COMNAVSURFRESFOR INSTRUCTION 5040.1A

Subj: RESERVE ADMINISTRATION AND TRAINING EVALUATION (RATE) PROGRAM

Ref: (a) OPNAVINST 1001.22
     (b) BUPERSINST 1001.39C
     (c) COMNAVRESFORINST 1001.5C
     (d) NAVEDTRA 43100-1D
     (e) SECNAVINST 5214.2B

Encl: (1) Reserve Training and Administration Evaluation (RATE) Inspection Guide

1. **Purpose.** To issue policy, provide guidance, and assign responsibility for the RATE program on Naval Reserve Force (NRF) ships.

2. **Cancellation.** COMNAVSURFRESFORINST 5040.1

3. **Scope.** The guidance in this instruction applies to Naval Reserve Readiness commands (REDCOMs) who have responsibilities in the management of NRF ships. This instruction provides general policy governing the RATE program. Detailed implementation guidance should be issued by REDCOMs Eight, Eleven, and Nineteen working in consonance with the group/squadron commanders supported by this program.

4. **Background**
   
a. The RATE program was initiated in response to a Navy Inspector General report documenting systemic weaknesses in the training and administration of SELRES personnel assigned to NRF ships. Historically, NRF ships and their SELRES components fell outside the cognizance of normal Reserve Readiness Inspections and, as a result, did not receive periodic formal oversight of the administration and training of the SELRES component.

   b. Per references (a) through (c), REDCOMs that support NRF ships are responsible for the assignment of SELRES personnel to the ships for inactive duty training and for mobilization. SELRES personnel assigned must be ready to mobilize on short notice and, as a result, be maintained in the highest state of readiness. It is the responsibility of the ship to train and administer SELRES crew personnel after their assignment to the ship. These responsibilities are best monitored by periodic assessments of NRF ship SELRES component training and administration through routine inspections, audits, and assist visits.

   c. As a result, Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR), has tasked REDCOMs who are responsible for the assignment of SELRES to NRF ships to provide NRF ship Immediate Superior In Command (ISIC) with resources to perform comprehensive reviews of the effectiveness of the training and administration of NRF ship’s SELRES component.

   d. This program has been coordinated with Commander, Naval Surface Force, Atlantic and Commander, Naval Surface Force, Pacific.
5. Inspections/Audits/Assist Visits

a. **RATE Inspection.** RATE inspections will be conducted to support the Command Inspection (CI), but can be scheduled, with the ISIC’s concurrence at a time other than the actual CI. The RATE inspection will focus on SELRES specific training and administration. RATE inspection results will be consolidated, reviewed with the ship’s Commanding Officer (CO), and forwarded to the ISIC for approval with a copy to COMNAVSURFRESFOR within 5 working days after completing the inspection.

b. **RATE Assist Visit.** RATE assist visits will be conducted as requested by individual NRF ships and coordinated with the ISIC to provide specific assistance in areas of SELRES administration and/or training as identified by the ship or ISIC. Visit results will be made available only to the requesting ship. Successful RATE assist visits that cover all aspects of enclosure (1) of this instruction may satisfy the RATE inspection requirement; when recommended by the RATE team, and approved by the ISIC.

c. **RATE Audits.** Ninety days before the pri-crew/pre-crew transfers to the ship, or before the disestablishment of an NRF ship SELRES component, a RATE audit will be performed to ensure that SELRES training and administration records are in satisfactory condition. RATE audit results will be reviewed with the ship’s CO and supporting Naval Reserve Activity (NRA) CO, and a copy forwarded to the ISIC and COMNAVSURFRESFOR (NO1A), within 5 working days of the completion of the RATE audit. Other audits may be conducted, at the ISIC's request, subject to the availability of resources at the supporting REDCOM.

6. Responsibilities

a. **COMNAVSURFRESFOR will** establish RATE policy and procedures.

b. **REDCOMs Eight, Eleven, and Nineteen will**

   (1) Establish, train, and staff the RATE Inspection, Audit, and Assist Visit Teams.

   (2) Conduct RATE inspections, audits, and assist visits as coordinated with ships ISIC. Conduct RATE audits of pre-crews as coordinated with the cognizant REDCOM supporting NRA; conduct RATE audits of pri-crews as coordinated with the ship's ISIC. REDCOMs Eight and Eleven will support Atlantic Fleet NRF ships; REDCOM Nineteen will support Pacific Fleet NRF ships.

