



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

SECNAVINST 1800.2A
ASN (M&RA)
28 Mar 2019

SECNAV INSTRUCTION 1800.2A

Subj: POLICY AND PROCEDURES FOR RESERVE COMPONENT MEMBER
SERVICE BEYOND 16 YEARS OF ACTIVE DUTY SERVICE

Ref: (a) 10 U.S.C.
(b) SECNAVINST 1920.6C
(c) SECNAVINST 5200.35F
(d) SECNAVINST 5214.1

Encl: (1) Cumulative Active Duty Service Statement

1. Purpose. To establish policies and procedures governing Reserve Component (RC) member performance of active duty beyond 16 years of cumulative active duty service. Prudent and effective management of reserve manpower will prevent unintended impacts of statutory restrictions and position the Navy and Marine Corps to meet future mission requirements.

2. Cancellation. SECNAVINST 1800.2.

3. Applicability. This instruction applies to all members of the Navy and Marine Corps Reserve Component.

4. Background. Per section 12686 of reference (a), and reference (b), a member of the RC who is on active duty (other than for training) and is within two years of becoming eligible for retired pay or retainer pay under a purely military retirement system (other than the retirement system under chapter 1223 of reference (a)), may not be involuntarily released from that duty before he or she becomes eligible for that pay, unless the release is approved by the Secretary of the Navy. The period during which a member is on active duty and within two years of retirement eligibility (subject to the conditions set forth above) is commonly known as "sanctuary." Navy and Marine Corps policies have established eligibility criteria providing that an RC member must have approval to surpass 16 years of total active military service in order to qualify for receipt of active-duty orders issued pursuant to section 12301 of reference (a).

5. Policy. All commands/organizations that issue active-duty orders to reserve personnel will "screen" each member's personnel record to determine the member's cumulative active duty service prior to issuing orders. Screening ensures that reserve personnel who meet or exceed 18 years of active duty do so by design, and are planned, budgeted additions to the Total Force.

a. Reserve personnel who have 16 years or more of active duty service will not be issued (or, if issued, will not be permitted to execute) active-duty orders without prior coordination and authorization from the Director, Military Personnel Plans and Policy (OPNAV (N13)) or the Deputy Commandant for Manpower and Reserve Affairs (DC M&RA).

b. All active-duty orders, including Active Duty for Training (ADT), Annual Training (AT), and Active Duty for Special Work (ADSW), are included in the calculation of a 20-year active duty retirement. However, ADT and AT orders do not trigger the sanctuary provision in section 12686 of reference (a).

c. No reserve personnel, regardless of amount of cumulative active service, will be issued (or, if issued, will be permitted to execute) active-duty orders that would bring them into sanctuary without prior coordination and authorization from OPNAV (N13) or DC M&RA.

6. Responsibilities. Prior to execution of orders, all reserve personnel will review and certify the amount of their cumulative active duty service per enclosure (1). It is incumbent on RC members to ensure the accuracy of their cumulative active duty service to enable proper sanctuary consideration. If a RC member enters sanctuary during a period of active duty before which the member either did not certify that amount, or certified an incorrect amount, that member may be involuntarily released from active duty, unless the member possesses a unique and critical skill that is required to meet mission requirements. OPNAV (N13) and DC M&RA are each hereby delegated the authority to approve a member's involuntary release in such cases.

a. OPNAV (N13) and DC M&RA may authorize reserve personnel who possess unique or critical skills to exceed 18 years of active duty service to meet mission requirements.

b. OPNAV (N13) and DC M&RA may require any RC member to waive the applicability of the sanctuary provision in section 12686 of reference (a) as a condition of issuing active-duty orders (other than for training) pursuant to section 12301 of reference (a) for a period of less than 180 days. This provision shall not render invalid any sanctuary waiver effected prior to this issuance, or any Navy or Marine Corps policy regarding sanctuary (unless in contravention of this issuance).

7. Internal Controls. In accordance with reference (c), the establishment and use of internal controls and accounting procedures are mandated to ensure: effectiveness and efficiency of operations; reliability of financial reporting; and compliance with applicable laws and regulations. Additionally, as part of the annual Manager's Internal Control Program (MICP) report, the Navy and Marine Corps will provide the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) with copies of the sections of their reports that are relevant to this program.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and disposed of according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.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 DRMD program office.

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9. Reports. The requirement contained in paragraph 7 is exempt from information collection control, per Part IV, paragraph 7n of reference (d) requires no Report Control Symbol.



GREGORY J. SLAVONIC
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

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**Title 10, SECTION 12686. RESERVES ON ACTIVE DUTY WITHIN TWO
YEARS OF RETIREMENT ELIGIBILITY: LIMITATION ON RELEASE FROM
ACTIVE DUTY SERVICE**

Limitation. Under regulations to be prescribed by the Secretary concerned, which shall be as uniform as a practicable, a member of a Reserve Component who is on active duty (other than for training) and is within two years of becoming eligible for retired pay or retainer pay under a purely military retirement system (other than the retirement system under chapter 1223 or this title), may not be involuntarily released from that duty before becoming eligible for that pay, unless the release is approved by the Secretary.

CUMULATIVE ACTIVE DUTY SERVICE STATEMENT

"I have reviewed my cumulative active duty service and certify that the amount of my cumulative active duty service is ____ years and ____ months. I understand that if this amount is incorrect, I may be released from active duty at any time."

Signature

Date