flag officers, serving more than 3 years continuously on active duty orders or exceeding 1,095 days of active duty in the previous 1,460 days count against fiscal year active duty end strength, in line with reference (a), section 115. However, such members do not leave the Reserve Active Status List nor do they count against controlled grades in line with reference (b).

(2) Reserve flag officers’ limitations on performing active duty before counting against active duty authorized strength are managed by the Navy Flag Matters office in line with reference (a), section 526.

d. Low supply or high demand communities are considered managed communities. Service members assigned to these communities are required to receive community manager approval prior to issuance of ADOS orders.

e. Determination of permanent change of station (PCS) or temporary duty for ADOS orders is regulated by reference (c).

(1) PCS entitlements for overseas tours and tours outside the continental United States (OCONUS) may be limited in line with reference (c).

(2) Use of a local reserve Service member is always encouraged as the most cost-effective manpower solution but should not impede selection of the most qualified individual for a particular ADOS assignment. Depending on PCS budget limitations, ADOS requirement approval may be limited to local Service members only.

f. Office of the Chief of Naval Operations Deputy Director Plans and Force Management (OPNAV N312) will assist NAVPERSCOM Active Duty for Operational Support Branch (PERS-462) in determining the validity of contingency ADOS requests and whether they are better served as contingency ADOS orders or mobilizations considering the following:
(1) In line with section 101 of reference (a), contingency operations are military operations designated by the Secretary of Defense (SecDef) as operations in which members of the armed forces are or may become involved in military actions, operations or hostilities against an enemy of the United States, against an opposing military force or results in the call or order to or retention on active duty of a Service member in line with reference (a), sections 12301(a), 12302, 12304, 12304a, 12305, 12406 of Chapter 15, or reference (e), or any other provision of law during a war or national emergency declared by the President or Congress.

(2) Contingency ADOS orders are voluntary orders issued in line with reference (a), section 12301(d), for contingency missions validated by OPNAV N312, as defined in reference (a), section 101(13).

(3) Only those ADOS orders that cite a specific contingency, the authority for the contingency and the associated entitlements will be considered contingency ADOS.

(4) Only contingency ADOS may be used to voluntarily order RC Sailors to active duty for a crisis or contingency mission of the AC, Office of the Secretary of Defense, Office of the Joint Chiefs of Staff, or Joint Command when the mission requires specialized experience or knowledge which the RC Sailor possesses and which is unavailable in the AC.

(5) A member performing contingency ADOS will be entitled to all contingency benefits as authorized by applicable law and regulation.

7. Procedures

a. Requests for ADOS support will be submitted and adjudicated using an ADOS requirement information sheet and, if applicable, a by name request form, provided by PERS-462 upon request. The requirement information sheet is used to identify and justify ADOS support for the requirement or work to be performed. The by name request is used to identify the Reserve member who will perform the work and is intended to provide the order issuing authority, PERS-462, with the information needed to draft the actual ADOS order. The ADOS statement of understanding (NAVPERS 1070/613 Administrative Remarks) is required but temporary as it expires at the end of each set of orders. ADOS statement of understanding (NAVPERS 1070/613 Administrative Remarks) details the Reserve member's acknowledgement of understanding of their responsibilities relating to the ADOS program. An activity must request ADOS-AC for work in support of AC programs and ADOS-RC for work in support of RC programs.

b. Members with ADOS orders will be processed in line with article 1001-060 of reference (d) and references (c) and (f).
(1) Reserve members on active duty for less than 30 days will remain in a reserve status and receive their active duty pay in a single direct deposit disbursement directed by the personnel support detachment (PSD), personnel office, or Transactional Service Center (TSC).

(2) Reserve members on active duty for 30 days or more will be gained to active duty and have a Master Military Pay Account (MMPA) opened in their name.

(3) Supported commands will ensure compliance with all Reserve personnel administrative requirements for ADOS, including the release of Reserve members prior to conclusion of orders to allow adequate time for travel, processing and leave if required or desired. Leave may be granted so as to terminate prior to the conclusion of the ADOS orders.