   (3) Provide a copy of the RATE inspection and audit results to the ISIC with copy to COMNAVSURFRESFOR (NO1A).

   (4) Provide training and support for NRF ship SELRES coordinators and administrators.
c. ISIC's will

(1) Provide REDCOM Eight, Eleven, or Nineteen, as appropriate with ships' operating schedules and annual RATE requirements including proposed CI and RATE inspection and audit schedules.

(2) Coordinate with the appropriate REDCOM and the requesting ship for RATE assist visits.

(3) Conduct SELRES training assessment as a part of the ship's total PQS review during the CI.

d. NRF Ships will

(1) Conduct ship self-assessment, using enclosure (1) of this instruction, for RATE inspections and audits; submit results to the appropriate REDCOM with a copy to the ISIC. 60 days before the scheduled RATE inspection or audit.

(2) Request RATE assist visits as appropriate. Identify specific areas of SELRES training and/or administration for review when requesting a RATE assist visit.

7. Team Composition

a. Team Size. Team size and structure vary by assigned RATE inspection/audit/assist visit

b. Team Composition. Within the normal make up of the team are the following:

(1) Senior Member and Reserve Training Evaluators. Lieutenant through Captain (grade of senior RATE member will be equal in rank or senior to ship CO when the RATE inspection/audit is not conducted in conjunction with a CI).

(2) Reserve Administration Evaluators:

(a) Reserve Personnel Evaluation.

(b) IDT and Accounting Evaluator.

(c) Medical Administration Evaluator.

c. Personnel Assignment. Team members are specifically appointed in writing by the cognizant Readiness Commander.

8. Training

a. RATE Member Training. RATE members will meet the following training criteria:

(1) The RATE Senior Member and Reserve Training Evaluators do not have specific training requirements; however they must meet the following criteria prior to assignment:
(a) Surface Warfare qualified.

(b) Have participated in at least two RATE inspections, acting as an assistant to the RATE senior member, to develop a working knowledge of inspection procedures and indoctrination on areas of review. This requirement may be waived to one RATE inspection depending on previous shipboard experience.

(c) Familiarity with reference (d) and applicable local training instructions.

(2) RATE Administration Evaluators. Must have completed the following Naval Reserve Professional Development Center courses as appropriate:

(a) Reserve Personnel Administration (R-500-0005).

(b) Reserve Center Medical Administration (R-500-0007).

b. SELRES Coordinator/Administrator Training. REDCOMs Eight, Eleven, and Nineteen will provide initial training for newly assigned NRF ship SELRES coordinators and administrators and will provide refresher training upon request, as resources permit. Training topics will include as a minimum:

(1) Duties and responsibilities.

(2) Personnel management and manning documents.

(3) Recording/Reserve Standard Training Administration Reporting System (Manpower) (RSTARS) procedures.

(4) Career counseling.

(5) Service records (officer and enlisted).

(6) Training/Personnel Qualification Standards (PQS).

(7) Medical/dental requirements.

(8) Legal issues.

(9) RATE program.

(10) Mobilization.

(11) NRF indoctrination program.

(12) Other programs, to include: Physical Readiness Test (PRT) management, Annual Training (AT)/Active Duty Training (ADT)/Inactive Duty Training Travel (IDTT) procedures, and Reserve Information Management System/Orderwriting Module (RIMS/OM).

9. RATE Inspection, Audit and Assist Visit Procedures. The scheduling of RATE inspections, audits and assist visits, and the specific procedures for conducting the event, will be coordinated with the ISIC. The current version of the RATE Inspection Guide, enclosure (1) of this instruction, may be used
as a guideline for conducting RATE inspections, audits and assist visits, or it can be tailored to accommodate unique organizational, scheduling, or resource situations within the REDCOM.

a. **Ship Self-Assessment.** Self-assessment is conducted prior to RATE inspection or audit, using enclosure (1) of this instruction as the guideline. Self-assessment results are forwarded to REDCOM Eight, Eleven, or Nineteen as appropriate, with copy to the ISIC 60 days prior to the scheduled RATE inspection or audit.

b. **RATE Post-Inspection/Audits.** A RATE Post-Inspection or Post-Audit to reexamine unsatisfactory areas may be directed by the ISIC and coordinated with the appropriate REDCOM. Reporting of RATE Post-Inspection and Post-Audit results will be handled in the same manner as those reported during regular RATE Inspection or Audits.

c. **Final Report.** RATE Inspection will be forwarded to the ISIC for final approval with a copy to COMNAVSURFRESFOR (NO1A).

