From: Chief of Naval Operations

Subj: 1,095-DAY POLICY AND WAIVER REQUEST PROCEDURES

Ref: (a) CNP memo 1320 Ser 00/012 of 1 Feb 06 (NOTAL)
(b) 10 U.S.C.
(c) DoD Instruction 1215.06 of 11 March 2014
(d) SECNAVINST 1770.3D
(e) CNO WASHINGTON DC 090049Z Apr 11 (NAVADMIN 124/11)

Encl: (1) Glossary of Definitions and Terms
(2) Decision Tree for 1,095-Day Waiver Requests
(3) Process Procedures for 1,095-Day Policy Waiver Requests
(4) Sample 1,095-Day Policy Waiver Request for ADSW (MPN Funded) or Definite MPN Recall or Voluntary Contingency Recall Orders

1. Purpose

   a. To issue policy and procedural requirements regarding the screening of Reserve Component (RC) members who may exceed 1,095 days of cumulative active duty service in a 1,460-day period, and, as a result, will count against Active Component (AC) strength.

   b. To provide guidance on the submission, review, and decision process that was previously disseminated through annual policy decision memorandums.

   c. To establish policy and procedure for commands and organizations that issue active duty for special work (ADSW) (Military Personnel Navy (MPN) funded), definite MPN recall, or voluntary contingency recall orders for RC members.

2. Scope and Applicability. This instruction applies to RC members on voluntary active duty orders in excess of 1,095 days in a 1,460-day period who will count toward AC strength. This instruction does not currently apply to Reserve Personnel Navy (RPN) recalls or full-time support (FTS) members.

3. Definitions. Refer to enclosure (1).

4. Background. Reference (a) defines orders issued under section 12301(d) of reference (b), in support of contingency operations, as voluntary contingency recall orders. Per section 115 of
reference (b) and enclosure (8) of reference (c), reserve members on voluntary ADSW (MPN funded), voluntary definite MPN recall, or voluntary contingency recall orders who cross the 1,095-day threshold in the previous 1,460-day period will count toward AC strength the day the member exceeds the threshold limit (day 1,096). For clarity, annual training, active duty for training (ADT), definite RPN recall, and mobilization orders do not count toward the 1,095-day threshold to count against AC strength. (Note: RPN recalls, not currently covered in this instruction, over the 1,095-day threshold will impact FTS strength.) Reserve members who have voluntary orders written to active duty that specify a period greater than 3 years will count towards the AC strength on the day the orders begin. Since 2006, the Office of the Chief of Naval Operations, Director, Military Personnel Plans and Policy Division (OPNAV (N13)) has been the authority for granting approval for Reserve members to serve on active duty orders that will cross the 1,095-day threshold.

5. Discussion

a. Accessions of active duty personnel are planned and budgeted events. RC members who exceed 1,095 days of active duty in a 1,460-day period count against AC strength and potentially create an unplanned expense for the Navy. If orders are written on a member who will exceed 1,095 days during the period of those orders, that member will count against AC strength on the first day of those orders. Therefore, 1,095-day waivers must be approved in only the most unique of circumstances.

b. Restrictions in reference (a) necessitate a method to identify RC members that exceed 3 years (1,095 days) or more of active duty service in a 4-year period (1,460 days).

c. To maximize the effectiveness of tax payer dollars and to aid in the management of Congressionally-mandated AC strength limits, the Navy developed a process to determine whether Reserve members should perform qualifying service beyond 1,095 days in a 1,460-day period, thereby counting towards AC strength. Due to current data system limitations, it is difficult to accurately and efficiently determine a member’s cumulative active duty service in a 4-year rolling period due to the various sets of orders that the member may have been on prior to applying for the set of orders that could potentially place the member over the 1,095-day threshold. For that reason, the Navy instituted a waiver submission process for any Reserve member performing qualifying service beyond the 1,095-day threshold.

d. This policy affords RC members the opportunity to serve while allowing the Navy to meet mission requirements within the guidelines of statutory limitations. In addition, this instruction addresses the authority and responsibility to manage the accumulation of active duty service by Reserve personnel on these type orders. It provides a process to make timely determinations of manpower shortfalls requiring RC sourcing in order to give qualified RC members a predictable continuity of service, enable effective long-term assignment in certain scenarios, and allow for proper planning and resourcing.
e. 1,095-day waivers must be requested by the supported command, not the individual Reserve member, for specific training and mission requirements, per enclosures (2) through (4).

