

ALMANAC



CITIZEN SAILOR

In June 1775 the residents of the coastal village of Machias (what is today eastern Maine) commandeered the schooner Unity and subsequently engaged the larger British warship, HMS Margareta, forcing her crew to surrender. The “Battle of Machias” was one of the earliest examples of America’s “Citizen Sailors” who, when duty called, were willing to leave their homes, put civilian careers on hold, and serve in defense of our Nation.

In this year’s TNR Almanac, we wanted to pay tribute to you, the Citizen Sailor. The Reserve Sailors highlighted throughout the Almanac are Citizen Sailors who, like you, manage the delicate overlap of their civilian and military careers. While the 48,085 Sailors that currently call themselves Navy Reservists have different experiences, they do share the ideals that compelled them to become a part of our Navy. Some join because a family member served, some simply want to take advantage of the many benefits, and others want to be a part of something larger than themselves.

The professions and trade skills you possess are a valuable asset that infuses emerging technologies and best practices from the private sector into the Navy Reserve and the Navy. You are electricians, doctors, pipe-fitters, lawyers, nurses, police officers, firefighters, students... you get it, you’re part of a long list of incredibly smart and talented Sailors—and ultimately you’re also confident Navy warfighters. We are the most powerful and resourceful Navy in the world and your ability to collaborate and network your talents is an essential part of that strength. We are an all-volunteer force that chooses to work together and fight together as a team—this is what makes our Navy great. We are a band of brothers and sisters willing to answer the call, a calling that Americans can only meet by accepting the challenge of service to their Country.



LEADERSHIP

Vice Adm. Luke M. McCollum

Chief of Navy Reserve
Commander, Navy Reserve Force

Rear Adm. Thomas W. Luscher

Commander, Navy Reserve Forces Command

Rear Adm. W. Michael Crane

Commander, Naval Air Force Reserve
Deputy Commander, Naval Air Forces

Cmdr. Doug Gabos

Force Public Affairs Officer

Chief Mass Communication Specialist (SW/AW)

Christina Shaw

Leading Chief Petty Officer

MAGAZINE

Lt. Russ Chilcoat

Senior Editor / Art Director

This Department of Defense magazine is an authorized publication for members of the DoD. Contents of The Navy Reservist are not necessarily the official views of, or endorsed by, the U.S. Government, the DoD, or the U.S. Navy. The editorial content of this publication is the responsibility of the Commander, Navy Reserve Forces Command Public Affairs Office. Questions and article/photo submissions may be sent by email to: cnrfc1@gmail.com.

TNR is always looking for action photos of Navy Reserve Sailors (minimum 300 dpi) that tell a story of Reserve Sailor support to the fleet. Please provide full identification of all individuals in the photograph, including their respective rating, rank and command. Photos should also include a visual information record identification number or VIRIN. Information about VIRINs is available online at www.navy.mil/photo_submit.asp. Submissions should be received eight weeks prior to publication month (i.e. Sept. 1st for the Nov. issue).

NEWS ONLINE: TNR current and past issues, and Navy Reserve news and social media sites, can be accessed online at www.navyreserve.navy.mil. Navy Reserve News Stand, a website featuring Navy Reserve news and photos, plus links to Navy fleet pages, can be viewed at: www.news.navy.mil/local/nrf.

CHANGE OF ADDRESS: Selected Reserve and Full-Time Support Sailors must submit address changes through NSIPS (Navy Standard Integrated Personnel System) via their Navy Operational Support Center (NOSC) personnel office. If you are not a Reserve Sailor, but would like to be added to the TNR mailing list, please forward your name and address to cnrfc1@gmail.com.

TNR Magazine, COMNAVRESFORCOM (N00P)
1915 Forrestal Drive, Norfolk, VA 23551-4615
(757) 445 - 8500

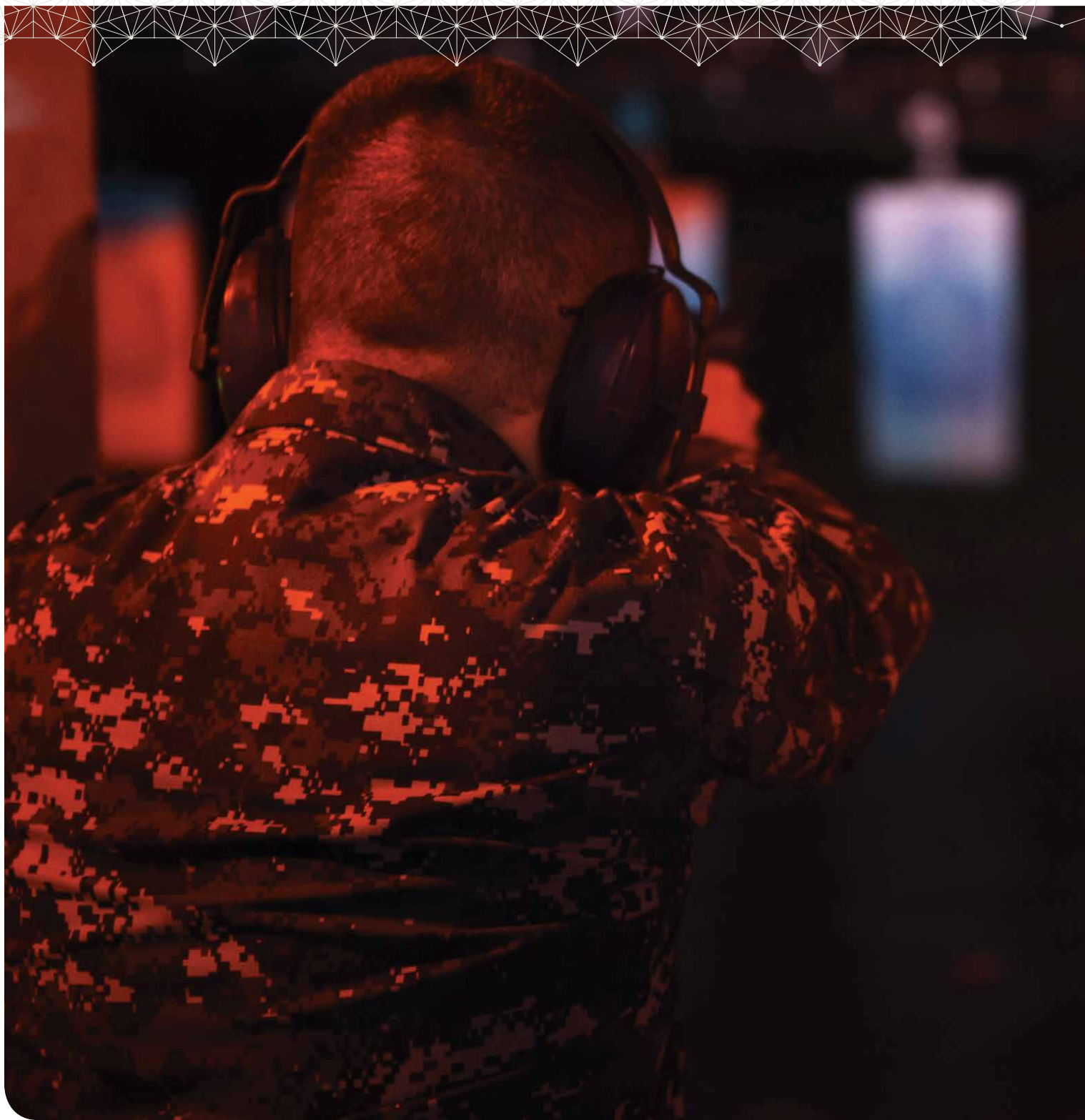




TABLE *of* CONTENTS

Pay/Points/Retirement

- 12..... Active Duty/Drill Weekend Pay Chart
- 14..... Reserve Retirement
- 16..... Financial Improvement & Audit Readiness
- 17..... Group Life Insurance
- 18..... ProcessQuik
- 18..... TRIM Records Management
- 19..... Enhancement for Drill Management

Career Development

- 22..... Career Navigator
- 24..... Continuum of Service
- 26..... Officer Service Record Management
- 27..... Joint Duty Assignment
- 28..... Apply
- 29..... JOApply

Education

- 32..... Officer leadership training
- 32..... Navy Knowledge Online
- 33..... Correspondence Courses
- 33..... Joint-Qualified Officer (JQO)
- 34..... Joint Professional Military Education

Mobilization/Demobilization

- 38..... Mobilization
- 39..... Returning Warrior Workshop
- 40..... Family Care Plan
- 40..... Yellow Ribbon Reintegration
- 41..... Reserve Component Healthcare
- 41..... Transitional Assistance Management Program (TAMP)

Medical

- 44..... Tricare Dental Program
- 44..... Line of Duty
- 45..... TriCare Reserve Select

Travel

- 48..... Government Travel Charge Card
- 49..... Travel Orders/Authorizations and Vouchers/Claims

Benefits

- 52..... Post 9/11 GI Bill & Transferability
- 53..... Fleet & Family Support Program
- 54..... Veterans Affairs Loans
- 54..... Inspector General
- 55..... Thrift Savings Plan
- 55..... TSA Precheck
- 56..... ESGR
- 57..... Navy-Marine Corps Relief Society
- 57..... Funeral Honors
- 58..... Legal Assistance
- 58..... Navy Reserve Chaplains
- 59..... Policy Board
- 60..... Military Lodging
- 60..... Information, Tickets & Tours
- 61..... Space-A Travel
- 62 Phone Directory

ALL CONTACT INFORMATION AND HYPERLINKS ARE CONSOLIDATED IN ONE
CONVENIENT LOCATION AT: WWW.NAVYRESERVE.NAVY.MIL/PAGES/ALMANAC.ASPX

WELCOME ABOARD



SHIPMATES,

We are pleased to offer you the 2017 Almanac. This year's edition is dedicated to you, our "Citizen Sailors." You are the select few that manage to delicately balance service, family, and civilian employment.

Inside this Almanac you'll find helpful resources to manage your career and educate you on benefits and programs. We know the only constant is change, and though not definitive, the Almanac provides a great foundation for you to manage the Navy part of your life. I hope you'll dig into the important information contained within, and if you see ways we can improve, or additional areas that need to be addressed, please pass them along to the TNR editorial team.

You possess the initiative to balance civilian work and Navy life. The experiences you bring from the civilian world add tremendous value to the fleet.

This is going to be a dynamic year of change; beginning with a change in our country's leadership with a new Commander in Chief, and a new secretary of defense and secretary of the Navy.

No one is better suited to adapt to change than Citizen Sailors. I admire you and your significant contributions to our nation's defense. It's Citizen Sailors like you who make great sacrifice and

juggle the tasks required to meet the demands of two careers. You possess the initiative to balance civilian work and Navy life. The experiences you bring from the civilian world add tremendous value to the fleet.

The toughest missions cannot be done without you. Seventy-five percent of all individual augmentee requirements are filled by Reserve Sailors in some of the most austere and demanding locations: Djibouti, Afghanistan, Kuwait, and Guantanamo Bay. The eighty percent volunteer rate for these mobilizations is a testament to your dedication to the Navy team and to your nation. The choice you make to serve when you report for duty does not go unnoticed. Your service and sacrifice are greatly honored and appreciated by our nation.

Finally, I would like to send a special note of thanks to the RESFOR public affairs team. This small group of public affairs professionals (Cmdr. Gabos, Lt. Chilcoat, MCC Shaw, and YN2 Bollinger) produce TNR and the Almanac, as well as, manage to keep the RESFOR leadership informed of daily issues. The extra hours they put in focusing on the issues that affect Reserve Sailors most are greatly appreciated.

As always, thank you for your continued service and please pass my thanks to your family, friends, and employers for their continued support.

Vice Adm. Luke M. McCollum
Chief of Navy Reserve

MY FELLOW SHIPMATES,

Welcome to our 2017 Navy Reserve, our tradition! Besides having useful information that you can use all year, the theme for this edition is *you*: The dedicated Citizen Sailor.