(4) Reserve members will be screened in line with enclosure (3) by the member’s Navy Reserve Activity (NRA) as prescribed by enclosure (4). From the NRA, the member will be sent directly to the supported command or the Expeditionary Combat Readiness Center (ECRC). For contingency ADOS orders, the Reserve member will also be screened with the Expeditionary NAVMED 1300/4 Expeditionary Medical and Dental Screening for Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations, by the NRA and sent to the ECRC. The NRA will verify the Reserve member’s eligibility using the appropriate checklist and correct all deficiencies within its capability.

(a) If the Reserve member is found ineligible either at the NRA or subsequently at the ECRC, the NRA or the ECRC, as applicable, will contact PERS-462 for further instruction regarding any change to the Reserve member’s orders.

(b) The NRA will ensure the Reserve member’s active duty pay account is created in coordination with their supporting PSD, personnel office, or TSC.

(5) At the conclusion of the ADOS period, the Reserve member will be processed for release from active duty by the supported command and returned to a NRA.

(a) Reserve members on contingency ADOS orders will return to the NRA via the ECRC.

(b) In line with reference (g), all Reserve members serving on active duty for 31 or more consecutive days are required to complete a medical assessment or examination as required prior to separation from active duty.

(6) Requests for contingency support orders must be submitted through the appropriate Operational Support Officer (OSO) Executive Committee Pillar, as defined in reference (h), to PERS-462. PERS-462 will coordinate with OPNAV N312 to determine whether the requirement is more appropriate for involuntary activation or contingency ADOS and identify the appropriate training pipeline. If contingency ADOS is approved by PERS-462 in line with policy established
by Office of the Chief of Naval Operations Director, Military Plans and Policy Division (OPNAV N13), then PERS-462 will issue the orders, in line with reference (a), section 12301(d).

c. ADOS requests funded with Navy working capital or other reimbursable funding will adhere to these additional guidelines and procedures:

1. The cost of ADOS tours will be calculated using the DoD composite rates for the fiscal year. In line with reference (i), the cost of military labor must not be charged to another DoD entity except for the cost of military personnel assigned to a DoD working capital fund activity and must be funded by a working capital fund appropriation. ADOS in support of intelligence or counter-intelligence may be funded with other DoD appropriations. Outside DoD agencies may use other reimbursable funding to request ADOS. Funding will be transferred using either NAVCOMPT 2275 Order for Work and Services or DD Form 448 Military Interdepartmental Purchase Request.

2. Funding documents should be submitted to NAVPERSCOM, Execution and Accounting (PERS-704) and Office of the Chief of Naval Operations Director, Resource Management Division (OPNAV N10) at least 30 days prior to the requested start date.

3. Outside of the normal ADOS budget, the requesting command funds reimbursable ADOS. ADOS tours funded in this manner must comply with ADOS policies contained in this instruction.

d. In line with reference (j), Medical Hold (MEDHOLD) is the voluntary retention of Reserve members on active duty to receive medical treatment for service-connected injuries, illnesses or diseases or any combination thereof until determined fit for duty by the NAVPERSCOM, Reserve Medically Restricted Duty Program Branch (PERS-95), senior medical officer or medical status review officer, or until final disposition is determined by the physical evaluation board. Members will be placed in a duty status commensurate with their physical abilities. MEDHOLD procedures are as follows:

1. Members experiencing medical problems that interfere with the performance of duty must notify their supported command’s (OSO) immediately.

2. Commands must contact PERS-462 and PERS-95 immediately if an ADOS member experiences an injury or illness while attached to their command. To request an extension for MEDHOLD benefits, commands must submit documentation of the medical condition to PERS-95 for review and determination.

3. Members desiring to undergo elective surgery while on ADOS orders must obtain the approval of their supported command’s OSO and PERS-462 and PERS-95 before undergoing elective surgery.
(4) No member on ADOS orders will be extended for medical reasons without approval from PERS-462 and PERS-95.

(5) Members must sign a statement acknowledging understanding of MEDHOLD requirements and compliance with scheduled appointments.

e. Requests for waivers to ADOS policy must be submitted in a timely and official manner to PERS-462 for adjudication. Requests for waiver of ADOS policy submitted less than 60 days prior to a desired start date may impact the actual start date of the orders. Requests will be in official letter format and identify the specific ADOS policy from which relief is sought (e.g., 1,095 days, 16-year waiver, etc.). Specific information concerning a member’s unique suitability for the requirement, risk or benefit to service of waiving subject policy and alternatives to waiver must be provided. Waivers to ADOS policy must be endorsed by the first AC flag or general officer in the requester’s chain of command.