6. Policy. Only Reserve members possessing unique skills and meeting critical needs of the Navy (due to either lack of capability, availability, or capacity) will be approved for 1,095-day waivers.

   a. To meet this intent, all requests for Reserve members to receive ADSW (MPN funded), definite MPN recall, or voluntary contingency recall orders will be screened to determine if the member has accumulated or will accumulate 1,095 days of voluntary active duty service in a 1,460-day period.

      (1) Prior to issuance of orders, commands requesting a 1,095-day waiver for a Reserve member with 1,095 days or more of voluntary active duty service must seek approval from OPNAV (N13), per enclosures (2) through (4). Only in exceptional circumstances should a waiver be sought.

      (2) Per references (a) and (b), orders that will take members over the 1,095-day threshold will not be issued without prior coordination and authorization from OPNAV (N13). If the RC member exceeds 1,095 days within a 1,460-day period, it must be the result of planned actions necessary to meet the needs of the Navy.

   b. Cumulative active duty service screening by Commander, Navy Personnel Command (COMNAVPERSCOM) Reserve Personnel Management Department (PERS-9) may only be requested by the order issuing authority or sourcing agent.

   c. Prior to requesting a waiver, all Reserve members subject to screening control (greater than 1,095 days out of a 1,460-day period of voluntary active duty service) will sign a NAVPERS 1070/613 Administrative Remarks acknowledging that they have reviewed and verified the accuracy of their cumulative active duty service. It is incumbent on the RC member to ensure the accuracy of their active duty service to enable waiver consideration.

   d. Additionally, orders, if approved, will be written with the constraints included in subparagraphs 6d(1) through d(3).

      (1) ADSW (MPN Funded). Any member that begins the following fiscal year (FY) over 1,095 days of active service will have orders commencing no earlier than 1 full week into the start of the new FY and terminate no later than the last full week prior to the end of the FY. Any member that is projected to cross 1,095 days during the next FY will have those orders terminate no later than the last full week prior to the end of the FY. In both cases, a 1 week buffer will be established to ensure members are not counted towards the current FY AC end strength number or future FY AC end strength number.
(2) **Definite MPN Recall.** These type orders (e.g., Afghanistan-Pakistan Hands, Naval Academy instructors) routinely cross multiple FYs and are not typically subject to the same FY restrictions as ADSW orders that compete for funding approval yearly. Definite MPN recall funding must be pre-approved by Director, MPN Financial Management Division (OPNAV (N10)), Strategic Resourcing Branch (OPNAV (N100)) and accounted for in the budget. For accountability purposes, individual members on these type orders must be tracked. Definite recall orders should normally not exceed 1,095 days. If a member is projected to cross the 1,095-day threshold at any time during the orders, a waiver is required.

(3) **Voluntary Contingency Recall.** In the absence of a 1,095-day waiver, any member who begins the FY and is projected to cross the 1,095-day threshold during the FY may have orders generated that will have a termination date that would preclude them from crossing the 1,095-day threshold or other Reserve volunteers who are not constrained by the 1,095-day limitation will be sought.

e. Reservists who are injured in the line of duty on active duty orders over 30 days may be placed on further active duty orders for medical hold. References (d) and (e) outline specific guidance for Reserve personnel and commands on qualifications for various order designations when injured in the line of duty and are the primary sources to consult. It is not the Navy’s intent to have members exceed threshold limits from orders written per reference (b), section 12301(d).

7. **Responsibilities**

   a. Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education) (CNO (N1)) will:

      (1) establish and implement procedures to manage the issuance of active duty ADSW (MPN funded), definite MPN recall, or voluntary contingency recall orders for RC members who will either cross or are projected to cross the 1,095-day threshold while performing voluntary active duty service; and

      (2) maintain instructions with guidance on how to apply for a 1,095-day waiver for situations where the prospective Reserve member has the potential to cross the 1,095-day threshold while on active duty service orders.

   b. OPNAV (N13) will:

      (1) serve as the decision authority (with the funding and strength recommendation provided by OPNAV (N10) for policy waiver requests for Reserve members exceeding the 1,095-day threshold in a 1,460-day period under ADSW (MPN funded), definite MPN recall, or voluntary contingency recall orders;
(2) be responsible for balancing the needs of the Navy, the unique skill sets provided by Reserve members, and the volunteerism provided by Reserve personnel against AC strength limitations; and

(3) maintain records of 1,095-day waivers for RC members who will either cross or are projected to cross the 1,095-day threshold while performing voluntary active duty service.

c. COMNAVPERSCOM Reserve Augmentation Division (PERS-46) and COMNAVPERSCOM Affiliation and Redesignation Division (PERS-92) must:

(1) process 1,095-day waiver requests for Reserve personnel for ADSW (MPN funded), definite MPN recall, voluntary contingency recall orders, and requests for orders where the Reserve member will exceed, or has the potential to exceed, the 1,095-day threshold in a rolling 1,460-day period and must be referred to OPNAV (N13) for disposition;

(2) screen all requests for ADSW (MPN funded), definite MPN recall, and voluntary contingency recall orders to confirm that orders are not written for Reserve members who meet the criteria set forth in subparagraph 7b without an approved OPNAV (N13) waiver;

(3) calculate cumulative active duty service for each waiver request;

(4) provide Resourcing Office (OPNAV (N100X)), Strength Planning Office (OPNAV (N100P)), Officer Force Shaping Plans and Policies (OPNAV (N131)), and Enlisted Force Shaping Plans and Policies (OPNAV (N132)) an approximate future FY monthly forecast of 1,095-day members no later than the third week in September of the current FY and update the actual count throughput of the future FY 1,095-day count on a monthly basis;

(5) maintain records of 1,095-day waivers for RC members who will either cross or are projected to cross the 1,095-day threshold while performing voluntary active duty service by tracking the accumulation of cumulative active duty service and identify at least annually (no later than the third week of September) to OPNAV (N100), OPNAV (N131) and OPNAV (N132), those Reserve personnel who exceed 1,095 days cumulative active duty service and will update the actual count throughput of the future FY 1,095-day count on a monthly basis; and

(6) coordinate with COMNAVPERSCOM Line of Duty, Medical Hold, Medical Retention Review Division (PERS-95) to ensure that other methods of orders (such as ADT) are utilized to comply with legal obligations for Reserve personnel prior to issuing ADSW (MPN funded), definite recall, or voluntary contingency recall orders to members who require care after their initial orders are completed.

d. Order issuing authorities, as defined in enclosure (1), will issue active duty orders for RC personnel. Orders for RC personnel who have not been screened and who have not received the appropriate waiver approval will not be issued. Order issuing authorities will ensure all ADSW
(MPN funded), definite MPN recall, and voluntary contingency recall order requests comply with the waiver requirements of this instruction prior to issuing orders. If a Reserve member is being requested for ADSW (MPN funded), definite MPN recall, or voluntary contingency recall orders and has over 1,095 days of cumulative active duty service, a 1,095-day waiver must be submitted.

e. All commands requesting active duty orders (ADSW (MPN funded), definite MPN recall, or voluntary contingency recall) are subject to this instruction and are to follow the application process outlined in enclosures (2) and (3) and formatted per enclosure (4). Supported commands, with the support of their operational support officers (OSO), must submit 1,095-day waiver requests. 1,095-day waiver requests will only be forwarded for Reserve personnel who possess critical and unique skills to meet critical requirements. Any reviewer in the requester’s immediate chain of command has disapproval authority. Commands and organizations must determine an individual’s cumulative active duty service prior to requesting a waiver. Carefully screening a member’s record and determining their cumulative active duty service ensures that Reserve members who will meet or exceed 1,095 days of active duty time on ADSW (MPN funded), definite MPN recall, or voluntary contingency recall orders are planned additions to active strength and resourced appropriately. Additionally, screening members with close to or greater than 1,095 days of cumulative active duty service being considered for orders ensures the prudent use of tax payer dollars for added AC strength costs and is a result of deliberate policy and process.

8. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual M-5210.1 of January 2012.

9. **Review and Effective Date.** Per OPNAVINST 5215.17A, CNO (N1) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-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.