In my travels around the Navy Reserve, I am amazed by the professional, military, and personal lives that our shipmates balance. I have said in the past, Navy Reserve Sailors practice “Advanced Citizenship” (special prize to the first email if they find that). Your citizenship goes beyond your service in the military, it extends to civilian employment and giving back to your communities.

The diversity of our Reserve Sailors’ civilian employment skills are impressive. Those skills and credentials often extend beyond your rating and paygrade in the Navy. Reserve Sailors like ISC Mike Robinson, a grad student and literally a rocket scientist or EOC Steven Butterhof, a disaster preparedness consultant/project manager. Sailors are Teachers, Lawyers, Doctors, Nurses, Fire Fighters, Law Enforcement, Mechanics, Engineers, Information Technicians, politicians, the list is limitless.

Perhaps even more impressive is the work of our shipmates in the community. Whether you are working with Sea Cadets or leading Campaign Drug Free efforts, local NJROTC units, our Navy Reserve Sailors embrace the future in our communities. Your work with the USO, Red Cross, and our Veterans has made a difference in the lives of others.

You demonstrate to our communities that we are proud of our heritage. I am proud of the reports that I see of Sailors participating with events like the 75th Anniversary of Pearl Harbor, or visiting Veterans providing meals and fellowship.

Across America, Sailors from NOSCs participate in Veteran’s Day, Memorial Day and Wreaths Across America events. You are critical every Navy Week and Commissioning Ceremony.

Reserve Sailors do more than honors at sporting events including the World Series. For example, HM2 Kylie Henson performed the National Anthem for several nationally televised sporting events. Most honorably, you and your shipmates represent the Navy providing nearly 40,000 funeral honors in 2016 around the world. Families and communities are impressed with your professionalism and military bearing as you provide honors and gratitude for faithful service.

Thank you for being twice the citizen. Thank you for practicing ‘advanced citizenship’. You are all hometown heroes. You are the face and image of the Navy to



[Your] skills and credentials often extend beyond your rating and paygrade in the Navy.

America. Not only do you serve admirably and sacrifice on behalf of this country and Navy but you do the same for your community. We are proud of you. THANK YOU! #AreYouReady

FORCM (AW/SW) CJ Mitchell
Navy Reserve Force Master Chief

CNO: A DESIGN FOR MAINTAINING MARITIME SUPERIORITY

CORE ATTRIBUTES / One clear implication of the current environment is the need for the Navy to prepare for decentralized operations, guided by commander's intent. The ability to achieve this end is reliant on the trust and confidence that is based on a clear understanding, among peers and between commanders and subordinates, of the risk that can be tolerated. This trust and confidence is enhanced by our actions, which must reflect our core values of Honor, Courage, and Commitment. Four core attributes of our professional identity will help to serve as guiding criteria for our decisions and actions. If we abide by these attributes, our values should be clearly evident in our actions.

Integrity: Our behaviors as individuals and as an organization align with our values as a profession. We actively strengthen each other's resolve to act consistently with our values. As individuals, as teams, and as a Navy, our conduct must always be upright and honorable both in public and when nobody's looking.

Accountability: We are a mission-focused force. We achieve and maintain high standards. Our actions support our strategy. We clearly define the problem we're trying to solve and the proposed outcomes. In execution, we honestly assess our progress and adjust as required – we are our own toughest critic.

Initiative: On their own, everybody strives to be the best they can be – we give 100 percent when on the job. Our leaders

take ownership and act to the limit of their authorities. We foster a questioning attitude and look at new ideas with an open mind. Our most junior teammate may have the best idea; we must be open to capturing that idea.

Toughness: We can take a hit and keep going, tapping all sources of strength and resilience: rigorous training for operations and combat, the fighting spirit of our people, and the steadfast support of our families. We don't give up the ship.

FOUR LINES OF EFFORT / The execution of this Design is built along four Lines of Effort that focus on warfighting, learning faster, strengthening our Navy team, and building partnerships. These lines of effort are inextricably linked and must be considered together to get a sense of the total effort. The corresponding objectives and first year tasks listed under each line of effort define how we will begin to move forward.

Strengthen Naval Power at and From Sea: Maintain a fleet that is trained and ready to operate and fight decisively – from the deep ocean to the littorals, from the sea floor to space, and in the information domain. Align our organization to best support generating operational excellence.

1] Maintain and modernize the undersea leg of the strategic deterrent triad. This is foundational to our survival as a nation.

2] In partnership with the Marine Corps, develop concepts and capabilities to provide more options to national leaders, from non-conflict competition to high-end combat at sea. Operations short of conflict should be designed to contain and control escalation on terms favorable to the U.S. Combat at sea must address “blue-water” scenarios far from land and power projection ashore in a highly “informationalized” and contested environment. All scenarios must address the threat of long-range precision strike. Test and refine concepts through focused wargaming, modeling, and simulations. Validate these concepts through fleet exercises, unit training and certification.

3] Further advance and ingrain information warfare. Expand the Electromagnetic Maneuver Warfare concept to encompass all of information warfare, to include space and cyberspace.

4] To better meet today's force demands, explore alternative fleet designs, including kinetic and non-kinetic payloads and both manned and unmanned systems. This effort will include exploring new naval platforms and formations – again in a highly “informationalized” environment – to meet combatant commander needs.

5] Examine the organization of United States Fleet Forces Command, Commander Pacific Fleet and their subordinate commands to better support clearly defining operational and warfighting demands and then to generate ready forces to meet those demands.

6] Examine OPNAV organization to rationalize our headquarters in support of warfighting requirements.

Achieve High Velocity Learning at

Every Level: Apply the best concepts, techniques and technologies to accelerate learning as individuals, teams and organizations. Clearly know the objective and the theoretical limits of performance – set aspirational goals. Begin problem definition by studying history – do not relearn old lessons. Start by seeing what you can accomplish without additional resources. During execution, conduct routine and rigorous selfassessment. Adapt processes to be inherently receptive to innovation and creativity.

- 1] Implement individual, team and organizational best practices to inculcate high velocity learning as a matter of routine.
- 2] Expand the use of learning-centered technologies, simulators, online gaming, analytics and other tools as a means to bring in creativity, operational agility and insight.
- 3] Optimize the Navy intellectual enterprise to maximize combat effectiveness and efficiency. Reinvigorate an assessment culture and processes.
- 4] Understand the lessons of history so as not to relearn them.

Strengthen Our Navy Team For The

Future: We are one Navy Team – comprised of a diverse mix of active duty and Reserve Sailors, Navy Civilians, and our families – with a history of service, sacrifice and success. We will build on this history to create a climate of operational excellence that will keep us ready to prevail in all future challenges.

- 1] Aggressively pursue implementation of the core tenets of the “Sailor 2025” program – fully integrated and transparent data and analytics, increased career choice and

flexibility, expanded family support, and tailored learning.

- 2] Accelerate “Sailor 2025” efforts to leverage information technology to enhance personnel system and training modernization efforts.
- 3] Strengthen and broaden leadership development programs to renew and reinforce the Navy Team’s dedication to the naval profession. Leader development will be fleet-centered and will begin early in our careers, focusing on character and commitment to Navy core values. Character and leadership will be rewarded through challenging assignments and advancement.
- 4] Strengthen organizational integrity by balancing administrative requirements with the benefits gained from the time spent. The goal will be to return more time to leaders and empower them to develop their teams.
- 5] Strengthen the role of Navy leaders in leading and managing civilian professionals as key contributors to the mission effectiveness of our Navy Team.

Expand and Strengthen Our Network

of Partners: Deepen operational relationships with other services, agencies, industry, allies and partners – who operate with the Navy to support our shared interests.

- 1] Enhance integration with our Joint Service and interagency partners at all levels of interaction to include current and future planning, concept and capability development and assessment.
- 2] Prioritize key international partnerships through information sharing, interoperability initiatives, and combined operations; explore

new opportunities for combined forward operations.

- 3] Deepen the dialogue with private research and development labs, and academia. Ensure that our Navy labs and research centers are competitive and fully engaged with their private-sector partners.
- 4] Increase the volume and range of interaction with commercial industry. Seek opportunities through non-traditional partners.

Desired Outcome

A Naval Force that produces leaders and teams who learn and adapt to achieve maximum possible performance, and who achieve and maintain high standards to be ready for decisive operations and combat.

Conclusion

We will remain the world’s finest Navy only if we all fight each and every minute to get better. Our competitors are focused on taking the lead – we must pick up the pace and deny them. The margins of victory are razor thin – but decisive! I am counting on your integrity, accountability, initiative, and toughness to execute the lines of effort described in this Design, execute our mission, and achieve our end state. I am honored and proud to lead you.

J. M. RICHARDSON
Admiral, U.S. Navy
Chief of Naval Operations

RESERVE FORCE BY THE NUMBERS

Provided in this spread are Reserve manpower numbers, periodic calendar dates and administrative highlights. The data provided is not comprehensive and is only intended to provide a quick snap shot of core information. **Please visit www.dmdc.osd.mil and www.public.navy.mil as the main source for information; dates and numbers are subject to change.**

| End Strength Numbers (as of 21DEC16) | |
|--|---------------|
| Selected Reserves (SELRES) | 48,085 |
| Enlisted | 35,397 |
| Officer | 12,668 |
| Mobilized to Active Duty | 2,757 |
| Active Duty Special Work | 655 |
| Annual Training | 680 |
| Active Duty for Training | 883 |
| Total Reserve Performing Op Support (20%) | 11,667 |
| TOTAL FTS AND SELRES: | 58,136 |
| SELRES Mobilizations (as of 28DEC16) | |
| NORTHCOM | 492 |
| SOUTHCOM | 133 |
| EUCOM | 40 |
| AFRICOM | 394 |
| CENTCOM | 948 |
| PACOM | 2 |
| OCONUS | 1,644 |
| CONUS | 492 |

| RC Funeral Honors | |
|--|---------------|
| Funeral Honors Provided FY17 | 14,691 |
| Sailors Performing Honors | 30,136 |
| Total Man Hours Support | 100,575 |
| Navy Operational Support Centers (123) | |
| Full Time Support (FTS) | 10,051 |
| Officer | 1,538 |
| Enlisted | 8,513 |
| RC HQ/Staff Support | 3,359 |
| Operational Support | 6,692 |
| Deployed (OEF/OIF) | 24 |
| Individual Ready Reserve (IRR) | 50,582 |
| Active Status Pool (ASP) | 49,656 |
| Voluntary Training Unit (VTU) | 2,420 |
| VTU Mobilized to Active Duty | 93 |
| VTU Active Duty Special Work | 90 |
| VTU Active Duty for Training | 48 |
| SELRES and VTU by Region (as of 13JAN17) | |
| NR Mid-Atlantic RCC Great Lakes | 5,542 |
| NR Mid-Atlantic RCC Norfolk | 11,970 |
| NR Southeast RCC Jacksonville | 8,375 |
| NR Southeast RCC Fort Worth | 7,303 |
| NR Southwest RCC San Diego | 10,269 |
| NR Northwest RCC Everett | 3,712 |

| SERVICES | END STRENGTH NUMBERS (as of 31OCT16) | |
|----------------------|--------------------------------------|-------------|
| Army National Guard | 341,461 | <div></div> |
| Army Reserve | 198,074 | <div></div> |
| Navy Reserve | 58,125 | <div></div> |
| Marine Corps Reserve | 38,705 | <div></div> |
| Air National Guard | 105,826 | <div></div> |
| Air Force Reserve | 69,445 | <div></div> |
| Coast Guard Reserve | 6,497 | <div></div> |
| TOTAL | 818,040 | |