8. Eligibility Criteria. PERS-462 will coordinate with NRAs and COMNAVRESFORCOM to ensure Reserve members recalled under the ADOS program meet eligibility criteria. The responsibility for verifying eligibility lies with the member’s chain of command, NRA and the ECRC as applicable. However, the final decision as to whether a member is eligible for orders rests with PERS-462. To be eligible, members must meet the following criteria:

a. Service member must meet all theater-specific requirements for assignment.

b. Service member must be a satisfactory participant in the SELRES or in a VTU. Members in the IRR must affiliate with the SELRES or be in the VTU in order to be eligible for ADOS orders.

c. Service member must have less than 16 years total active military service (TOTAS) or request and receive approval for a policy waiver for any time over 16 years of TOTAS or to enter into sanctuary, in line with reference (k). TOTAS is the sum of active duty that includes ADOS, ADT and annual training (AT). ADSW is now known as ADOS, and must be included in any TOTAS calculation.

d. Officers must be less than 62 years of age and enlisted personnel must be less than 60 years of age.

e. Service member must have at least one 31-day break in active duty service within the last 5 years prior to commencing ADOS, consistent with reference (a), section 1174. Active duty includes any ADOS, ADT, AT and any orders previously executed as ADSW, including definite recalls.
f. Service member must not exceed 1,095 days (3 years) in the previous 1,460 days (4 years) of voluntary ADOS-AC, definite recall or Contingency ADOS during the period requested, in line with reference (l).

g. Service member must be qualified to perform the duties of the requested assignment.

h. Unless waived by the supported command, Service member must meet physical readiness requirements of reference (m) and current naval administrative message guidance concerning physical fitness assessment standards.

i. The Reserve member must be in a status where the member’s active duty pay will not be compounded with other government pay or compensation, such as retired pay or Veterans Administration disability benefits, in line with reference (a), section 12316 and reference (n), section 5304.

j. Service member must be free of potential conflicts of interest between the Reserve member’s civilian employment and the ADOS requirement the member will fill, particularly defense-related or federal positions, during the active duty period, in line with references (o) and (p).

k. Service member must meet physical qualifications for active duty in line with references (q) and (r).

l. Service member must have documentation of a negative human immunodeficiency virus test, in line with reference (s), within 12 months of the requested ADOS orders start date or as dictated by theater requirements.

m. Pregnant female Service members must provide documentation of approval by their obstetrician healthcare provider prior to participation in active duty functions, in line with references (t) and (u).

n. Non-prior Service members must complete an initial ADT (which includes basic military training as well as technical skills training). Direct commission officers must complete the basic training requirements prior to being assigned to an OCONUS assignment.

o. Enlisted Sailors must meet the enlistment quality control standards of article 1160-030 of reference (d), not exceed high year tenure gates, be eligible for retention under the high year tenure restrictions in article 1160-120 of reference (d), and have sufficient obligated service under their current enlistment to complete the period of ADOS orders or reenlist or extend their enlistment prior to the ADOS orders being issued in line with article 1160-040 of reference (d). Members on multiple back-to-back orders may provide a “Reenlistment Letter of Intent” using a NAVPERS 1070/613 to PERS-462. PERS-462 will then release orders and the supported command’s PSD, personnel office, or TSC may reenlist the member.
Generally, officers must not be subject to attrition within 1 year. Before writing ADOS orders, PERS-462 will verify all officers are not subject to attrition within 1 year, but may generate orders for members who would attrite but intend to apply for continuation. If continuation is not granted by NAVPERSCOM Reserve Personnel Management Branch (PERS-9), the member’s orders will be canceled or modified to change the end date aligned to the required attrition date.