10. **Forms and Information Management Control**

    a. NAVPERS 1070/613 Administrative Remarks (Page 13) is available for download from Naval Forms OnLine at [https://navalforms.documentservices.dla.mil/](https://navalforms.documentservices.dla.mil/).
b. The reporting requirement contained in subparagraph 7c(5) is exempt from information management control per SECNAV M-5214.1 of December 2015, part IV, subparagraph 7j.

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, http://doni.documentservices.dla.mil/
GLOSSARY OF DEFINITIONS AND TERMS

1. **Active Duty for Special Work (ADSW).** The Navy’s unique term for the more commonly used term “active duty operational support” and is a voluntary set of non-training orders per reference (b), section 12301(d), and reference (c), enclosure 8. The ADSW program supports special projects, exercise-related functions, and emerging, unplanned requirements. ADSW is an authorized tour of active duty for RC personnel (officers or enlisted members) from applicable military or reserve appropriations to support AC or RC programs, respectively. These orders count towards years of total service and MPN funded ADSW could potentially lead to counting towards AC strength.

2. **Cumulative Active Duty Service.** Also referred to as “total active service,” the total number of active duty years, months, and days that a Reserve officer or enlisted member has accumulated over a career. This number is comprised of active duty performed on active duty orders of any type, including both training and non-training orders.

3. **Military Personnel Navy (MPN) ADSW or Definite Recall Candidate.** A Reserve officer or enlisted member on, or under consideration for, ADSW orders or a definite recall to active duty to fill an AC billet (with MPN funding allocation). MPN is an appropriation category of appropriation used to pay basic and other authorized pays to support requirements that directly support AC programs. MPN should not be confused with the RPN appropriation which is used to pay for support requirements that directly support RC programs.

4. **Operational Support Officer (OSO).** The principal Navy Reserve advisor to Navy and joint commands including, but not limited to, the major staffs and serves as the liaison between the regional RC commanders, Navy Reserve activity, Reserve units, individual Selected Reservists, and active commands. The OSO communicates the concerns and priorities of Navy and joint commanders to the supporting RC personnel while also promoting the procedures and processes to optimize RC support.

5. **Order Issuing Authority.** Any organization that issues active duty orders for Navy Reserve personnel. For ADSW and mobilizations, the order issuing authority is COMNAVPERSCOM (PERS-46). For MPN and RPN definite recalls, the order issuing authority is COMNAVPERSCOM (PERS-92). For MPN indefinite recall, Bureau of Naval Personnel, Assistant Chief of Naval Personnel, Military Community Management (BUPERS-3) is the order issuing authority. For the active status pool, the order issuing authority is COMNAVPERSCOM Individual Ready Reserve Mobilization and Force Management Division (PERS-93). MPN and RPN recalls are written per reference (b).

6. **Sourcing Agent.** Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Manpower and Personnel (N1) is the ultimate provider of Selected Reserve officers and enlisted members to meet requirements. OSOs, who normally represent the supported command, often
select individuals and provide by name requests to meet specific requirements. When applicable as defined by this instruction, these actions must be coordinated to determine uniqueness of the members skill set and the criticality of the requirement.

7. **Supported Command.** A supported command requests a Reserve member to serve on active duty orders to fulfill a valid requirement at, or in support of, the command.

8. **1,095-Day Waiver.** Term used to describe the requirement to obtain permission from OPNAV (N13) prior to issuing ADSW (MPN funded), definite MPN recall, or voluntary contingency recall orders for Reserve personnel who will cross the 1,095-day threshold within 1,460 days of voluntary active duty service, thereby counting toward AC strength, per reference (b). The 1,095-day waiver requirement is designed to prevent the inadvertent threshold crossing of voluntary active duty service without prior written approval.
DECISION TREE FOR 1,095-DAY WAIVER REQUESTS

Start process

Sourcing agent submits candidate to OIA to fill valid requirement

OIA completes preliminary screening to determine active service

→ Yes

OIA issues orders not to exceed 1,095 days of active duty in a 1,460-day rolling window

→ No

Sourcing agent submits waiver request (enclosure (4)) to OPNAV (N13) via COMNAV/PERSCOM (PERS-46) and (PERS-92)

→ Yes

OPNAV (N13)

→ Approval

OIA returns request to requesting command

→ Disapproval

OIA returns the request for orders to the sourcing agent

→ Yes

Is original candidate still requested?