OPERATIONAL CALENDAR

EVAL and FITREP Periodic Calendar

| | MIDTERM | SIGNED | MIDTERM | SIGNED |
|-----|---------|------------|------------|------------|
| | OFFICER | | ENLISTED | |
| JAN | 06 | 03 | E3, E2, E1 | |
| FEB | 05 | 02 | | |
| MAR | | W5, W4, W3 | E8, E7 | E5 |
| APR | 04 | 05 | | E9 |
| MAY | | 01 | E6 | |
| JUN | | | | E4 |
| JUL | 03 | 06 | | E3, E2, E1 |
| AUG | 02 | | | |
| SEP | | W2 | E5 | E8, E7 |
| OCT | | 04 | E9 | |
| NOV | 01 | | | E6 |
| DEC | | | E4 | |

2017 Advancement Exam Cycle

| | SELRES | | FTS | |
|----|--------|-------|-------|-------|
| E7 | FEB17 | | 19JAN | |
| E6 | FEB17 | AUG17 | 02MAR | 07SEP |
| E5 | FEB17 | AUG17 | 09MAR | 14SEP |
| E4 | FEB17 | AUG17 | 16MAR | 21SEP |

2017 Boards

| | | | |
|---------------------|-------|---------------------|-------|
| Reserve LDO, CWO | 11JAN | FTS Trnsfr Redes #2 | 05APR |
| CMC, CSC Screen | 30JAN | FTS/Res O4 Line | 17APR |
| FTS/Reserve O6 Line | 30JAN | FTS/Reserve E7 | 22MAY |
| Reserve FAO Re-des. | 15FEB | FTS/Res O4 Staff | 12JUN |
| FTS/Res O6 Staff | 28FEB | Reserve W5, W4, W3 | 15JUN |
| FTS/Res O5 Staff | 28FEB | APPLY Board | 07AUG |
| Reserve CEC Cmd | 28FEB | FTS Retention | 23OCT |
| FTS/Res E8, E9 | 06MAR | FTS/Res. Maj Cmd | 24OCT |
| FTS/Reserve O5 Line | 07MAR | FTS/Res. O8 Line | 30NOV |
| FTS/Res Aviat Cmd | 13MAR | FTS/Res. 07 Line | 05DEC |

Navy Week Outreach Schedule

| | |
|-----------------------------------|-------------|
| Mobile, Alabama | 23FEB-02MAR |
| Austin, Texas | 19-26MAR |
| Gulfport / Biloxi, Mississippi | 01-08APR |
| Memphis, Tennessee | 08-14MAY |
| Spokane, Washington | 15-21MAY |
| Pittsburgh, Pennsylvania | 19-25JUN |
| Omaha, Nebraska | 26JUN-02JUL |
| Minneapolis / St. Paul, Minnesota | 17-23JUL |
| Green Bay / Fox Cities, Wisconsin | 28JUL-06AUG |
| Indianapolis, Indiana | 07-13AUG |
| Portland, Maine | 21-27AUG |
| Detroit, Michigan | 28AUG-04SEP |
| Salt Lake City, Utah | 11-17SEP |
| Little Rock, Arkansas | 16-22OCT |
| Forth Worth, Texas | 23-29OCT |

Federal Holidays

| | |
|----------------------------------|--------------|
| New Year's Day | Mon, 02JAN |
| Martin Luther King, Jr. Birthday | Mon, 16JAN |
| President's Day | Mon, 20FEB |
| Memorial Day | Mon, 29MAY |
| Independence Day | Tues, 04JUL |
| Labor Day | Mon, 04SEP |
| Columbus Day | Mon, 09OCT |
| Veterans Day | Fri, 10NOV |
| Thanksgiving Day | Thurs, 23NOV |
| Christmas | Mon, 25DEC |

N-Codes

| N1 | N2 | N3 | N4 | N5 | N6 | N7 | N8 | N9 |
|----------------------|--------------|------------|-----------|------------------|------------------------|------------------------|--------------------------|---------|
| Manpower & Personnel | Intelligence | Operations | Logistics | Plans and Policy | Information Technology | Readiness and Training | Resources & Requirements | Medical |

“It really falls back to my training and experience on both sides, because I can carry skills from civilian to military and vice versa.”

MASTER-AT-ARMS 1ST CLASS BRIAN L. SISSON

MA1 Sisson, who drills at Navy Operational Support Center (NOSC) New Orleans, comes from a Navy family. His grandfather, Seaman First Class Robert Sisson, Sr., his father, Senior Chief Boatswain's Mate Robert Sisson, Jr., and his wife, Tara, is a civilian employee with the Navy MWR at NAS JRB New Orleans. And they have a son who is a third-class yeoman currently serving aboard USS America (LHA 6).

Sisson joined the Navy Reserve in 2011 and is currently responsible for providing operational support to the Naval Security Force at NAS JRB New Orleans.

He is also a civilian police sergeant in the Marine Corps Police Department.

“I'm able to bring all my years of knowledge and abilities gained from Navy training and apply it to my civilian career,” Sisson said.

Like his father, Sisson was a boatswain's mate. Enlisting in 1995, Sisson served on USS George Washington (CVN 73) and USS Detroit (AOE 4).

“I was always interested in the rating of master-at-arms, and after being assigned to duty master-at-arms on the USS Detroit, I decided that I wanted to make it my career path,” he said.

Sisson believes that he has learned a variety of skills and gained certifications from both Navy and civilian careers that have helped with the two careers he now enjoys.



“Specifically,” he said, “my master-at-arms training has been essential to paving my professional path as a civilian law enforcement officer.”

“It really falls back to my training and experience on both sides, because I can carry skills from civilian to military and vice versa,” he noted. “It's a win-win situation.”



PAY / POINTS / RETIREMENT

2017 ACTIVE DUTY PAY CHART*

| Pay Grade | YEARS OF SERVICE | | | | | | | | | | | | | | | |
|---|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | <2 | 2 | 3 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 24 | 26 | 30 |
| COMMISSIONED OFFICERS | | | | | | | | | | | | | | | | |
| 0-10 | - | - | - | - | - | - | - | - | - | - | - | 15583 | 15583 | 15583 | 15583 | 15583 |
| 0-9 | - | - | - | - | - | - | - | - | - | - | - | 14352 | 14559 | 14858 | 15379 | 15583 |
| 0-8 | 10155 | 10488 | 10709 | 10770 | 11046 | 11506 | 11613 | 12050 | 12175 | 12552 | 13097 | 13598 | 13933 | 13933 | 13933 | 14282 |
| 0-7 | 8438 | 8830 | 9011 | 9156 | 9417 | 9675 | 9973 | 10270 | 10569 | 11506 | 12297 | 12297 | 12297 | 12297 | 12360 | 12607 |
| 0-6 | 6399 | 7030 | 7491 | 7491 | 7520 | 7842 | 7885 | 7885 | 8333 | 9125 | 9590 | 10055 | 10319 | 10587 | 11106 | 11328 |
| 0-5 | 5334 | 6009 | 6425 | 6503 | 6763 | 6918 | 7260 | 7511 | 7834 | 8330 | 8565 | 8798 | 9063 | 9063 | 9063 | 9063 |
| 0-4 | 4603 | 5328 | 5684 | 5762 | 6092 | 6446 | 6887 | 7230 | 7469 | 7606 | 7685 | 7685 | 7685 | 7685 | 7685 | 7685 |
| 0-3 | 4047 | 4587 | 4951 | 5398 | 5657 | 5941 | 6124 | 6426 | 6584 | 6584 | 6584 | 6584 | 6584 | 6584 | 6584 | 6584 |
| 0-2 | 3497 | 3982 | 4586 | 4741 | 4839 | 4839 | 4839 | 4839 | 4839 | 4839 | 4839 | 4839 | 4839 | 4839 | 4839 | 4839 |
| 0-1 | 3035 | 3159 | 3819 | 3819 | 3819 | 3819 | 3819 | 3819 | 3819 | 3819 | 3819 | 3819 | 3819 | 3819 | 3819 | 3819 |
| COMMISSIONED OFFICERS WITH MORE THAN FOUR YEARS ENLISTED OR WARRANT OFFICER ACTIVE-DUTY SERVICE | | | | | | | | | | | | | | | | |
| 0-3E | - | - | - | 5398 | 5657 | 5941 | 6124 | 6426 | 6681 | 6827 | 7026 | 7026 | 7026 | 7026 | 7026 | 7026 |
| 0-2E | - | - | - | 4741 | 4839 | 4993 | 5253 | 5454 | 5604 | 5604 | 5604 | 5604 | 5604 | 5604 | 5604 | 5604 |
| 0-1E | - | - | - | 3819 | 4078 | 4229 | 4382 | 4534 | 4741 | 4741 | 4741 | 4741 | 4741 | 4741 | 4741 | 4741 |
| WARRANT OFFICERS | | | | | | | | | | | | | | | | |
| W-5 | - | - | - | - | - | - | - | - | - | - | - | 7436 | 7813 | 8094 | 8405 | 8826 |
| W-4 | 4182 | 4499 | 4628 | 4755 | 4973 | 5190 | 5409 | 5739 | 6028 | 6303 | 6528 | 6748 | 7070 | 7335 | 7637 | 7790 |
| W-3 | 3819 | 3978 | 4142 | 4195 | 4366 | 4703 | 5053 | 5218 | 5409 | 5606 | 5959 | 6198 | 6341 | 6493 | 6699 | 6699 |
| W-2 | 3380 | 3699 | 3797 | 3865 | 4084 | 4425 | 4594 | 4760 | 4963 | 5122 | 5266 | 5438 | 5551 | 5641 | 5641 | 5641 |
| W-1 | 2966 | 3286 | 3371 | 3553 | 3767 | 4084 | 4231 | 4437 | 4640 | 4800 | 4947 | 5126 | 5126 | 5126 | 5126 | 5126 |
| ENLISTED | | | | | | | | | | | | | | | | |
| E-9 | - | - | - | - | - | - | 5053 | 5167 | 5312 | 5481 | 5653 | 5927 | 6159 | 6403 | 6776 | 7115 |
| E-8 | - | - | - | - | - | 4136 | 4319 | 4432 | 4568 | 4715 | 4980 | 5115 | 5344 | 5471 | 5783 | 5899 |
| E-7 | 2875 | 3138 | 3258 | 3417 | 3542 | 3755 | 3875 | 4089 | 4267 | 4388 | 4517 | 4567 | 4735 | 4825 | 5168 | 5168 |
| E-6 | 2487 | 2737 | 2857 | 2975 | 3097 | 3373 | 3480 | 3688 | 3752 | 3798 | 3852 | 3852 | 3852 | 3852 | 3852 | 3852 |
| E-5 | 2278 | 2432 | 2549 | 2669 | 2857 | 3053 | 3214 | 3233 | 3233 | 3233 | 3233 | 3233 | 3233 | 3233 | 3233 | 3233 |
| E-4 | 2089 | 2196 | 2315 | 2432 | 2536 | 2536 | 2536 | 2536 | 2536 | 2536 | 2536 | 2536 | 2536 | 2536 | 2536 | 2536 |
| E-3 | 1886 | 2004 | 2126 | 2126 | 2126 | 2126 | 2126 | 2126 | 2126 | 2126 | 2126 | 2126 | 2126 | 2126 | 2126 | 2126 |
| E-2 | 1793 | 1793 | 1793 | 1793 | 1793 | 1793 | 1793 | 1793 | 1793 | 1793 | 1793 | 1793 | 1793 | 1793 | 1793 | 1793 |
| E-1 | 1600 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