9. Responsibilities

a. OPNAV N13, under the direction of the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1)), has overall responsibility for policies associated with ADOS.

b. OPNAV N10 will:

   (1) program and provide funding for ADOS AC and RC programs,

   (2) provide guidance and information to PERS-462 concerning out-year planning and updates concerning current year execution policy, and

   (3) define PCS funding limitations pertaining to ADOS orders.

c. NAVPERSCOM, Career Management Branch (PERS-4) will provide flag officer oversight of ADOS program execution and administration.

   (1) PERS-462 will:

      (a) plan and allocate ADOS funding. Provide monthly execution report to OPNAV N10,

      (b) screen ADOS requests and process ADOS waivers in line with references (c) and article 1001-060 of reference (d),

      (c) process requests for ADOS orders,

      (d) coordinate with Navy Reserve activities to ensure Reserve members identified for ADOS orders meet the eligibility criteria defined in paragraph 8, and

      (e) maintain ADOS records for at least 5 years, to address matters relating to section 1174 of reference (a) and Chapter 43 of reference (n).
(2) NAVPERSCOM Reserve Personnel Management Branch (PERS-91) will provide statements of service when requested.

(3) PERS-95 will:

(a) Provide guidance and staffing coordination with the supported command requesting a MEDHOLD determination.

(b) Review all requests for medical extensions in the case of members on active duty for 30 days or more who may need to be extended on active duty for a service-connected injury or illness.

(c) Provide authorization for any medical extension and surgery that could impact the member’s ability to continue to perform their duties or require remaining on active duty beyond the release date of their orders.

(d) Monitor, manage and oversee the medical case management of a member placed in a MEDHOLD status. Establish a specific plan for the administration of medical care for the member. Administer funding for personnel retained beyond expiration of ADOS for medical reasons.

(e) Identify the site best suited for providing prompt, effective and efficient medical treatment while in a MEDHOLD status.

(f) Maintain direct liaison authority with the MEDHOLD site and medical staff providers to ensure all representatives are fully informed of ongoing medical cases.

(g) Authorize fit for duty determinations in consultation with specialty leaders and local medical providers, in line with reference (j).

(h) Verify the continuity of medical care plan for members detaching from active duty with line of duty benefits, in line with reference (j).

d. Navy enterprises, enablers, echelon 2 and 3 commands and joint commands and staffs will:

(1) Submit to PERS-462 anticipated ADOS requests for the following fiscal year as directed in the annual budget call guidance. Request submissions and any subsequent emergent submissions must be made using the ADOS Pillar Shell spreadsheet and request information sheet, provided by PERS-462.

(a) ADOS opportunities are limited by the availability of discretionary funds allocated to PERS-462.
(b) Prioritization and use of the funds must be managed over the fiscal year by the OSO executive committee pillar structure as defined in reference (h). Competing priorities will be reconciled from within funding allocated to the pillar or through the mid-year reprioritization process. When there are insufficient resources to cover all requests, the Flag or Senior Executive Service officer designated to oversee the pillar will serve as the governing authority.

(2) Comply with the ADOS assignment restrictions outlined in paragraph 6.

(3) Subsequent to approval by PERS-462 of the ADOS requirement, submit routine ADOS order requests using the by name request template provided by PERS-462, no less than 30 working days prior to the requested active duty commencement date. The completion of the by name request form is required to provide the member’s information to PERS-462 for the order generation process.

(4) Screen and endorse, as appropriate, all requests for extensions of existing orders. These requests should be received by PERS-462 no less than 30 days prior to the expiration of the current orders. A lead time of less than 30-days may result in significant pay problems for the member.

(5) Ensure subordinate supported commands comply with the RC personnel administrative requirements, particularly those related to release from active duty and reporting requirements for Reserve members on MEDHOLD or legal hold.

e. Supported or requesting commands will:

(1) In line with budget call guidance, submit annual requests for ADOS-AC, ADOS-RC, and Reimbursable ADOS for the following fiscal year via their manpower activity OSO. Additionally, requesting commands must:

(a) Ensure theater specific requirements are included in all requests. Requesting commands should be aware of current DoD and Navy assignment policy and theater specific requirements and implement as applicable for the ADOS program.

(b) Forward routine ADOS order requests using the ADOS by name request template to PERS-462. Such requests must be made via their manpower activity OSO and received no less than 30 working days prior to the required active duty commencement date.