→ No

OIA issues orders

→ Yes

Note: OIA stands for order issuing authority.
PROCESS PROCEDURES FOR 1,095-DAY POLICY WAIVER REQUESTS

1. Sourcing agent (OSO representing the supported command, supported command, etc.) submits a candidate requiring a 1,095-day waiver request to order issuing authority (COMNAVPERSCOM (PERS-46) or (PERS-92)) to fill a valid requirement.

2. Order issuing authority completes preliminary screen of candidate’s service record to determine amount of cumulative active duty service. Order issuing authority uses statement of service history and other pertinent and available resources to assist in the determination process.

3. If the preliminary screen reveals that the candidate is not within 6 months of the 1,095-day cumulative active duty threshold in the last 1,460-day period, order issuing authority issues orders.

4. If the preliminary screen reveals that the candidate is within 6 months of, or will cross, the 1,095-day cumulative active duty threshold while either on the current set of orders, or follow-on set of orders, order issuing authority screens member’s complete record and provides an official calculation of cumulative active duty service.

5. If COMNAVPERSCOM (PERS-46) or (PERS-92) determines that the member will have less than 1,095 days of cumulative active duty service in a 1,460-day rolling window (3 out of 4 years) as of the start date of the requested active duty orders, or will not cross the threshold on the next set of orders, the candidate’s orders may be written.

6. If COMNAVPERSCOM (PERS-46) or (PERS-92) determines that the member has more than 1,095 days of cumulative active duty service as of the start date of the requested active duty orders, or if the orders will take the Reserve member over the 1,095-day threshold in a 1,460-day period of cumulative active duty service, the order issuing authority notifies the sourcing agent and offers to return the request for orders for this candidate to the sourcing agent or supported command, as applicable.

7. The sourcing agent may either write orders for a lesser period of time, submit a new candidate who has not accumulated or will not accumulate 1,095 days of cumulative active duty service in a 1,460-day period to fill the requirement, or submit the appropriate waiver request using the standardized format provided in this instruction, per enclosure (4), to the order issuing authority.

8. If the sourcing agent submits a new candidate to fill the requirement, the screening process recommences.

9. If the sourcing agent endorses the candidate, then the sourcing agent must submit a waiver request to OPNAV (N13), via the order issuing authority. The waiver request must contain the information in subparagraphs 9a through 9f to be considered a valid request.
a. Waiver request letter (per format provided in enclosure (4)) must contain information pertinent to 1,095-day waiver determination and the billet requirement. Data requirements include, but are not limited to: name, rank, designator, year and month of birth, validated requirement number, ultimate duty station information, billet title, applicable dates, and previous active duty periods within the previous 6 years. Justification must be provided stating why another Reserve member who does not impact the 1,095-day threshold cannot fill the requirement, as well as how long the billet was advertised and what method and location was used to advertise the billet.

b. The supported command submits the waiver request and endorsement on command letterhead. Command endorsement must include a specific justification for filling the requirement with this particular candidate (i.e., why the candidate is the only qualified member available). 1,095-day waiver requests must be endorsed by the first flag officer in the chain of command prior to submitting to OPNAV (N13) via order issuing authority (COMNAVPERSCOM (PERS-46) or (PERS-92)). Any reviewing commander or commanding officer in the members’ immediate chain of command has disapproval authority.

c. Candidate’s Annual Retirement Point Record and Annual Statement of Service History available on individual’s BUPERS online account.

d. COMNAVPERSCOM (PERS-46) and (PERS-92) written verification of member’s cumulative active duty service.

e. COMNAVRESFORCOM Reserve Personnel Systems (N1C4) determination of current Navy Reserve officer inventory reasonably available to adequately fulfill the requirement. This may be requested in an e-mail.

f. NAVPERS 1070/613, including verification of member’s cumulative active duty service, signed by member.

10. After the sourcing agent submits a waiver request, the order issuing authority reviews the package to determine if it is a valid and complete waiver request, ensuring that all portions of the package, as specified in this enclosure in subparagraphs 9a through 9f, are included.

11. If it is determined the waiver package is incomplete, the order issuing authority will coordinate with the sourcing agent, or supported command, to obtain the necessary information. The order issuing authority will ensure the supported command understands the package is not formally accepted until all required documents are submitted.

