

PSD JACKSONVILLE  
STANDARD OPERATING PROCEDURES

**RECALL TO ACTIVE DUTY PROCESSING (RECALL/ADSW/MOBILIZATION)**

Reference: (a) BUPERSINST 1001.39C  
(b) DJMS Processing Training Guide  
(c) OPINS/NES User's Guide

Document(s) Required:

- (1) NAVPERS 1070/621
- (2) NAVPERS 1070/622
- (3) NAVPERS 1070/601
- (4) NAVPERS 1070/602
- (5) Original Recall Orders
- (6) NPPSC DET Receipt Package

**Background:**

Naval Reservists are recalled to active duty for a variety of reasons, such as Force Mobilization in time of war or national emergency, to augment Regular Navy end strength shortfalls, active duty for special work requirements greater than 180 days or special contingency operations. Active duty recalls are either "Voluntary" or "Involuntary".

Naval Reservists recalled to active duty require Navy strength gain processing per references (a) and (b). PSD JAX, which support Navy Mobilization Processing Sites (NMPS), have on-line access to the Officer Personnel Information System (OPINS), and Navy Enlisted System (NES) to perform officer/enlisted strength gains per reference (c). Most of the time, recall processing will be completed at the NMPS site. It is extremely important that both the activity and PSD JAX read the member's orders to determine recall accession responsibility.

**COMMAND/PLR RESPONSIBILITY:**

- If voluntary recall, assist member in the initial recall application process. Notify PSD JAX of member's intentions.
- If involuntary recall or recall due to contingency operations, print recalls order information received via NSIPS. Prepare member's orders for recall to active duty if not received by Navy message.
- Notify NSIPS of anticipated date of arrival.

- Assist member in completing NPPSC DET Receipt Package.
- Verify original recall orders. Determine active duty recall responsibility.

### **NMPS DET PROCESSING**

NMPS JAX must maintain close liaison with its Local Area Coordinator for Mobilization (LACMOB) assigned at the COMNAVREG Headquarters. NMPS JAX may not be authorized to release an individual for further transfer without approval from the LACMOB or until an active duty strength gain, or until all pay transactions have been submitted and posted correctly to MMPA. Recall processing in most instances, is limited to 96 hours.

For Officers (NMPS site only)

- Establish Navy Strength Gain via NSIPS.
- Prepare and release NSIPS Gain event
- Once NSIPS Gain and SG03 events have been released, enter and release all pay transactions (i.e. , BAQ, BAH, FSA, etc.)

For Enlisted (NMPS site only)

- Establish Navy Strength via NSIPS
  - Prepare and release NSIPS Gain event
  - Once NSIPS Gain and SG03 events have been released, enter and release all pay transactions (i.e., BAQ, BAH, FSA, etc)
- \*\* If obligated service is required, reenlist/extend as appropriate. Ensure N/P 1070/622 equals active duty recall authorized.

### **PSD JAX RESPONSIBILITY**

- Upon receipt of gain package via TOPS, prepare and release NSIPS Gain event.
- If account is on 3891 "V" status, member is on overpaid status on his/her last separation, and must be cleared by DFAS Indianapolis before uploaded by DFAS-CL to activate pay account. This will take approximately 2-3 weeks. BUPERS will post gain event before pay account is activated.
- If account is on 3892 "V" status, member's account is in good standing. BUPERS will post gain event before pay account is activated.