(c) Forward requests for extensions of existing orders to PERS-462 no less than 30 days prior to the expiration of the current orders.

(d) Monitor the status of ADOS personnel until they are released from their period of active duty.
(e) Immediately contact PERS-462 and PERS-95 if an ADOS member experiences an injury or an uncommon or serious illness while attached to their command.

(f) Commands should not initiate or approve long-term medical care plans for members without first consulting with and receiving approval from PERS-95. If a member is placed in a MEDHOLD status, PERS-95 will then decide on the appropriate course of action for further medical case management.

(g) Verify with appropriate authority the Reserve member’s credentials are current when requesting health care providers.

(h) All movements of ADOS personnel between medical treatment facilities or other sites must be coordinated through PERS-462 and PERS-95.

(2) Comply with all Reserve personnel administrative requirements.

(3) For ADOS requests of 180 days or less that involve Reserve member’s travel away from their permanent residence, commands must provide funding for travel and per diem from the Reserve member’s home to the ECRC (if required), supported command and return travel, in line with reference (c). AT or ADT orders must not be used in conjunction with ADOS orders to fund travel and per diem requirements.

(4) Liaise with the supporting PSD, personnel office, or TSC to ensure the Service member is gained to active strength, a MMPA is established and entitlements are started if Reserve member is ordered to proceed from the NRA directly to the supported command for ADOS of 30 days or greater.

(5) Ensure completion of a release from active duty medical assessment in line with reference (q) for Service members on ADOS orders of 31 consecutive days or greater.

(6) Provide the ultimate duty station’s unit identification code as part of the ADOS by name request. The request template will be provided by PERS-462.

(7) Ensure scheduling and completion of Transition Goals, Plans and Success course for all members on ADOS orders in excess of 180 days prior to the end of their orders, in line with reference (v).

f. NRAs will:

(1) Comply with the Reserve personnel administrative requirements for ADOS in line with enclosure (4), and ensure all assigned Reserve members are aware of eligibility criteria contained in enclosure (3).
(2) Complete the ADOS Qualification Checklist (enclosure 3) before Service member enters active duty.

   (a) NRA commanding officer (CO) will verify the Reserve member is in a fully deployable status before the execution of ADOS orders by approving and digitally signing the by name request. If the member is already on active duty and seeking back-to-back orders, the NRA is not required to complete another ADOS Qualification Checklist, but the NRA CO should sign the by name request acknowledging the member’s status and intentions of the supported command, as described in enclosure (4).

   (b) If the orders do not direct the Service member to transit via the ECRC, then all eligibility deficiencies must be corrected before the Reserve member reports to the supported command.

(3) Arrange travel for the Reserve member from home to the supported command or the ECRC as directed in the orders.

   Note: The PSD, personnel office or TSC servicing the Service member’s NRA is not responsible for gaining the Reserve member to active strength or establishing a pay record. These functions are completed by the supported command or the ECRC’s PSD, personnel office, or TSC.

(4) Deactivation processing includes receipt of medical, and dental records (as applicable), and return of the Reserve member to an inactive duty status.

   g. When a Service member is processed through the ECRC, the ECRC will:

      (1) Arrange travel to supported command.

      (2) Ensure administrative requirements are completed and all briefings are attended.

      (3) In line with reference (w), in coordination with PSD, personnel office, or TSC, process Reserve members with orders greater than 29 days, to ensure:

         (a) When member is reporting, gain the member to active strength, establish the MMPA and initiate entitlements.

         (b) Upon the completion of orders, close the MMPA, complete all processing to release member from active duty and issue Certificate of Release or Discharge from Active Duty (DD Form 214). Note days served in each operation for all contingency-related ADOS on DD Form 214.

      (4) Verify the completion of all medical and dental requirements.
(a) In line with reference (g), the ECRC will ensure completion of the medical assessment required for members on ADOS for more than 31 days.

(b) All personnel performing ADOS-AC or ADOS-RC must have an individual medical record and dental status that reflects “Fully Medically Ready” (green) and must not have had a change in their medical condition that has not been properly reviewed.

(c) All contingency ADOS personnel will use the NAVMED 1300/4 for Medical/Dental requirements and screening.