2017 DRILL WEEKEND PAY CHART*

| Pay Grade | YEARS OF SERVICE | | | | | | | | | | | | | | | |
|---|------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | <2 | 2 | 3 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | 22 | 24 | 26 | 30 |
| COMMISSIONED OFFICERS | | | | | | | | | | | | | | | | |
| 0-10 | - | - | - | - | - | - | - | - | - | - | - | 2078 | 2078 | 2078 | 2078 | 2078 |
| 0-9 | - | - | - | - | - | - | - | - | - | - | - | 1914 | 1941 | 1981 | 2050 | 2050 |
| 0-8 | 1354 | 1398 | 1428 | 1436 | 1473 | 1534 | 1548 | 1607 | 1623 | 1674 | 1746 | 1813 | 1858 | 1858 | 1858 | 1904 |
| 0-7 | 1125 | 1177 | 1202 | 1221 | 1256 | 1290 | 1330 | 1369 | 1409 | 1534 | 1640 | 1640 | 1640 | 1640 | 1648 | 1681 |
| 0-6 | 853 | 937 | 999 | 999 | 1003 | 1046 | 1051 | 1051 | 1111 | 1217 | 1279 | 1341 | 1376 | 1412 | 1481 | 1510 |
| 0-5 | 711 | 801 | 857 | 867 | 902 | 922 | 968 | 1001 | 1045 | 1111 | 1142 | 1173 | 1208 | 1208 | 1208 | 1208 |
| 0-4 | 614 | 710 | 758 | 768 | 812 | 860 | 918 | 964 | 996 | 1014 | 1025 | 1025 | 1025 | 1025 | 1025 | 1025 |
| 0-3 | 540 | 612 | 660 | 720 | 754 | 792 | 817 | 857 | 878 | 878 | 878 | 878 | 878 | 878 | 878 | 878 |
| 0-2 | 466 | 531 | 611 | 632 | 645 | 645 | 645 | 645 | 645 | 645 | 645 | 645 | 645 | 645 | 645 | 645 |
| 0-1 | 405 | 421 | 509 | 509 | 509 | 509 | 509 | 509 | 509 | 509 | 509 | 509 | 509 | 509 | 509 | 509 |
| COMMISSIONED OFFICERS WITH MORE THAN FOUR YEARS ENLISTED OR WARRANT OFFICER ACTIVE-DUTY SERVICE | | | | | | | | | | | | | | | | |
| 0-3E | - | - | - | 720 | 754 | 792 | 817 | 857 | 891 | 910 | 937 | 937 | 937 | 937 | 937 | 937 |
| 0-2E | - | - | - | 632 | 645 | 666 | 700 | 727 | 747 | 747 | 747 | 747 | 747 | 747 | 747 | 747 |
| 0-1E | - | - | - | 509 | 544 | 564 | 584 | 605 | 632 | 632 | 632 | 632 | 632 | 632 | 632 | 632 |
| WARRANT OFFICERS | | | | | | | | | | | | | | | | |
| W-5 | - | - | - | - | - | - | - | - | - | - | - | 991 | 1042 | 1079 | 1121 | 1177 |
| W-4 | 558 | 600 | 617 | 634 | 663 | 692 | 721 | 765 | 804 | 840 | 870 | 900 | 943 | 978 | 1018 | 1039 |
| W-3 | 509 | 530 | 552 | 559 | 582 | 627 | 674 | 696 | 721 | 747 | 795 | 826 | 845 | 866 | 893 | 893 |
| W-2 | 451 | 493 | 506 | 515 | 545 | 590 | 612 | 635 | 662 | 683 | 702 | 725 | 740 | 752 | 752 | 752 |
| W-1 | 396 | 438 | 450 | 474 | 502 | 544 | 564 | 592 | 619 | 640 | 660 | 683 | 683 | 683 | 683 | 683 |
| ENLISTED | | | | | | | | | | | | | | | | |
| E-9 | - | - | - | - | - | - | 674 | 689 | 708 | 731 | 754 | 790 | 821 | 854 | 904 | 949 |
| E-8 | - | - | - | - | - | 551 | 576 | 591 | 609 | 629 | 664 | 682 | 712 | 729 | 771 | 787 |
| E-7 | 383 | 418 | 434 | 456 | 472 | 501 | 517 | 545 | 569 | 585 | 602 | 609 | 631 | 643 | 689 | 689 |
| E-6 | 332 | 365 | 381 | 397 | 413 | 450 | 464 | 492 | 500 | 506 | 514 | 514 | 514 | 514 | 514 | 514 |
| E-5 | 304 | 324 | 340 | 356 | 381 | 407 | 428 | 431 | 431 | 431 | 431 | 431 | 431 | 431 | 431 | 431 |
| E-4 | 279 | 293 | 309 | 324 | 338 | 338 | 338 | 338 | 338 | 338 | 338 | 338 | 338 | 338 | 338 | 338 |
| E-3 | 251 | 267 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 | 283 |
| E-2 | 239 | 239 | 239 | 239 | 239 | 239 | 239 | 239 | 239 | 239 | 239 | 239 | 239 | 239 | 239 | 239 |
| E-1 | 213 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

*Rounded to the nearest dollar

RESERVE RETIREMENT

A member of the Navy Reserve may request transfer to the Retired Reserve after accumulating 20 or more years of qualifying service. Unlike regular retirement from active duty, Navy Reserve non-regular retirement pay begins at age 60 or, in some cases, at a lesser qualifying age.

There are two non-disability defined benefit plans currently available: Final Pay and high-36 (also known as High-3). The Fiscal Year 2016 National Defense Authorization Act (NDAA) introduced a third retirement plan option – Blended Retirement System (BRS). This new plan will be effective on Jan. 1, 2018. BRS is a hybrid plan that combines a defined benefit plan with a defined contribution plan featuring fixed and matching Thrift Savings Plan (TSP) contributions by the Department of Defense (DoD) in a manner similar to many civilian retirement plans.

For the two defined benefit plans, anyone who initially entered military service prior to Sept. 8, 1980 is under the Final Pay plan and anyone who initially entered on or after Sept. 8, 1980 is under the high-36 Plan. To calculate retired pay, a retiree refers to the active duty pay chart in effect at the time he or she becomes eligible for retired pay, with Final Pay using base pay for the month prior to receipt of retired pay and high-36 using an average of the last 36 months of base pay prior to receipt of retired pay. The basis of retirement pay in the Navy Reserve is retirement points earned over the course of a career, so the total points need to be entered into the following equation to determine retirement pay:

CALCULATING RETIREMENT PAY

Formula:

$$\text{Total Retirement Points} \div 360 \times .025 \times \text{Base Pay} = \text{Retirement Pay}$$

Sample:

For a SELRES Sailor who initially entered military service on Feb. 14, 1990, served 8 years on active duty and 18 years in the SELRES, accumulated a total of 5,262 points, and retired from the SELRES as a Senior Chief after 26 qualifying years of service and a minimum of three years (High-36) at the rank of E-8, the retirement pay would be:

$5,262 \div 360 \times .025 \times \text{High-36 average upon reaching age 60}$, which results in receipt of 36.5% of the High-36 average of base pay in effect when eligible for retired pay. Calculated with the 2016 pay tables, resulting in \$2,108.86 per month.

BLENDED RETIREMENT SYSTEM

Two significant elements of BRS are the DoD fixed contribution of one percent of base pay (commencing after 60 days of service) and the DoD matching contribution of up to 4 percent of base pay (commencing with your 3rd year of service and ending on your 26th year). The trade-off for receipt of the fixed contribution and the matching contribution is a change of the Retirement Pay multiplier from .025 to .02 percent, with the base pay calculated in the same manner as the high-36 Plan.

For members under BRS who opt out of TSP contributions, DoD will contribute one percent of your base pay into your TSP account, and it does not reduce your pay. TSP continues to be available to members under the Final Pay and high-36 retirement plans, but without fixed and matching DoD contributions.

| DoD Automatic Contribution | Your Contribution | DoD Matching Contribution | Total TSP Contribution |
|----------------------------|-------------------|---------------------------|------------------------|
| 1% | 0% | 0% | 1% |
| 1% | 1% | 1% | 3% |
| 1% | 2% | 2% | 5% |
| 1% | 3% | 3% | 7% |
| 1% | 4% | 3.5% | 8.5% |
| 1% | 5% | 4% | 10% |

Besides DoD matching contributions to TSP, the beginning of the 3rd year of service marks the point where you are fully vested in your TSP account. Therefore, if you leave the Navy Reserve after beginning your 3rd year of service, your entire TSP balance goes with you.

In addition to the automatic and matching TSP contributions, members may be eligible for receipt of Continuation Pay at 12 years of service, based on Pay Entry Base Date (PEBD), in exchange for an additional service obligation. Details of Continuation Pay have not been finalized as this issue goes to print.

For Reserve members who initially enter the military on or after Jan. 1, 2018, BRS will be the only retirement program available. Reserve members under contract prior to Jan. 1, 2018 and who have less than 4,320 retirement points will have 12 months (Jan. 1, 2017 to Dec. 31, 2017) to decide whether to remain under their legacy retirement plan or opt in to BRS. In order to opt in to BRS, you must be in a paid status. Members, who are otherwise eligible but not in a paid status during the period of Jan. 1, 2018 to Dec. 31, 2018, will have an opportunity to enroll in BRS once returned to paid status. NAVADMIN 259/16 provides additional details.

NAVY RESERVE YEARS OF SERVICE

Years of service has a different meaning depending upon the situation discussed. Total Years of Qualifying Service (TYQS) is the number of years completed with the minimum number of points to qualify as a satisfactory year toward retirement. Length of Service (LOS) is the total number of years, months, and days a member has been under contract and is used to calculate the PEBD. Since LOS is used to calculate PEBD, it is also the measure of when a Reserve Component Sailor reaches High Year Tenure (HYT).

Retirement Eligibility. This category of years of service counts each anniversary year in which the member earned at least 50 points. The maximum number of total points in an anniversary year is equal to the number of days in the anniversary year (365 or 366), while the maximum number of inactive points is capped at 130 as of Oct. 30, 2007.

Points accrue from the following sources:

- One point for each day of active service, for each drill period performed, and for each day of funeral honors duty
- 15 points for each year affiliated with the Navy Reserve

Generally, a member must have 20 years of qualifying service to be eligible for non-regular retirement. Navy Personnel Command will issue a Notice of Eligibility (NOE) after a member meets this requirement.

Base Pay. Years of service for pay purposes includes all periods of active service, and all period of Reserve or National Guard service and is counted day-for-day. A unique feature of Reserve retirement is the continued accrual of longevity for pay purposes from the time one transfers to the Retired Reserve without pay (Gray Area Retiree) until the day prior to receipt of retired pay.

REQUESTING RETIREMENT AND BENEFITS OF RESERVE RETIREMENT

Retirement Age. A member is generally not eligible for non-regular retired pay until they reach age 60. The exception is a member of the Reserve Component who is recalled to active duty after Jan. 28, 2008 shall have the age 60 requirement reduced by three months for each cumulative period of 90 days performed in any fiscal year after that date, or in any two consecutive fiscal years if after Sept. 30, 2014.

Applying for Retired Pay. Members eligible for non-regular retirement pay must request their retired pay from Navy Personnel Command, PERS-912. **It is not automatic!**

Applying for Retirement Without Pay. Submit request for transfer to the Retired Reserve (without pay) per the templates and timelines provided in BUPERSINST 1001.39F.

Applying for Retirement with Pay. PERS-912 will send notification advising you of how to submit an application for retired pay prior to reaching age 60. If you have not received notification 4 months prior to reaching age 60, contact PERS-912 at (866) 827-5672. The earliest date that retired pay can start is your 60th birthday, unless qualified for earlier receipt of retired pay under the provisions of NDAA 2008.