10. **Action.** REDCOMs Eight, Eleven, and Nineteen will implement the RATE program upon receipt of this instruction.

11. **Report.** The RATE Inspection/Audit Assist Visit result requirements contained within are exempt from reports control per reference (d).

M. P. KAUCHAK
Chief of Staff

Distribution: (COMNAVRESFORINST 5218.2B)
List B2 (FR9 only)
   C1 (28D1, 28E2, 29AA1, 29AA2 only)
   E1 (24D1, 24D2 Only)
RESERVE ADMINISTRATION AND TRAINING EVALUATION (RATE) PROGRAM

INSPECTION GUIDE

______________________________
(COMMAND)

______________________________
(HOMEPORT)

______________________________
(ISIC)

______________________________
(DATE OF THE LAST RATE VISIT)

RESERVE PERSONNEL TRAINING/PQS GRADE: ______________________

RESERVE PERSONNEL ADMINISTRATION GRADE: ______________________

RESERVE MEDICAL/DENTAL READINESS GRADE: ______________________

OVERALL GRADE: ______________________

Enclosure (1)
SELRES TRAINING/POS COMMAND INSPECTION CHECKLIST

Note: The Training/PQS inspection checklist is divided into four major areas: Command Administration, Department/Division/Work Center Administration, Program Effectiveness, and Crew Integration. Each major area will be assigned one of the following adjective grades; SATISFACTORY or UNSATISFACTORY.

1. Command Administration (TAILORED)
   
a. Does the unit’s PQS program include PQS procedures for Selected Reservists (SELRES)? ___/

   b. Does the unit have an adequate method of tracking SELRES PQS progress? ___/

   c. Does the executive officer review and monitor operation of the PQS program monthly to ensure compliance with current program guidelines? ___/

   d. Are the SELRES coordinator/administrator involved in the planning and execution of training via Planning Board For Training (PBFT)? ___/

   e. Are page 4 service record entries being made for SELRES PQS final qualification (random check of five records from each department)? ___/

   f. Is the remedial PQS training program implemented for delinquent SELRES? ___/

   g. Do PQS accomplishment statistics determined by RATE match accomplishment statistics on monthly reports to ISIC? ___/

Command Administration: SATISFACTORY / UNSATISFACTORY

Comments:

2. Department/Division/Work Center Administration (CORE)
   
a. Are all PQS progress records (ADP or charts) maintained in an approved format? ___/

   b. Are all SELRES and watchstations included in the progress records? ___/

   c. Are SELRES progress records updated periodically? ___/

   d. Are designated qualifiers identified and the information readily available to SELRES? ___/

Enclosure (1)
e. Are only designated qualifiers signing off fundamental system, and watchstation areas?  ____/____

f. Is the Division Officer's Notebook being used as an effective management tool (including SELRES)?  ____/____

Department/Division/Work Center Administration: SATISFACTORY / UNSATISFACTORY
Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Program Effectiveness (CORE)  PERCENT

   a. What percentage of SELRES have completed Damage Control PQS after 12 months onboard?  ____

   b. What percentage of SELRES have completed 3-M Maintenance Man PQS after 6 months on board?  ____

   c. What percentage of SELRES are making satisfactory progress or qualified for their Condition I watchstation?  ____

   d. What percentage of SELRES are making satisfactory progress or qualified for their Condition III watchstation?  ____

   e. What percentage of SELRES are making satisfactory progress or qualified for their Condition V watchstation?  ____

Program Effectiveness: SATISFACTORY / UNSATISFACTORY
Comments:
________________________________________________________________________
________________________________________________________________________