(5) Correct any checklist discrepancies prior to Service member proceeding to supported command.

h. Servicing PSD, personnel office, or TSC will process personnel and pay transaction(s) and advancement examination services covered in this instruction in support of the ECRC or NRA (as applicable), in line with current standard operating procedures.

i. Reserve members will:

(1) Comply with all personnel administrative requirements for ADOS. Additionally, Reserve members must inform their unit CO and NRA of their intention to execute ADOS orders prior to initiation of a ADOS by name request by the supported command. Reserve members must comply with the requirements outlined in paragraph 8 of this instruction.

(2) Sign an ADOS statement of understanding. PERS-462 can provide a sample statement to the requesting command.

(3) To retain rights under Chapter 43 of reference (n), Service members should inform their civilian employer of impending ADOS orders (unless directed otherwise), be subsequently released from active duty under honorable conditions, and meet other criteria, in line with reference (f).

(4) Comply with all requirements of their orders. In particular, Reserve members will not commence active duty until ADOS orders are issued and take effect, nor remain on active duty beyond the end date of the orders.

(5) Provide the required documentation listed in enclosure (3) to the supported command for inclusion with the ADOS package.

(6) Immediately report any medical problem that could interfere with their performance of duty to the supported command.
(7) Prior to any elective treatment by the Military Health System, consult with a competent military medical authority, in line with reference (r).

(8) Obtain approval from their supported command CO and PERS-462 and PERS-95 prior to having any elective surgery or medical treatment performed.

(9) Obtain approval from PERS-462 and PERS-95 prior to extension of orders for medical reasons.

10. Records Management

a. 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/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.seanav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

11. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV N13 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40, Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is 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 need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

12. Forms

a. DD 448 Military Interdepartmental Purchase Request is available for download from https://www.esd.whs.mil/Directives/forms/

b. The following forms are available for download from the Naval Forms Online Web site at https://forms.documentservices.dla.mil/order/:

(1) NAVCOMPT 2275 Order for Work and Services.

(2) NAVPERS 1070/613 Administrative Remarks.
(3) NAVPERS 1300/22, Expeditionary Screening Checklist

(4) NAVMED 1300/4 Expeditionary Medical and Dental Screening for Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO)

References

(a) 10 U.S.C.
(b) DoD Instruction 1215.06 of 11 March 2014
(c) Joint Travel Regulations (JTR) of 1 May 19
(d) NAVPERS 15560D
(e) 14 U.S.C. §712
(f) BUPERSINST 1001.39F
(g) DoD Instruction 6040.46 of 14 April 2016
(h) COMNAVRESFORINST 1000.7B
(i) Navy Financial Management Policy Manual, Chapter 3, Part B. Section II, 03136, of August 2018
(j) SECNAVINST 1770.5
(k) OPNAVINST 1001.27
(l) OPNAVINST 1320.6
(m) OPNAVINST 6110.1J
(n) 38 U.S.C.
(o) DoD 5500.07-R, Joint Ethics Regulation (JER) of August 1993
(q) NAVMED P-117
(r) SECNAVINST 1850.4F
(s) SECNAVINST 5300.30F
(t) OPNAVINST 6000.1D
(u) COMNAVRESFORINST 6000.1E
(v) OPNAVINST 1900.2C
(w) OPNAVINST 3060.7C
# List of Active Duty Programs

<table>
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<tr>
<th>PROGRAMS</th>
<th>APPLICABLE REFERENCES</th>
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<td>ADOS-AC</td>
<td>OPNAVINST 1001.20D</td>
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<td>ADOS-RC</td>
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<td>Contingency ADOS</td>
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<td>Reimbursable ADOS</td>
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<td>Formerly ADW</td>
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<td>ADT Special</td>
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<td>CNRFC N5</td>
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<td>Definite Recall, Officers, MPN</td>
<td>MILPERSMAN 1321-110</td>
<td>OPNAV N13 / PERS-92</td>
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<tr>
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<td>OPNAV N13 / PERS-92</td>
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<td>3-Year Recall, Officers, RPN</td>
<td>MILPERSMAN 1321-010</td>
<td>PERS-92</td>
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<td>Definite Recall, Enlisted, RPN</td>
<td>MILPERSMAN 1326-030</td>
<td>PERS-92</td>
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<tr>
<td>Canvasser Recruiter (CANREC)</td>
<td>BUPERSINST 1001.40B</td>
<td>PERS-92</td>
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### ADOS SCREENING CHECKLIST