Reserve Component BRS Infographic. The most recent infographic for Reserve Component BRS is available at http://militarypay.defense.gov/Portals/107/Documents/Blended%20Retirement/DOD-BRS%20Reserve%20Component_08.16.2016.pdf?ver=2016-08-17-094311-077

| Benefit* | Gray Area Retiree (without pay) | Retiree (with pay) |
|--------------------|--|----------------------------------|
| ID Cards | Member: DD Form 2A (Red) | Member: DD Form 2 (Blue) |
| | Dependents: DD Form 1172-1 | Dependents: DD Form 1173 |
| Facilities | | |
| Exchanges | Yes | Yes |
| Commissary | Yes | Yes |
| Lodging | Yes | Yes |
| Medical Facilities | Member: No, except on ADT or AD | Member: Yes |
| | Dependents: No | Dependents: Yes |
| TRICARE | Member: Yes (TRICARE RETIRED RESERVE) | Member: Yes, until age 65 |
| | Dependents: No | Dependents: Yes, until age 65 |
| Space-A Travel | Member: Yes, CONUS only | Member: Yes |
| | Dependents: No | Dependents: OCONUS only |

* The complete table of Benefits for Retired Reserve Members is available at: <http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/ReserveRetirements/Pages/default.aspx>

Notification of Change of Address. Retired Reserve Sailors who will be eligible for retired pay at age 60 (Gray Area Retirees) and personnel on the retired list (receiving pay) must keep PERS-912 informed of their current mailing address. If a temporary change of residence is planned and mail cannot be delivered promptly by means of the existing mailing address, members should inform PERS-912 prior to the change of residence.

FINANCIAL IMPROVEMENT AND AUDIT READINESS

The secretary of defense mandated that the Department of Defense (DoD) achieve audit readiness. Tasked with this requirement, the Office of the Under Secretary of Defense Comptroller Office of Financial Operations (FMO) established the Department of Navy Financial Improvement & Audit Readiness (DON FIAR Program).

The DON FIAR Program is a multi-year, department-wide effort to strengthen Navy-Marine Corps financial business processes and systems, transforming them so that they better serve worldwide operations. The program's goal is to produce financial information with greater accuracy, reliability, and accessibility. With this improved information, the DON's senior leaders will be able to allocate department resources in a better informed, more precise way.

Commander, Navy Reserve Force (CNRF) has continually supported the DON FIAR Program's goal of producing audit-ready financial information for the external audit currently in progress. It is important to note that FIAR is not a one-time event, but an ongoing comprehensive process and control transformation.

Audit readiness is a state of being; being prepared at all times to demonstrate proper manual and automated processes and documentation that are executed in accordance with policy by all Sailors enterprise-wide.

Achieving audit readiness is a team effort and increases the accuracy of reports and produces more effective, transparent business processes.

You can help the DoD achieve audit readiness by taking the following actions:

AT/ADT Orders:

- Federal Travel Regulation 301-52.7 requires travelers to submit their travel voucher within five days of returning from travel
 - » Ensure orders are properly endorsed with both reporting and detaching endorsements
 - » Ensure your NRA has a copy of your fully endorsed orders upon completion
 - » Request order modification if duty dates are not properly annotated on official orders
 - » Ensure your supported command has submitted your endorsed orders to the supporting PSD
 - » If travel did not occur, ensure you have canceled it in the appropriate travel system

Drill Pay:

- Ensure that the appropriate individuals sign and date each page of all IDT Muster Forms 1570/21 or 1570/22 or properly muster you in EDM

Achieving audit readiness is a team effort and increases the accuracy of reports and produces more effective, transparent business processes.

Government Purchase Card:

- Ensure an authorized approving official approves the purchase
- Ensure the funds are obligated within 10 days of having your obligation document signed by an AO
- Circle, sign and date all receipts to evidence acceptance of goods/services

Reserve Sailors can use the DTS Travel Policy Compliance Tool to review travel vouchers and identify any potential errors:

<http://www.defensetravel.dod.mil/site/compliance.cfm>

For more information, go to: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/CNRFN4_N3/Pages/default.aspx

GROUP LIFE INSURANCE

SERVICEMEMBERS

SGLI provides low-cost term life insurance coverage to eligible service members.

Eligibility

- Active duty members of the Army, Navy, Air Force, Marines, Coast Guard, or members of the Ready Reserve (Selected Reserve and Individual Ready Reserve - Voluntary Training Unit) or National Guard and scheduled to perform at least 12 periods of inactive training per year
- Member, cadet, or midshipman of the Reserve Officers Training Corps (ROTC) engaged in authorized training

Coverage

SGLI coverage is available in \$50,000 increments up to a maximum of \$400,000. Covered members receive 120 days of free coverage from their date of separation. Coverage can be extended for up to two years if the service member receives 100 percent disability at separation.

If you receive a 100 percent disability rating at the time of separation (unable to work), you can apply for the SGLI Disability Extension, which provides free coverage for up to two years from the date of separation. At the end of the extension period, you automatically become eligible for VGLI, subject to premium payments.

Cost/Rates

If you have SGLI coverage, you pay a monthly premium that is automatically deducted from your base pay. The current basic SGLI premium rate is 7 cents per \$1,000 of insurance. The premium includes an additional \$1 per month for Traumatic Injury Protection coverage (TSGLI).

- To designate beneficiaries, or to reduce, decline, or restore SGLI coverage, you must complete and submit SGLI form SGLV 8286
- You should contact your personnel office for any changes to Basic SGLI or Family SGLI coverage

Payment

Premiums are deducted from monthly pay automatically. Members of the VTU must pay premiums directly to DFAS. Members who fail to pay premiums, and who fail to opt out of coverage, will incur a debt that will go to collection at the time of retirement/separation and can negatively affect credit.

FAMILY SERVICEMEMBERS

FSGLI provides term life insurance coverage to spouses, qualifying biological and adopted children, and stepchildren of

service members participating in Servicemembers Group Life Insurance (SGLI). The service member pays the premium for spousal coverage. Dependent children are insured at no cost.

Eligibility

- Spouses and children of active-duty service members covered by full-time SGLI
- Spouses or children of the National Guard, or Ready Reserve (Selected Reserve and Individual Ready Reserve - Voluntary Training Unit) members covered by full-time SGLI
- Family coverage is available only to members insured under the SGLI program
- If you are covered under full-time SGLI, you are eligible to insure your spouse, regardless of whether your spouse is on active duty, retired or is a civilian



Coverage

FSGLI provides up to a maximum of \$100,000 of insurance coverage for spouses, not to exceed the service member's SGLI coverage amount, and \$10,000 for dependent children.

If you are insured under full-time SGLI, spousal coverage may or may not be automatic. The majority of members are covered automatically and must opt out of coverage via the NRA by completing SGLV Form 8286A.

How to Apply

If you are covered under full time SGLI and your spouse is not automatically covered, you may apply for spouse coverage by completing SGLV Form 8286A.

Payment

Premiums are deducted from monthly pay automatically. Members of the VTU must pay premiums directly to Defense Finance & Accounting Service (DFAS). Members who fail to pay premiums, and who fail to opt out of coverage, will incur a debt that will go to collection at the time of retirement/separation and can negatively affect credit.

PROCESSQUIK

ProcessQuik is the Navy Reserve's centralized source for standardized business processes and supporting documentation. By providing job aids to help staff members more consistently execute administrative tasks, ProcessQuik results in improved customer service for the citizen sailor.

In addition to SOPs and related resources, you can find a list of roles and responsibilities for processes ranging from Physical Fitness Assessments (PFA) to Direct Commission Officer Onboarding. Turn to ProcessQuik today to help you find answers to your questions, support NOSC Staff PQS completion, validate processes for inspections and assessments, and assist with turnover.

ProcessQuik is located on the private CAC-enabled Navy Reserve Homeport. To make the most of ProcessQuik, you can:

- Search more than 1,500+ processes, QuikGuides or references using the search feature on the homepage
- Share processes with colleagues by clicking the "Share" button on a process page
- Save favorite processes, QuikGuides or references to your QuikLinks for easy access
- Receive updates on significant changes by adding resources to your QuikLinks list

- Submit updates, corrections, or recommendations by clicking on the Feedback link on each process page or from the homepage

COMNAVRESFOR Instruction 5222.1 "ProcessQuik Implementation across the Navy Reserve Force" establishes policy and governance requirements for ProcessQuik. The CNRF ProcessQuik site is located at: <https://private.navyreserve.navy.mil/sites/processquik> under "Applications."



TRIM: RECORDS MANAGEMENT

CNRF is implementing a practical Electronic Records Management System (ERMS) to improve on the current state of the RM Program. An ERMS offers considerable value to the Force by facilitating the sharing of information, improving the use of staff time, and reducing the unnecessary physical space and costs associated with the storage of records.

TRIM is the approved ERMS tool for OPNAV and its subordinate commands. The program satisfies Financial Improvement and Audit Readiness (FIAR) document retention requirements and will help the RF to become audit ready. As of Oct. 1, 2016, all Key Supporting Documents (KSDs) shall be stored properly in TRIM. TRIM is available on all NMCI workstations, and supplies the RESFOR with a single auditable and compliant records management system.

HP TRIM offers:

- Robust search functionality for record retrieval
- Assisted record scheduling to ensure files are retained appropriately

- Secure storage of Personally Identifiable Information (PII) and For Official Use Only (FOUO) records
- Access controls with restricted permissions to sensitive records

HP TRIM does not replace the S:Drive or SharePoint. Instead it is to be used in collaboration with the current electronic platforms that are available.

Contact the CNRFC TRIM Support Team at CNRFC_TRIM@navy.mil for any questions or comments and to request an account. For training resources and more information, please refer to CNRFINST 5210.1 and visit:

https://private.navyreserve.navy.mil/coi/Records_Management/TRIM/SitePages/TRIM-Training.aspx

ENHANCEMENT FOR DRILL MANAGEMENT

Enhancement for Drill Management (EDM) is the Navy Reserve self-service drill management module within the Navy Standard Integrated Personnel System (NSIPS).

EDM is accessible 24/7 by all Navy personnel with a CAC and CAC-enabled computer or mobile device via the Ready 2 Serve (R2S) application. EDM has improved accuracy and timeliness of drill participation records, increasing retirement point and pay accuracy associated with rescheduled regular, flexible and additional IDT periods for pay or non-pay, and funeral honors duty. Effective Jan. 28, 2017, EDM now includes the capability to record and adjudicate unit musters.

How does it work?

1. For individual drill requests:
 - a. Reserve Sailor logs into NSIPS and accesses the EDM module to request an IDT action (e.g., request to reschedule regular IDT periods or schedule additional IDT)
 - b. The Unit CO, or designated representative, receives notification of a submitted request in NSIPS and adjudicates the request
 - c. If approved, the request is electronically forwarded to the assigned NRA for final approval and generation of an electronic Individual Participation Record (IPR)
 - d. Disapproved requests are returned to the Sailor, and the Sailor is notified via a system-generated email notification
 - e. The Reserve Sailor performing the IDT must be electronically mustered in NSIPS. The muster can be performed by any E-6 and above member of the Navy, Active or Reserve, or GS-5 and above Civilian Employee via their NSIPS Member Self Service account.
2. For unit musters:
 - a. Unit Mustering Official logs into NSIPS and accesses the EDM module to perform the Unit muster
 - b. Unit Mustering Official annotates the Unit IPR with the muster status for each Reserve Sailor assigned to the Unit
3. Once mustered, the electronic IPR is sent to the Unit CO (and another Unit designated representative for counter-signature on Unit IPRs) and the NRA for certification
4. Upon NRA certification, the IPR is electronically recorded for pay and/or retirement point accrual processing in EDM

EDM has improved accuracy and timeliness of drill participation records, increasing retirement point and pay accuracy...

How do you access EDM?

Access EDM, by logging into NSIPS Member Self Service at: <https://nsipsprod.nmci.navy.mil/nsipscllo/jsp/index.jsp>.

1. SELRES and VTU Sailors, who are new to NSIPS, must first use the “NSIPS Self-Service (New Users)” link to apply for a NSIPS account
2. New NRA or System Administrator users, must first request an NSIPS account via the “New User SAAR Validation (Supervisor)” link

User training is available on the NSIPS homepage by accessing the “Command Job Performance Aids (JPA)” link. Please contact your NRA EDM Administrator if you have questions or need assistance regarding EDM.