Enclosure (1)
4. Crew Integration (CORE)

   a. Are all SELRES assigned Condition I/III/V watchstations on
      Watch, Quarter, and Station Bill?  
         YES/ NO  
         ___/___

   b. Do under instruction watchstanders know identity of approved
      PQS qualifiers?  
         YES/ NO  
         ___/___

   c. Randomly select SELRES in each department and question them
      to determine if they are being effectively integrated into the ship's
      crew and used.  
         YES/ NO  
         ___/___

   d. Are SELRES included in the command urinalysis program?  
         YES/ NO  
         ___/___

Program Effectiveness: SATISFACTORY / UNSATISFACTORY

Comments:

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Reserve Personnel Training/PQS Overall Grade

1. Command Administration:  SATISFACTORY / UNSATISFACTORY
2. Department/Division/
   Work Center Administration:  SATISFACTORY / UNSATISFACTORY
3. Program Effectiveness:  SATISFACTORY / UNSATISFACTORY
4. Crew Integration:  SATISFACTORY / UNSATISFACTORY
5. Overall:  SATISFACTORY / UNSATISFACTORY

Enclosure (1)
RESERVE ADMINISTRATION AND TRAINING EVALUATION PROGRAM

RESERVE PERSONNEL ADMINISTRATION CHECKLIST

Note: The Reserve Personnel Administration checklist is divided into four major areas: Personnel Administration, Reserve Montgomery G. I. Bill, Reserve Standard Training and Administration Reporting System (RSTARS), and Defense Enrollment Eligibility Reporting System (DEERS). Each major area will be assigned one of the following adjective grades: SATISFACTORY or UNSATISFACTORY.

1. Personnel Administration (CORE)
   a. MONTHLY REPORTS. Are RSTARS ad hoc capabilities used to track annual verifications (evaluation, Page 2’S, Civilian Occupation Code Indicator (COCI’s)), and service records verified to ensure accurate information?
   b. OFFICER SERVICE RECORDS (Field Service Record Administration). Are officer service records maintained per MILPERSMAN?
   c. ENLISTED SERVICE RECORDS (Field Service Record Administration). Are enlisted service records maintained per MILPERSMAN?
   d. BILLET MANAGEMENT
      (1) Are billet assignments effectively managed to ensure personnel in billets meet Reserve Functional Area and Sex (RFAS) codes?
      (2) Are “In Assignment Processing” personnel awaiting assignment to a billet or being processed for Administration Separation (ADSEP)?
      (3) Is the unit submitting an Enlisted Vacancy/Anticipated Loss Report? (When applicable)
   e. COMMISSARY PRIVILEGE CARD. Are commissary privilege cards being properly administered?
   f. ADVANCEMENT AND NAVY-WIDE EXAMINATION ADMINISTRATION
      (1) Are notices published on upcoming advancement cycles issued in a timely manner per BUPERSINST 1430.16D?
      (2) Is a report provided to the CO of personnel time in rate eligible for advancement to pay grade E2/E3?
      (3) Is an examination board appointed in writing, and effective?
(4) Are advancement examinations stowed in proper security containers? __ / __

(5) Are advancement examinations destroyed per BUPERSINST 1430.16D? __ / __

(6) Is the Recommendation for Advancement-in-Rate or Change in Rating (Work Sheet) (NAVEDTRA 1430/2) filed in the service record after examination results have been received? __ / __

(7) Are PO/CPO Indoctrinations being conducted before frocking to E4/E7? __ / __

g. NAVY ENLISTED CLASSIFICATION (NEC) MANAGEMENT AND CIVILIAN Occupation

(1) Are requests submitted to reinstate NECs held on active duty when there is a break in service of less than 1 year? __ / __

(2) Have all nondesignated members been assigned a Defense Grouping NEC? __ / __

(3) Are Defense Grouping NECs removed when a member is designated or advanced to PO3? __ / __

(4) Have all personnel completed/reviewed a Civilian Occupation Skills Questionnaire (NAVRES 1220/4) within the past 12 months? __ / __

(5) Does RSTARS(MP) COCI agree with NAVRES 1220/4? __ / __

h. RETENTION

(1) Is a RSTARS ad hoc Report Tracking System being used to notify members within 180 days of Expiration Of Service (EOS)? __ / __

(2) Does the command have the latest COMNAVRESFOR update listing bonus eligible ratings and NECs? __ / __

(3) Are the SELRES included in the Command’s Command Managed Equal Opportunity (CMEO) (i.e., CAT surveys, demographics)? __ / __

(4) Are career counseling records maintained on the SELRES? __ / __

i. AWARDS

(1) Is RSTARS being used to track eligibility for the NAVRES Meritorious Service Medal and the Armed Forces Reserve Medal? __ / __

(2) Is a tracking system in place to award members the NAVRES Sea Service Ribbon after completing 2 years onboard with two periods of qualifying "AT/ADT"? __ / __

Enclosure (1) 6
(3) Is command advancement program being used to include SELRES? – / –

(4) Are SELRES adequately considered for awards? – / –
   (i.e., NAM, CAP, etc...)