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<tbody>
<tr>
<td>1.</td>
<td>Verify Service member has not accumulated 16 or more years of active duty, which includes annual training, active duty for training, active duty for operational support (ADOS) or will not reach 62 years of age prior to completion of orders. Active duty for special work (ADSW) is now called ADOS, and any past orders executed as ADSW should be counted as well.</td>
<td>□ Yes □ No □ n/a</td>
<td></td>
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<tr>
<td>2.</td>
<td>Service member has a valid military identification card.</td>
<td>□ Yes □ No □ n/a</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Service member signed NAVPERS 1070/613, ADOS Statement of Understanding.</td>
<td>□ Yes □ No □ n/a</td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td>If Service member’s expiration of obligated service or expiration of Reserve enlistment is prior to the completion of ADOS period, a reenlistment or extension has been completed, as applicable.</td>
<td>□ Yes □ No □ n/a</td>
<td></td>
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<tr>
<td>5.</td>
<td>Service member has security clearance level required for ADOS assignment.</td>
<td>□ Yes □ No □ n/a</td>
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<tr>
<td>6.</td>
<td>Service member has a passport/visa, if required.</td>
<td>□ Yes □ No □ n/a</td>
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<tr>
<td>7.</td>
<td>Service member’s Record of Emergency Data/Dependency Application (RED/DA) has been verified as current.</td>
<td>□ Yes □ No □ n/a</td>
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<tr>
<td>8.</td>
<td>If Service member is married to a military spouse or is a single parent, NAVPERS 1740/6 Department of the Navy Family Care Plan Certificate, has been verified as current and a hard copy is on file.</td>
<td>□ Yes □ No □ n/a</td>
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<tr>
<td>9.</td>
<td>Dependent family members are enrolled in Defense Enrollment Eligibility Reporting System and the Real-Time Automated Personnel Identification System. (If not, initiate applications for dependents and make further arrangements for issuing any dependent military identification cards.)</td>
<td>□ Yes □ No □ n/a</td>
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## ADOS SCREENING CHECKLIST (continued)

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<tbody>
<tr>
<td>10.</td>
<td>Service member’s SGLI 8260 Servicemembers Group Life Insurance, is current and accurate.</td>
<td>□ Yes □ No □ n/a</td>
</tr>
<tr>
<td>11.</td>
<td>Service member’s Navy Reserve Activity (NRA) has verified Service member’s mobilization availability status codes and corrected any issues as necessary.</td>
<td>□ Yes □ No □ n/a</td>
</tr>
<tr>
<td>12.</td>
<td>Service member has a government travel charge card or a personal credit card. (If not, process application.)</td>
<td>□ Yes □ No □ n/a</td>
</tr>
<tr>
<td>13.</td>
<td>Service member has notified civilian employer of ADOS orders.</td>
<td>□ Yes □ No □ n/a</td>
</tr>
<tr>
<td>14.</td>
<td>If applicable, advancement exam has been ordered and worksheets have been completed. (Exams will be forward to the supported command’s Personnel Support Detachment).</td>
<td>□ Yes □ No □ n/a</td>
</tr>
<tr>
<td>15.</td>
<td>For orders on ADOS outside the continental United States, Service member has competed the Personal Recovery Isolated Personnel Report.</td>
<td>□ Yes □ No □ n/a</td>
</tr>
<tr>
<td>16.</td>
<td>Service member must have documentation listed in subparagraphs 16a through 16d in their possession to facilitate processing requirements (as applicable or if not documented in service record):</td>
<td>□ Yes □ No □ n/a</td>
</tr>
<tr>
<td>a.</td>
<td>Voided personal check or deposit slip showing bank address, telephone number, bank routing number, and account number for Direct Deposit System enrollment.</td>
<td>□ Yes □ No □ n/a</td>
</tr>
<tr>
<td>b.</td>
<td>DD 214 Certificate of Release or Discharge, for all periods of active duty.</td>
<td>□ Yes □ No □ n/a</td>
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<tr>
<td>c.</td>
<td>Supporting document to update RED/DA within NSIPS, if not current:</td>
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<tr>
<td></td>
<td>(1) Copies of birth, adoption, or guardianship certificates for all family members.</td>
<td>□ Yes □ No □ n/a</td>
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### ADOS SCREENING CHECKLIST
*(continued)*