“My management style is a direct reflection of my Navy experience—I have advanced quickly in my position and responsibility.”

AVIATION ELECTRICIAN'S MATE 1ST CLASS GREGORY STOEGER

After six years of active-duty service, AE1 Stoeger had a second start in the Navy Reserve that began by coincidence. Stoeger brought his son into the recruiting station to discuss his future possibilities only to find out he was still eligible to join the Navy Reserve—by only 89 days. “I decided that I needed to set an example to (my sons) on the importance of serving their country and the many benefits of being in the military, so I enlisted as a Reservist at the age of 45. Two years later, my son joined the Reserve as well.”

Stoeger currently drills at NOSC Norfolk serving as a Navy Emergency Preparedness Liaison Officer (NEPLO) in support of Defense Support for Civil Authorities (DSCA).

In his civilian occupation he is a real property accountability officer at Naval Support Activity Hampton Roads (NSAHR), Norfolk, Virginia. Stoeger says the training and military culture from the Navy Reserve has been extremely valuable to him in his civilian career. “My management style is a direct reflection of my Navy experience—I have advanced quickly in my position and responsibility.”

One of his routine responsibilities is to conduct installation inspections where his knowledge of Navy Occupational Risk



Management has been invaluable and has helped provide clear direction and flexibility to the constantly changing needs and physical demands of his mission. He added, “the ability to work as a team in the Navy has definitely allowed me to work well with all types of people regardless of their background. It has provided for me two very successful and fulfilling careers.”



CAREER DEVELOPMENT

CAREER NAVIGATOR

Career Navigator helps Sailors make informed personal and professional career decisions by placing the power of Navy career management systems at their fingertips.

Management of enlisted career events such as change of rating, transition from Reserve Component (RC) to Active Component (AC) or Full-Time Support (FTS), and orders selection is through an integrated Information Technology (IT) structure available to every career counselor.

Career Waypoints

Qualification of a Sailor within Career Waypoints (C-WAY) is central to the functionality of each C-WAY module. Every E-6 and below Sailor has a Career Waypoints record through which their career counselor can validate the Sailor's eligibility to change ratings or execute a change in component from RC to AC or FTS.

Career Waypoint-Conversion is the module that allows Reserve Sailors to apply for rating conversions within the Reserve community based on the Sailor's qualifications and the needs of the Navy.

Career Waypoint-Transition advertises available AC and FTS opportunities by rating, paygrade, and year group (YG), enabling qualified RC personnel to continue a Navy career as either AC or FTS. Based on the needs of the Navy, opportunities may exist to execute in-rate assignment or rating conversion in conjunction with recall to AC or FTS.

Engage with your Unit Career Counselor (UCC) or Navy Reserve Activity (NRA) Command Career Counselor (CCC) to submit Career Waypoint-Transition applications.

Navy e-Learning

NeL delivers computer-based learning to enhance professional and personal growth.

www.nko.navy.mil > LEARNING > Navy e-Learning > Online Courses

Navy Credentialing Opportunities Online (Navy COOL)

Navy COOL explains how to meet civilian certification and licensure requirements related to rating, job, designator, and occupation. Navy COOL provides the ability to learn how to fill gaps between Navy training and experience and civilian credentialing requirements, identify resources that assist in gaining civilian job credentials, and locate resources to fund credentialing exams, such as the Navy-funded credentialing program, GI Bill, and Defense Activity for Non-Traditional Education Support (DANTES).

www.nko.navy.mil > LEARNING > College and Credentialing > Credentialing Opportunities Online

Joint Services Transcript (JST)

Formerly known as Sailor and Marine ACE Registry Transcript (SMART), JST documents college courses completed at institutions accredited by a regional, national, or professional accrediting agency recommended by the U.S. Department of Education. JST provides recommended college credit for military occupational experience and training. Completed courses not reflected in JST may be submitted per the guidance located at the "how to make updates or corrections to your JST transcript" link. Recommendations are made by the American Council on Education (ACE).

www.nko.navy.mil/ > LEARNING > Joint Services Transcript

Electronic Service Record (ESR)

The ESR contains personal, training, education, awards and performance information. When required by regulation, some ESR data is printed as NAVPERS forms and filed in your OMPF. Your ESR is NOT used in the selection board review process, although documents printed from your ESR and accepted into OMPF are reviewed by board members. All AC, FTS, and SELRES personnel are required to establish a self-service ESR account within NSIPS per NAVADMIN 043/09.

<https://nsipsprod.nmci.navy.mil>

Electronic Training Jacket (ETJ)

The ETJ provides a view of career information documented in Navy personnel databases, such as training and education (including Navy e-Learning, Navy Enlisted Classification (NEC) codes, and college courses), qualifications and certifications, career history, advancement status and awards.

www.nko.navy.mil > LEARNING > Electronic Training Jacket

Physical Readiness Information Management System (PRIMS)

PRIMS provides access to current and historical Body Composition Assessment (BCA) and Physical Readiness Test (PRT) results, Physical Activity Risk Factor Questionnaires (PARFQs), Medical and Administrative Separation Waivers and Fitness Enhancement Program (FEP) data.

www.bol.navy.mil > PRIMS

Selected Reserve (SELRES) Change of Designator

Requests for a voluntary change of designator for SELRES officers are adjudicated continuously by PERS-9. Procedures for requesting a change of designator are provided in:

BUPERSINST 1001.39F: Administrative Procedures For Navy Reservists

MILPERSMAN 1212-010: Lateral Transfer And Change Of Designator Codes Of Regular And Reserve Officers

MILPERSMAN ARTICLE 1212-020: Redesignation Procedures For Limited Duty Officers (LDOS) And Chief Warrant Officers (CWOS) Within Their Respective Community

Official Military Personnel File (OMPF)

OMPF consists of documents that reflect information about your accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status and separation/retirement from the Navy.

Sailors can download and print service record documents, accessing the same OMPF documents available to selection board members when considering candidates for advancement and special programs.

<https://www.bol.navy.mil> > Official Military Personnel File (OMPF) – My Record

U.S. Navy Awards

Previously known as the Navy Department Awards Web Service (NDAWS), the U.S. Navy Awards website provides online access to Navy awards information and assistance. The website

provides news and information, references and recent updates for Navy personnel, veterans, and those in administrative offices responsible for preparing and submitting awards.

<https://awards.navy.mil>

Career Management System/ Interactive Detailing (CMS-ID)

CMS/ID provides the ability to explore Navy job opportunities, identify career-enhancing jobs that meet professional and personal goals, identify specific skills and abilities required to perform the job desired, and submit job applications when ready. CMS/ID evolved in FY14 to meet the changing demands of the SELRES PRD-based billet structure with the introduction of a quarterly cycle based system. SELRES now have a three-month window in the calendar quarter prior to their PRD in which to apply for up to seven billets, and a second opportunity in the calendar quarter in which their PRD falls, if not selected during their first orders selection cycle.

<https://www.cmsid.navy.mil>



CONTINUUM OF SERVICE

The Continuum of Service provides opportunities for a lifetime of service by combining full-time and active duty with part-time Reserve duty which has a range of programs designed to facilitate flexible options.

Each of the efforts listed below is designed to further enable the Continuum of Service by smoothing the transition between components, and within the Navy Reserve. They are in place to help Sailors make informed decisions about their careers while ensuring the Navy receives the greatest support through continued service. To ensure the warfighting readiness of the Total Force, barriers to service will continue to be removed, and all Sailors will be better able to navigate their careers from recruitment to retirement.

NAVET Affiliation Physicals

For individuals who have separated from the Active Component (AC) and are looking to affiliate with the Reserve Component (RC), the validity of the separation physical has been extended from six months to two years for Navy Veteran (NAVET) affiliations of officer and enlisted personnel.

Enlistment/Affiliation Bonus for NAVETs

Several critical SELRES communities are undermanned and/or have high mobilization and attrition rates. Enlistment/affiliation bonuses are available to incentivize certain NAVETs with critical skills and/or rating to enlist/affiliate in the Navy Reserve.

Career Transition Office (CTO)

The Career Transition Office (CTO) PERS-97 provides counseling and support to active-duty officer and enlisted Sailors considering a transition to the RC. Furthermore, AC officers approved for favorable separation or resignation will be contacted by the CTO prior to separation. Interested AC service members may also contact a CTO representative by phone at: 901-874-4192 or email at cto.officer@navy.mil or cto.enlisted@navy.mil.

Reserve Component to Active Component (RC2AC) / Full-Time Support (FTS)

To provide opportunities for RC officer and enlisted Sailors to meet active-duty (AC and FTS) mission requirements, three Reserve to active-duty transition programs are available:

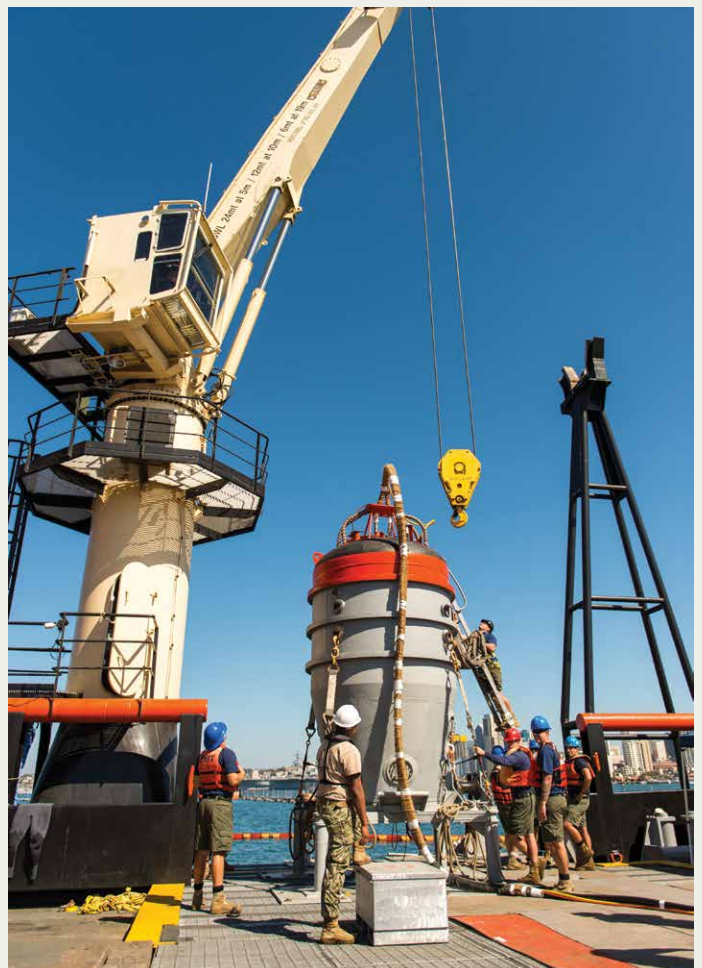
1. Definite recall
2. Indefinite recall (officer)/Augmentation (enlisted)
3. SELRES to FTS

Definite (temporary) Recall to Active Duty. This program gives RC officer and enlisted Sailors the opportunity to perform active-duty recall orders to fill specific AC or FTS billets for a period of 1-3 years. Personnel remain in the RC and compete

for promotion with other RC members while on definite recall orders and then return to their previous status at the completion of orders.

- MILPERSMAN ARTICLE 1320-150: Active Duty Navy Definite And Indefinite Recall Program For Reserve Officers
- MILPERSMAN Article 1320-155: Active Duty (ACDU) Navy Definite Recall Program For Reserve Enlisted

Indefinite Recall (Officer)/Augmentation (Enlisted). This program gives RC officers the opportunity to fill AC shortfalls and enlisted Sailors the opportunity to fill AC community shortfalls as well as FTS shortfalls. Officer designators are changed to AC (xxx0), and enlisted Sailors sign a new AC or FTS enlistment contract. These programs leverage existing skill sets to improve AC and FTS community health, and provide Sailors an opportunity to resume or begin a career in the AC or FTS. Personnel compete for promotion or advancement as AC or FTS members and are subject to the same AC or FTS force



management policies as their counterparts. Enlisted personnel have their service date adjusted based on total active service in order to compete in the proper year group.