Personnel Administration (OFFICER AND ENLISTED) : SATISFACTORY / UNSATISFACTORY

Comments:

2. Reserve Standard Training and Administration Reporting System (RSTARS) / Standard File Maintenance Requirements


   b. Is there a Unit IDT/Accounting Folder, and are the following documents filed in chronological order?

      (1) All IDT Participation Report(s) (IPR)? – / –

      (2) RSTARS IDT Verification Report? – / –

      (3) Copies of correspondence relating to the administration of drill recording (“By direction” letters, etc.)? – / –

      (4) All copies IDT History Review Forms for personnel transferred or discharged? . / –

   c. Is there a Unit Pay Reports Folder, and does this folder contain the following documents?


      (2) NRDP Drill Status Report? – / –

Enclosure (1)
(3) NRDP Unit Error Report? __ / __

(4) Is there evidence that the above reports are being verified monthly? __ / __

d. Is there a RSTARS Input Verification Folder, and does it contain the following documents?

(1) RSTARS Transmittal Logs? __ / __

(2) RSTARS Information/Error Report? __ / __

e. NRDP Drill Status Report?

(1) Are there any unresolved pay problems? __ / __
If "YES", have RSLs been opened and tracked until resolution?

(2) Are all pay problems researched and corrective action taken in a timely reamer? __ / __

(3) Are all personnel receiving Fleet Pay? __ / __

f. IPR. Are mustering procedures documented? __ / __

g. prescheduled IDT/excuse of missed IDT/Equivalent Training (ET) __ / __
IDT period administration. Are rescheduled IDT, ET IDT, and additional IDT periods properly scheduled, documented and credited?

h. Naval Reserve IDT Reporting System.

(1) Is IDT Recording prepared and submitted to COMNAVRESFOR for processing within 3 working days following the day the drills are performed? (COMNAVRESFORINST 1001.5C) __ / __

(2) Does the command monitor Reserve Pay (i.e., compliance with procedures illustrated in the RSTARS Manual)?

i. Mandatory Management. Are Unsatisfactory Drills being successfully processed for discharge/transfer to the Individual Ready Reserve (IRR)/probation? __ / __

RSTARS/Standard File Maintenance Requirements: SATISFACTORY / UNSATISFACTORY

Comments:


Enclosure (1) 8
3. **AT/ADT**

   a. Are AT applications being prepared to ensure meeting lead-time requirements?  
      _ / _

   b. Is there an AT Tracking System in place to ensure AT is completed? If YES, by what means?  
      _ / _

   c. Are copies of the approved AT waiver, if applicable, filed in the service record and drill folder?  
      _ / _

4. **RIMS/OM Utilization and Management**

   a. Are OM reports being prepared to ensure AT tracking?  
      _ / _

   b. Is the most current version of (RIMS/(OM)) installed and in use?  
      _ / _

   c. Is the latest RIMS/OM User’s Manual onboard?  
      _ / _

   d. Does the command comply with lead times for AT/ADT/IDTT Travel Code 1 OPREPS?  
      _ / _

   e. Are AT/ADT modifications submitted within 30 days after completing AT/ADT?  
      _ / _

   f. Are RSTARS(MP) to RIMS/OM system updates and data transfers routinely accomplished?  
      _ / _

   g. Are disc backups of the RIMS/OM database accomplished at least weekly and every time data is imported/exported?  
      _ / _

**AT/ADT and RIMS/OM:** Satisfactory / Unsatisfactory

Comments:

____________________________________________________________________________

____________________________________________________________________________

5. **Reserve Montgomery GI Bill - SELRES**

   a. Does the command have a current copy of COMNAVRESFORINST 1780.1A?  
      _ / _

   b. Are all personnel declared eligible concurrently issued a Notice of Basic Eligibility (NOBE)?  
      _ / _
c. For those members declared eligible to participate in the RMGIB, is a copy of the NOBE (DD Form 2384 before 31 December 1991 or DD Form 2384-1 after 31 December 1991) being placed in member’s service record and drill folder? ___/___

d. Has the required Page 13 entry been completed and signed by each eligible member/officer? ___/___

e. Have recoupment packages been sent to COMNAVRESFOR (N11) for all eligible member’s placed in a suspended or unsatisfactory status? ___/___

f. Does the GI Bill Coordinator review RSTARS entries submitted on gains and losses and transfers to determine correctness? ___/___

g. Does the GI Bill Coordinator ensure that proper termination and recoupment codes are submitted via RSTARS on all members no longer eligible? ___/___

h. Are the appropriate adjudication forms completed and filed in the service records? ___/___

MONTGOMERY G. I. BILL: SATISFACTORY / UNSATISFACTORY

Comments: 

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

6. Defense Eligibility Enrollment Reporting System (DEERS)

Are all SELRES and their family member(s) enrolled in DEERS? – / –
(COMNAVRESFORINST 1001.5C)

DEERS Enrollment: SATISFACTORY / UNSATISFACTORY

Comments: 

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Enclosure (1) 10
Reserve Personnel Administration Overall Grade

1. Personnel Administration: SATISFACTORY / UNSATISFACTORY

2. RSTARS/Standard File Maintenance Requirements: SATISFACTORY / UNSATISFACTORY

3. AT/ADT and RIMS/OM: SATISFACTORY / UNSATISFACTORY

4. Montgomery GI BILL: SATISFACTORY / UNSATISFACTORY

5. DEERS Enrollment: SATISFACTORY / UNSATISFACTORY

6. Overall Grade: SATISFACTORY / UNSATISFACTORY

MEDICAL/DENTAL ADMINISTRATION

Note: The Medical/Dental and Physical Readiness is divided into three major areas: Medical/Dental Administration, Medical/Dental Readiness Program, and Physical Readiness Program. Each major area will be assigned one of the following adjective grades: SATISFACTORY or UNSATISFACTORY.

1. Medical/Dental Administration

   a. Does the Medical Department Representative (MDR) actively participate in General Military Training (GMT) for SELRES?

      (1) Hearing conservation? _ / _

      (2) Heat stress? _ / _

      (3) Cardiovascular Pulmonary Resuscitation (CPR)? _ / _

      (4) Asbestos danger? _ / _

      (5) First aid? _ / _

   b. Is there a system/tickler in place to notify SELRES of physicals/annual certificates due? _ / _

   c. Is there a system/tickler in place to notify SELRES of overdue physicals/annual certificates, and are noncompliers being processed per MILPERSMAN? _ / _

   d. Is there a system/tickler in place to monitor/identify SELRES needing Page 13’s for class III dental status, (MANMED Chapter 6) and is the 180 day limit for class III dental discrepancies being monitored? _ / _

   e. Is RSTARS(MM) being used? _ / _

Enclosure (1)
<table>
<thead>
<tr>
<th>Question</th>
<th>YES/NO</th>
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<tbody>
<tr>
<td>(1) Is the RSTARS Medical Tickler updated monthly?</td>
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<tr>
<td>(2) Uploaded to Pers/Admin computer?</td>
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<td>(3) Received from Pers/Admin computer?</td>
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<td>f. Are Not Physically Qualified (NPQ)/Temporary Not Physically Qualified (TNPQ) currently processed?</td>
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<td>g. Is all documentation initiated on all Notice of Eligibility (SECNAVINST 1770.3B) before the member is transferred back to the RESCEN?</td>
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<td>h. Is there a health/dental record onboard for each SELRES?</td>
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<tr>
<td>(1) Number of SELRES onboard?</td>
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<tr>
<td>(2) Number of health/dental records onboard?</td>
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<tr>
<td>i. Are health/dental records verified per MANMED Chapter 16-23?</td>
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<td>j. Is there a system/tickler to ensure SELRES have completed DNA sampling and verification in DEERS?</td>
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<tr>
<td>k. Is there a system/tickler to ensure new PPD converters have been evaluated by their private physicians and appropriate therapy has been provided?</td>
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<td>l. Is there a system in place to track all required immunizations?</td>
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<tr>
<td>m. Is there a system in place to track HIV screening?</td>
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<tr>
<td>n. Is hearing conservation program in effect, and is hearing protection provided?</td>
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Medical/Dental Administration: Satisfactory / Unsatisfactory