12. If the sourcing agent cannot provide the necessary information, the order issuing authority will deny the request due to insufficient information and return it to the supported command.
13. Once the order issuing authority ensures that the sourcing agent has submitted a valid waiver request, in proper format, using the appropriate template provided in enclosure (4), the order issuing authority will forward the package to OPNAV (N13) for approval determination.

14. OPNAV (N13) will review the 1,095-day waiver request and make a determination on the command’s request.

15. If OPNAV (N13) approves the 1,095-day waiver request, the order issuing authority will be notified for order issuance.

16. If OPNAV (N13) disapproves the 1,095-day waiver request, the order issuing authority and sourcing agent will be notified and provided an electronic copy of the disapproval.

17. For Reserve members who need both a sanctuary request and a 1,095-day waiver, both will be submitted together using the guidance outlined in OPNAVINST 1001.27 and this instruction, ensuring that all required documents are submitted in one package for review and disposition.
From: Commanding Officer or Commander or Officer in Charge, Requesting Command
To: Director, Military Personnel Plans and Policy Division (N13)
Via: (1) First Flag Officer in Requesting Command’s Chain of Command
(2) Commander, Navy Personnel Command (PERS-46, ADSW and Voluntary Contingency Recall; PERS-92, Definite MPN Recalls)

Subj: REQUEST FOR A WAIVER OF OVER 1,095 DAYS OF CUMULATIVE ACTIVE DUTY SERVICE OVER A 1,460-DAY PERIOD FOR ACTIVE DUTY FOR SPECIAL WORK (MILITARY PERSONNEL NAVY) FUNDED [OR DEFINITE MILITARY PERSONNEL NAVY RECALL TO ACTIVE DUTY, OR VOLUNTARY CONTINGENCY RECALL] ORDERS ICO POPEYE T. SAILOR, USN

Ref: (a) OPNAVINST 1320.6

Encl: (1) “Requirement Name” Requirement Information Sheet (ADSW only)

1. Per reference (a), request waiver of the limit on Ready Reserve personnel exceeding 1,095 cumulative days of active duty in the last 1,460 days.

2. Requirement information:
   a. Requirement name and reference number:
      (1) Requested start date and end date:
      (2) Total number of days:
   b. How was the requirement filled previously?
   c. Funding source data (MPN, RPN, reimbursable or overseas contingency operations):

3. Member information:
   a. Is member currently on orders? If so, what type (ADSW, voluntary or involuntary mobilization, MPN or RPN recall), which command, and the start and end dates?
Subj: REQUEST FOR A WAIVER OF OVER 1,095 DAYS OF CUMULATIVE ACTIVE DUTY SERVICE OVER A 1,460-DAY PERIOD FOR ACTIVE DUTY FOR SPECIAL WORK (MILITARY PERSONNEL NAVY) FUNDED [OR DEFINITE MILITARY PERSONNEL NAVY RECALL TO ACTIVE DUTY, OR VOLUNTARY CONTINGENCY RECALL] ORDERS ICO POPEYE T. SAILOR, USN

b. Total number of days member has been on ADSW (MPN funded), definite MPN recall and volunteer mobilization (under Title 10, U.S. Code, section 12301(d), in the last 1,460 days).

c. What active duty orders (including annual training or ADT) has member been on in the previous 6 years? Please give start and end dates and type of orders.

d. Member’s age at time of request.

e. Is member fully medically ready?

4. Justification:

a. What unique and critical skill sets does this member have which make this Selected Reservist the only member eligible to fill this requirement (Note: an incumbent with experience is not considered a unique or critical skill set)?

b. What actions have been taken to solicit other candidates for the requirement who would not require a 1,095-day waiver? Examples: Department of Defense product e-mail subscription service, Navy Reserve advertisement portal (through COMNAVRESFORCOM), local human resource office, command bulletin board, plan of the week, etc.

c. How long have solicitation requests been advertised? Please provide copies of the solicitation(s).

d. What is the mission impact if this waiver is not approved?

5. Requesting command point of contact:

CO’s SIGNATURE

FOR OFFICIAL USE ONLY – PRIVACY ACT SENSITIVE: Any misuse or unauthorized disclosure of this information may result in both criminal and civil penalties.