- NAVADMIN 150/13: Career Navigator Program Announcement-Part II
- MILPERSMAN Article 1320-150: Active Duty Navy Definite And Indefinite Recall Program For Reserve Officers

[Continuum of Service] is in place to help Sailors make informed decisions about their careers while ensuring the Navy receives the greatest support through continued service.

- MILPERSMAN Article 1306-1502: Eligibility Requirements and Application Procedures for Conversion and Recall to the Full Time Support (FTS) Program
- MILPERSMAN Article 1306-1505: Enlisted Reserve Component to Active Component (RC2AC) Procedures

Active Component to Reserve Component (AC2RC)

Career Waypoint (C-WAY) Reenlistment transition to SELRES allows active-duty enlisted Sailors to request and receive approval for Selected Reserve (SELRES) quotas through the Career Waypoint-Reenlistment process, either in their current rate, or direct conversion to another rate for which they are qualified. The two points of entry into the Navy Reserve are:

- Personnel on active duty (AC or FTS) may request a Selected Reserve (SELRES) quota through the Career Waypoint-Reenlistment (CWAY-R) module during their Soft Expiration of Obligated Service (SEAOS) CWAY-R window (13 to 3 months prior to SEAOS. Always discuss submission of a SELRES request outside of the SELRES-only window (5 to 3 months prior to SEAOS) with your career counselor.

- Prior service personnel not approved for direct affiliation through the CWAY-R module prior to separation from active duty and non-prior service personnel may contact their local Navy Reserve Recruiter

Once approved for SELRES affiliation, and while still on active duty, Sailors can select the Navy Operational Support Center (NOSC) they desire to be assigned to through the Career Management Interactive Detailing System (CMS-ID). To facilitate the AC to RC transition, Sailors who complete and submit their completed Reserve affiliation screening checklist (NAVPERS 1307/97) to the CTO more than 60 days prior to their EAOS will have their final PCS orders written to the selected NOSC. The AC separation and RC gain transactions will occur at the NOSC following the final PCS move.

- MILPERSMAN 1160-140 Career Waypoints - Reenlistment

SELRES to FTS

SELRES officers apply for transfer and redesignation to FTS communities via a semi-annual board. Selected applicants will remain in the RC, but will have their designators changed from xxx5 to xxx7.

- MILPERSMAN Article 1001-020: Full Time Support (FTS) Of The Navy Reserve Officer Program
- MILPERSMAN Article 1306-1502: Eligibility Requirements And Application Procedures For Conversion And Recall To The Full Time Support (FTS) Program

Reserve Component Leave Carryover

RC members who accrue leave while serving on active duty for a period of more than 29 days have the option to carry forward unused leave between non-consecutive periods of active duty, rather than using the balance of their leave or receiving a lump-sum payment for unused leave at the end of each active-duty period. Applicable laws: Title 10/Subtitle A/PART II/CH.40/Section 701 and Title 37/CHAPTER 9/Section 501

- NAVADMIN 163/12: Implementation Of DoD Policy Allowing Reserve Component Leave Carry Over
- MILPERSMAN Article 1050-010: Leave Policy

Pay/Benefits Guide

The Pay and Benefits Guide is provided to educate AC and RC members on all pay and benefits associated with their service. Service members who are better educated on their pay and benefits are more likely to stay Navy, resulting in more successful retention and recruiting.

OFFICER SERVICE RECORD MANAGEMENT

Your Official Military Personnel File (OMPF) includes documents stored in the Electronic Military Personnel Record System (EMPRS). The OMPF consists of documents that reflect a member's fitness for service, performance of duties and entitlements which satisfy both statutory and corporate requirements, and affect or influence a member's career and benefits.

The variety of documents includes information about training, education, performance, discipline, decorations and awards, assignments, duties, casualty status, and separation/retirement of the Sailor. Compensation, physical condition, medical treatment, personal documents, and non-service related documents might be maintained as part of the OMPF record.

Submission/Correction Criteria

The servicing PSD or personnel office is the primary source for preparing and submitting documents (officer and enlisted) to Navy Personnel Command for updating the OMPF, however you may submit documents directly if something is missing from your record, or if you need to make a correction. When submitting documents you must ensure the below criteria is met:

- The document is the "Original Signed"
- The document is of actual size
- If the document is a copy, such as an Award Citation; ensure it is of good quality with black lettering and white background
- The document does not contain Privacy Act information on another service member
- The document does not duplicate information already in the OMPF record
- The complete SSN is recorded on the document. If not, handwrite in the upper left corner

If the document(s) received by PERS-313 does not meet the above criteria, the document(s) will not be filed to record. Faxed documents or email attachments will not be accepted for filing into the OMPF record

Most common corrections to the image record (OMPF)

- Removal of duplicate document(s)
- Removal of document(s) that were corrected by another document (both documents must already be in the OMPF Record)
- Removal of document(s) belonging to someone else
- Removal of document(s) that were erroneously filed to the record, i.e., document filed in your record contrary to policy or regulation such as birth certificate)

Submitting Official Transcripts

Submit only official transcripts that indicate a degree or college credits was earned in envelopes sealed by the university to:

Navy Personnel Command PERS-45E
5720 Integrity Drive
Millington, TN 38055-4500

FITREP Submission/Corrections

For all Fitness Report issues contact PERS-32 at:

Email: uasknpc@navy.mil
(866) 827-5672
(901) 874-4881 DSN: 882-4881
(901) 874-4882 DSN: 882-4882
(901) 874-3313 DSN: 882-3313

Navy Personnel Command PERS-32
5720 Integrity Drive
Millington, TN 38055-3201

Submission of Awards

- Check to see that the award has been entered into the U.S. Navy Awards website at: <https://awards.navy.mil>. Select "personal awards", then "personal awards query" on the right
- If it is reflected accurately in NDAWS, print your full SSN in the upper right corner of the award, and ask your command to send it, or send a copy to PERS-313 at:

Navy Personnel Command, PERS-313
5720 Integrity Dr.
Millington, TN 38055
- If it has not been entered into Navy Awards, or is in error, ask your administration office to contact the Navy Awards authority for your command for assistance. The Navy Awards authority will authenticate the award with the assistance of you & your command by following the policy guidance provided on the Navy Awards website.

Personal Data Record

Your Personal Data Record includes your Electronic Service Record (ESR) and other documents updated by other agencies, such as your servicing Personnel Support Detachment (PSD) or the Navy Standard Integrated Personnel System (NSIPS). NSIPS contains pay and personnel information entered by your command and/or servicing PSD. Periodically, ESR information is printed and electronically submitted to your OMPF. It is important to ensure the information in your ESR is current. To view ESR data, go to: <https://nsipsprod.nmci.navy.mil>. Contact your CPC to have your ESR updated.

JOINT DUTY ASSIGNMENT

There are two types of joint duty assignments (JDAs): Standard and Experienced-based. The Navy Reserve currently has over 300 billets on the joint duty assignment list (JDAL), which have been designated as standard joint duty assignments (S-JDAs) in order to meet DoD policy and mission requirements.

JDAL billets are modified annually to update duties in which officers gain significant experience in joint matters. A full joint tour is obtained by meeting the time requirements in a Standard JDAL billet (S-JDA), the Experience based Self-Nomination process (E-JDA) or a combination of S-JDA and E-JDA credit.

Background

- DoD policy requires that officers be educated, trained, and experienced in joint matters to enhance the joint warfighting capability of the United States through a heightened awareness of joint requirements, including multi-service, interagency, international, and non-governmental perspectives
- Policy also states that officers be designated as joint qualified based on their achievement and completion of education, training, and experience that develop and use knowledge, skills, and abilities relevant to the definition of joint matters. Such progressive levels of joint qualification are known as: Level II, Level III (also known as joint qualified officer (JQO), and Level IV.

S-JDA for RC officers who perform duty periodically

- Reserve Officers who perform duty periodically and are assigned to a JDAL position may have time credited toward joint duty; the majority of RC officers performing duty periodically will normally follow either the three year or two year path to earn the equivalent of full joint tour credit.
- For officers O-6 and below, the expected initial period of assignment to a JDAL position is 3 years. To encourage tour-length stability, officers O-6 and below must serve a minimum of 2 years in an S-JDA to qualify for any of the tour credit combinations.
- Officers failing to meet the minimum 2-year requirement may request their time served be accrued under the E-JDA path. S-JDAs under this section do not translate into points for each year completed; officers must meet all requirements for S-JDA/E-JDA and annual participation requirements to receive full joint duty credit.
- Minimum annual participation requirements while serving in a JDAL position are: 66 days (typically 24 days of inactive duty training (e.g., 48 drill periods), 12 days of

annual training, and 30 additional days of duty or any other combination of duty) or 36 days (typically 24 days of inactive duty training (e.g., 48 drill periods) and 12 days of AT)

- After completion of the S-JDA tour, officers failing to meet the 66- or 36-day annual participation requirement may request their time served (number of days divided by 30.4) be accrued under the E-JDA path. Officers have one year from the end date of their joint experience to self-nominate for E-JDA credit.

DoD policy requires that officers be educated, trained, and experienced in joint matters to enhance the joint warfighting capability of the United States...

- Officers must contact the certifying official (at respective COCOMs) to ensure that the points/days are captured each year. Without this validation/input, the required credit cannot be input into the Joint Manpower Information System (JMIS) and qualifications cannot be awarded. The contact information can be found on the orders received when assigned to the JDAL billet.

Joint Qualification Levels

- A JQO nomination package is submitted, with inputs from the Navy Reserve JQS Service Manager, to the Joint Staff on a monthly basis. The Joint Staff validates the nominated officers' qualifications and forwards the nomination list to OSD for formal designation. This process normally takes 2-3 months. If you believe you have met all the requirements for a joint qualification, contact your JQS Service Manager at: MILL_RC_JQS_MANAGER@navy.mil.

APPLY

Senior officer (O5/O6) and all Commanding Officer (CO)/Officer-in-Charge (OIC) billet assignments are determined at the annual National Command and Senior Officer (O5/O6) Non Command Board otherwise known as the APPLY Board. The APPLY Board takes place every August in Millington, Tenn. and only considers officers who submit an application, referred to as a dreamsheet, of requested billets in Reserve Force Manpower Tools (RFMT).

APPLY allows you to determine the level of responsibility you are willing to take, such as unit CO or OIC, and the amount of travel you are willing to accept to drill at the unit location, often at your own expense.

APPLY is a four step process. The first two steps are the responsibility of the member while the last two steps are the responsibility of the APPLY Board and associated panels, in the evaluation of your record and slating to a billet.

STEP 1: Review your record! Check your record before every APPLY cycle and every promotion Board.

- If you go on active duty or are still on active duty when applying for a billet, your record may be missing some billet history details. Check your record and correct the gaps.
- If your community requires specific credentials (Acquisition, Medical, Chaplain, Engineering, etc.) or professional registrations, make sure your credentials and appropriate Additional Qualification Designators (AQD) are listed
- If your record is missing information (FITREPS, credentials, etc.), write a letter to the Board. Be brief and succinct, document what is missing and send the appropriate attachments. The letter to the Board does not stay with your record; it is for a single Board purpose only. The Board only sees your letter during the confidence factor voting (Step 3) .

STEP 2: APPLY registration and dreamsheet submission. In RFMT, you are required to validate your current assignment and personal info as well as update your billet history. In the “remarks” section of the dreamsheet application, you are encouraged to provide remarks to the APPLY Board regarding your desire and qualifications to fill certain billets.