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<thead>
<tr>
<th></th>
<th></th>
<th>Yes</th>
<th>No</th>
<th>n/a</th>
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<tbody>
<tr>
<td>2.</td>
<td>Copies of all child support agreements.</td>
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<tr>
<td>3.</td>
<td>Family members’ social security numbers.</td>
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<td>5.</td>
<td>Certified copies of documentation terminating previous marriage(s), such as divorce, annulment decrees, or death certificates.</td>
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<tr>
<td>6.</td>
<td>Certification of full-time college or equivalent secondary education enrollment for self and/or college-age family members.</td>
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<tr>
<td>7.</td>
<td>Signed statement from licensed physician or medical officer for any incapacitated dependent parent or child over the age of 21.</td>
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<tr>
<td>d.</td>
<td>Completed W-4 form for tax withholdings.</td>
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<td>17.</td>
<td>Service member complies with Chief of Navy Operations (CNO) physical readiness standards.</td>
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<tr>
<td>18.</td>
<td>If ADOS orders are for 30 days or more, member must disenroll from TRICARE Reserve Select or Selected Reserve Dental as applicable.</td>
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<tr>
<td>19.</td>
<td>If Service member desires enrollment in TRICARE (orders for 30 days or more), election forms are filled out and processed.</td>
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</table>
NAVY RESERVE ACTIVITY (NRA) SCREENING GUIDELINES

1. The purpose of this checklist is to ensure that the Reserve member volunteering for an active duty for operational support (ADOS) assignment is fully qualified and prepared to execute orders before entering active duty.

2. The Navy Reserve Activity (NRA) Commanding Officer (CO) is responsible for ensuring a member with ADOS orders is in a fully-deployable status before the Service member enters active duty. Upon notification from the member of pending ADOS orders, the NRA must complete the ADOS checklist, enclosure (3) of this instruction, to ensure that the Service member is fully qualified and prepared to execute orders. If deficiencies are identified, the NRA must take immediate action to correct the deficiencies prior to transferring the member to the support command. If a deficiency cannot be corrected prior to ADOS start date, the NRA will immediately notify Commander, Navy Personnel Command, Active Duty for Operational Support Branch (PERS-462), who will coordinate with the requesting command to determine disposition, that is, delay, cancellation, utilization of Expeditionary Combat Readiness Command (ECRC), etc.

3. For those Service members already on active duty, completion of another ADOS checklist is not required. Once on active duty, all records are transferred over to activities supporting active duty Service members and the NRA no longer administratively manages the Service member. For example, at check-in, medical and dental records are transferred to a medical treatment facility, pay is administered through the supported command’s servicing personnel support detachment, all fitness reports and evaluations are performed by the supported command, etc. Once on active duty, if a member or the supported command seeks back-to-back orders, there should be no break in active duty service if the member is fully qualified and authorized to remain on active duty. Because the Service member’s NRA no longer administratively manages the Service member once on active duty, the operational support officer concerned should inform the Service member’s NRA CO whether the Service member is or is not qualified to remain on active duty, on the basis of current medical, administrative and training manpower availability status codes, most recent physical fitness assessment and current performance at the supported command. The NRA CO acknowledges that the member may remain on active duty on an extension or back-to-back orders by signing the by name request form.

4. Contingency ADOS orders requires the NRA to complete the NAVPERS 1300/22, Expeditionary Screening Checklist. The NRA must still complete the screening checklist in enclosure (3) of this instruction and correct all deficiencies within its capability. Special assignment-related medical requirements which cannot be completed at the NRA prior to the contingency ADOS start date (e.g., required immunizations) will be annotated on the checklist for ECRC action. The NRA must notify the ECRC of the pending deficiency to ensure minimal delay in processing. Reserve members will hand carry both checklists to the ECRC.