Comments:

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________________________________________________________________________

________________________________________________________________________

Enclosure (1)
2. Medical/Dental Readiness:
   
a. Physical Examinations:  (MANMED Chapter 15)
   
   NUMBER PHYSICALS CURRENT / SELRES POPULATION = PERCENT COMPLETED
   
   (1) Percentage of SELRES with current physical exams ______
   
   (2) Are all requirements/studies for complete physical exams being met per MANMED? ___/___
   
b. Annual Certificates:  (MANMED Chapter 15)
   
   NUMBER ANNUAL CERTIFICATES / SELRES POPULATION = PERCENT COMPLETED
   
   Percentage of SELRES with current annual certificates ______
   
c. Dental Exams:  (MANMED Chapter Six)
   
   NUMBER DENTAL EXAMS / SELRES POPULATION = PERCENT COMPLETED
   
   (1) Percentage of SELRES with current dental exams ______
   
   (2) Number of SELRES class III ______
   
d. Immunizations:  (COMNAVSFORINST 6230.1B)
   
   NUMBER (LINE ITEM) / SELRES POPULATION = PERCENT COMPLETED
   
   (1) Tetanus ______
   
   (2) Yellow Fever ______
   
   (3) Typhoid ______
   
   (4) PPD ______
   
   (5) MMR ______
   
   (6) HEPA ______
   
   (7) Blood Type ______
   
   (8) G6PD ______
   
   (9) Sickle Cell ______
   
e. HIV Status:  (SECNAVINST 5300.30C / COMNAVSFOR 53013.4A)
   
   NUMBER HIV TESTS / SELRES POPULATION = PERCENT COMPLETED ______
f. Audiograms:

   NUMBER AUDIOGRAM / SELRES POPULATION = PERCENT COMPLETED

   Baseline Audiogram

   g. DNA:

   NUMBER DNA TESTS / SELRES POPULATION = PERCENT COMPLETED

Medical/Dental Readiness: SATISFACTORY / UNSATISFACTORY

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. Physical Readiness Program

   a. Are SELRES given at least 10 - 14 weeks notice before the Readiness Test/Body Fat Measurements to allow for Risk Factor Screening, Completion of Physical Examination and Verification, and Conditioning?

      (1) Are medical waivers properly documented on the Medical Record SF-600 and section D, paragraph 4 of OPNAV 6110/2, (Pink PRT folder)?

      (2) Are height/weight (body fat if needed) determinations done not less than 48 hours before to the PRT?

   b. Are “Outstanding” performances on the PRT given recognition by the command, i.e., award ceremonies, quarters, noted in evaluations/fitness reports?

   c. Does the Command Fitness Coordinator (CFC) maintain accurate individual records of all SELRES members?

   d. Are all PRT folders” signed by Authorized Medical Department Representative (AMDR)?
e. Are Page 13’s found in the service records of those found to be “outside of standards”, failing the PRT, etc.? __/__

f. Have SELRES members meeting criteria for obesity been evaluated by their civilian doctor and is a report on file in the medical record? __/__

Physical Readiness Program: SATISFACTORY / UNSATISFACTORY

Comments:

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1. Medical/Dental Administration: SATISFACTORY / UNSATISFACTORY
2. Medical/Dental Readiness: SATISFACTORY / UNSATISFACTORY
3. Physical Readiness Program: SATISFACTORY / UNSATISFACTORY
4. Overall: SATISFACTORY / UNSATISFACTORY

REFERENCES:

SELRES TRAINING/POS COMMAND INSPECTION CHECKLIST: NONE

RESERVE PERSONNEL ADMINISTRATION:

1. Personnel Administration:
   a. Officer/Enlisted Service Records: MILPERSMAN
   b. Billet Management: COMNAVRESFORINST 5320.1B
   c. Commissary Privilege Card: BUPERSINST 1001.39C
   d. Advancement and Navy Wide Examination Administration: BUPERSINST 1430.16D
   e. NBC Management: NAVPERS 18068F