- Writing remarks is vital! Don’t miss your only chance to express your desire and justification for your preferred billets. Neither your record nor your letter to the Board goes to the slating process (see Step 4). You may apply for up to 35 billets. Increase your assignment opportunities and apply for as many billets as you can.

- State your willingness to accept billets not listed on your dreamsheet and the distance you are willing to travel for these billets—these are referred to as “suggested” billets. This optional selection may present you with overlooked assignments. Unlike your dreamsheet billet, there is no penalty to decline a “suggested” billet.

STEP 3: Confidence Factor. At this point, the APPLY Board has convened! A Board member will review and brief your record to the panel. Board members will then vote to determine a confidence factor.

- Each Board member will see your OSR/PSR, listen to your record summary by the briefer, and your letter to the Board (if submitted). All Board members will determine the confidence they have in your ability to hold the toughest jobs. Records are only reviewed one time! Your record is scored by all Board members who use the following criteria to rank a record:
 - » 100 – Highest confidence
 - » 75 – Strong confidence
 - » 50 – Good confidence
 - » 25 – Low confidence
 - » 0 – No confidence

STEP 4: Slating. The final step is slating you to a billet. The billets are introduced to each panel in random order, and the officers who applied for the billet, ranked in confidence factor order, will come before the Board for slating.

- Your top remaining billet choices are shown as well as your qualifications, your billet history, and the comments you made to the Board in the “remarks” section.
- Your remarks should relate to your ability to perform the billets you selected. Tell the Board about your qualifications aligning with the requirements of the billets on your dreamsheet. Board members do not see your letter to the Board during the slating process; they only see what you submitted in the remarks section on your dreamsheet in RFMT.
- Individuals are slated to billet choices based on confidence factor ranking and the top choice of remaining billets. If someone with a higher confidence factor receives your top billet choice, you may be slated to your next billet choice if qualified to fill that billet.
- Not receiving a billet at APPLY is not necessarily indicative of a low confidence factor. Often it is the result of officers not maximizing the number of billets they can list on their dreamsheet.

FY-18 APPLY Timeline

- Early January: Nomination for participation at FY18 APPLY begins. CNRFC N122 begins accepting applications to participate at the FY18 APPLY board as either a voting panel member (O6) or panel recorder (O5 and below).
- Mid-March: Deadline for nomination form submission to participate at the FY18 APPLY
- 3rd week in May: Operational Support Officers (OSO) complete billet validation in preparation of billets advertising for FY18 APPLY applicants
- Early June: APPLY application or “dreamsheet” phase opens in RFMT
- Mid-July: Dreamsheet phase closes
- 3 weeks in mid-August: FY18 APPLY board convenes in Millington, Tenn.
- Final results are released mid-September

All eligible officers must meet deadlines established in the annual COMNAVRESFORNOTE 5400. Eligibility for post board assignments requires APPLY participation as defined in the 5400. Failure to do so could result in transfer to the VTU!

JOAPPLY

The quarterly **JOAPPLY** online application process is for Junior Officers (O4 and below) seeking non-command billets. The reference for all JOAPPLY assignments is the Navy Reserve Personnel Manual (RESPERSMAN) M-1001.5 change 8 located on the Navy Reserve Homeport N1 homepage.

The first step in the JOAPPLY process is to register on the Reserve Force Manpower Tools (RFMT) Homepage at the following web address: <https://private.navyreserve.navy.mil/apps/rfmtweb/>

- Registration must be done before submitting an application
- Create/update your profile, verifying your current assignment, projected rotation date (PRD), and qualifications. This information must be accurate in order for Program Managers, Operational Support Officers (OSO), Unit Leadership and CNRFC assignment coordinators to make informed selections
- Submit applications in JOAPPLY within 120 days of your PRD or while in an In Assignment Processing (IAP) status. Of note, your billet will advertise during this time period as well. Other Junior Officers may be submitting applications for your billet if you are within 120 days of your PRD so make sure you are applying for billets

JOAPPLY Timeline

- The JOAPPLY schedule is posted on the RFMT homepage. There are several phases for each quarterly cycle
 - » APPLICATION PHASE: During the application (green) phase, you may apply for up to seven billets. Maximize your billet request and read each billet description.
 - » RANKING PHASE: During the Command and OSO ranking (blue) phase supported command OSOs and Program Managers will rank and add comments on applicants' ability to perform requirements for each billet.
 - » SELECTION PHASE: During the final selection (red) phase, CNRFC Assignment Coordinators review all applications, rankings and comments to make informed selections. Orders are issued via RFMT.
- Local Assignment Request
 - » LOCAL PHASE: This phase allows Cross Assigned (CA) Sailors to search and apply for local billets during each quarterly assignment cycle. In accordance with current CNRFC policy, CA Sailors are able to apply for local opportunities at any time during their billet tenure
 - » A local assignment is defined as a billet located at an NRA within 100 miles of the applicants Home of Residence (HOR) as listed in RFMT
 - » If/when a Cross-Assigned JO applies for a local assignment and is not selected; they will remain in the current assignment, with the same PRD
- TRUIC Change Request
 - » This allows JOs to remain assigned to their current billet (attached to their UMUIC) while requesting a TRUIC change in support of a relocation/move or a unit to unit transfer
 - » TRUIC Change Requests should be submitted at least 3 months in advance of the requested effective date
 - » After a TRUIC change request, as a Cross Assigned Sailor, you may use the new local assignment tool to submit applications for local billet opportunities

Of note: Junior Officers are eligible to compete for a leadership billet in APPLY, even with tenure remaining in your current JO billet. Consider contacting an experienced mentor to discuss your options and refer to the COMNAVRESFORNOTE 5400 for guidance.

For additional questions or information regarding APPLY or JO APPLY please contact cnrfc_apply@navy.mil or cnrfc_joapply@navy.mil.

“By serving my country in the Navy and my community as a police officer, I feel like I am accomplishing a goal I set for myself.”

MASTER-AT-ARMS 1ST CLASS SHEILA B. JETTON

On July 16, 2015, an active shooter fired multiple rounds into an Armed Forces Recruiting Station in Chattanooga, Tenn., departed that location and arrived at the Chattanooga Navy Operational Support Center (NOSC) where he fired hundreds more rounds. When the shooting was over, five people were dead.

On that day, serving as a police officer for the Chattanooga Police department, MA1 Jetton could only listen to the news in horror and then quickly respond, assigned as an over watch on a bridge behind the NOSC, while her fellow police officers on the ground searched to ensure there was not a second shooter.

Now, two years removed from that day, Jetton is on ADSW orders serving as the Armed Watch Stander for NOSC Chattanooga.

As an armed watch stander, she is responsible for the safety and security of the facility and personnel onboard. She also provides anti-terrorism and force protection training to all assigned FTS watch standers, and has recently created a training program for the SELRES master-at-arms.

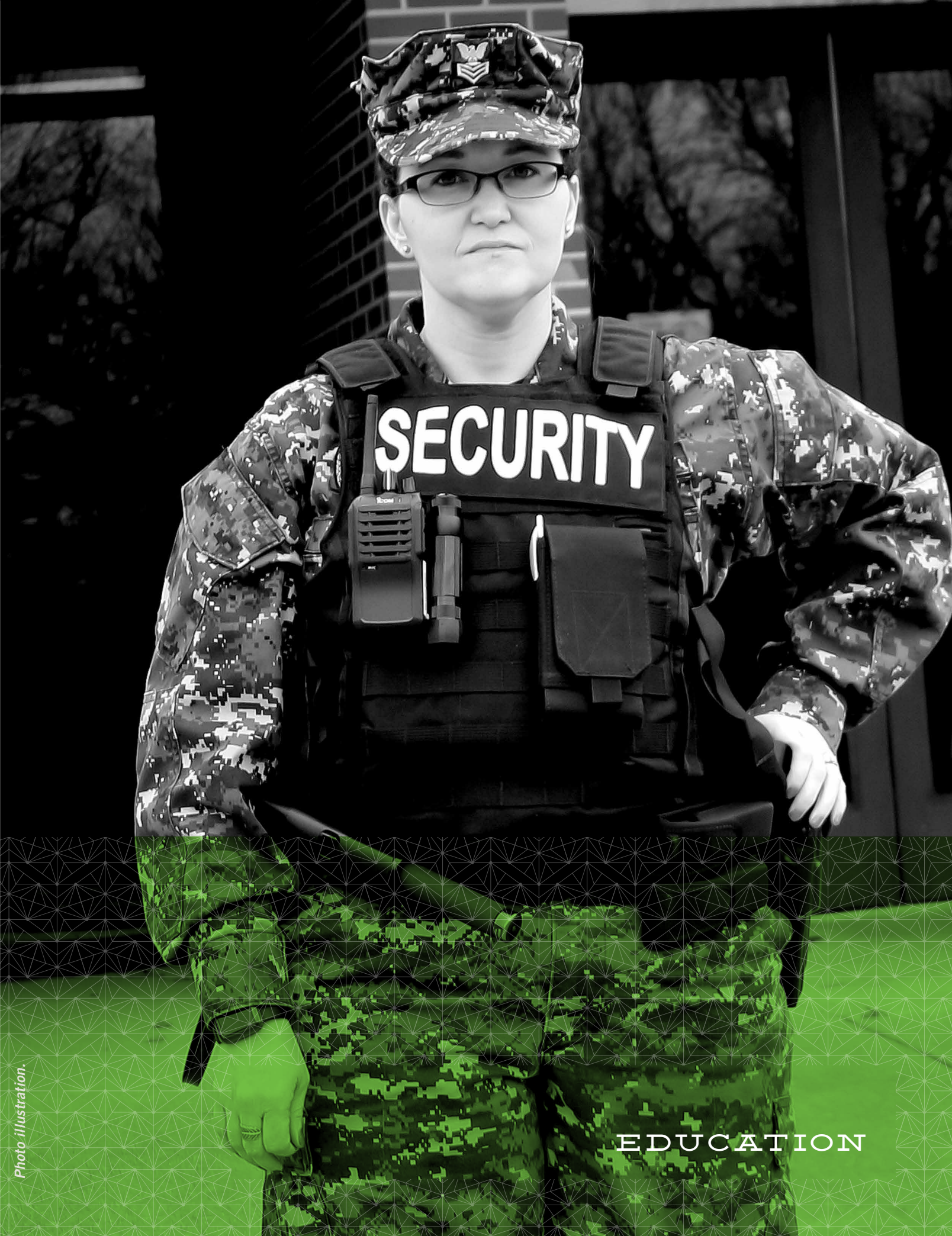
Jetton, who has served as a police officer with the Chattanooga Police Department for the past ten years, is currently assigned as

an investigator with the special victims unit, and a member of the incident management team, hostage negotiation team and crisis intervention team. All of this specialized training makes her an even more valuable member of NOSC Chattanooga.



Jetton recently received great career news. While serving on ADSW, she was promoted to Police Sergeant. Upon the end of her ADSW she will return to serve as a supervisor in the Patrol Division.

“I’ve always wanted to help others and make a difference, said Jetton. By serving my country in the Navy and my community as a police officer, I feel like I am accomplishing a goal I set for myself. It also allows me to show my daughters that they can make a difference.”



SECURITY

EDUCATION

OFFICER LEADERSHIP TRAINING

Leadership training is important preparation for extended combat deployments and effective normal operations. Therefore, ALNAVRESFOR 005/11 dictates all drilling SELRES officers (pay and non-pay) are required to attend qualifying leadership training once every five years. The five year limit starts from the date an officer completes a qualifying leadership course. This leadership training requirement is separate and distinct from the CNRFC requirement for APPLY board-selected

officers heading to “K” and “O”-coded billets to attend Navy Reserve Unit Management (NRUM). Qualifying classes are listed in ALNAVRESFOR 005/11. Contact your NRA training department to obtain a quota.

Class schedules can be found on the Catalog of Navy Training Courses (CANTRAC): <https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>

NAVY KNOWLEDGE ONLINE

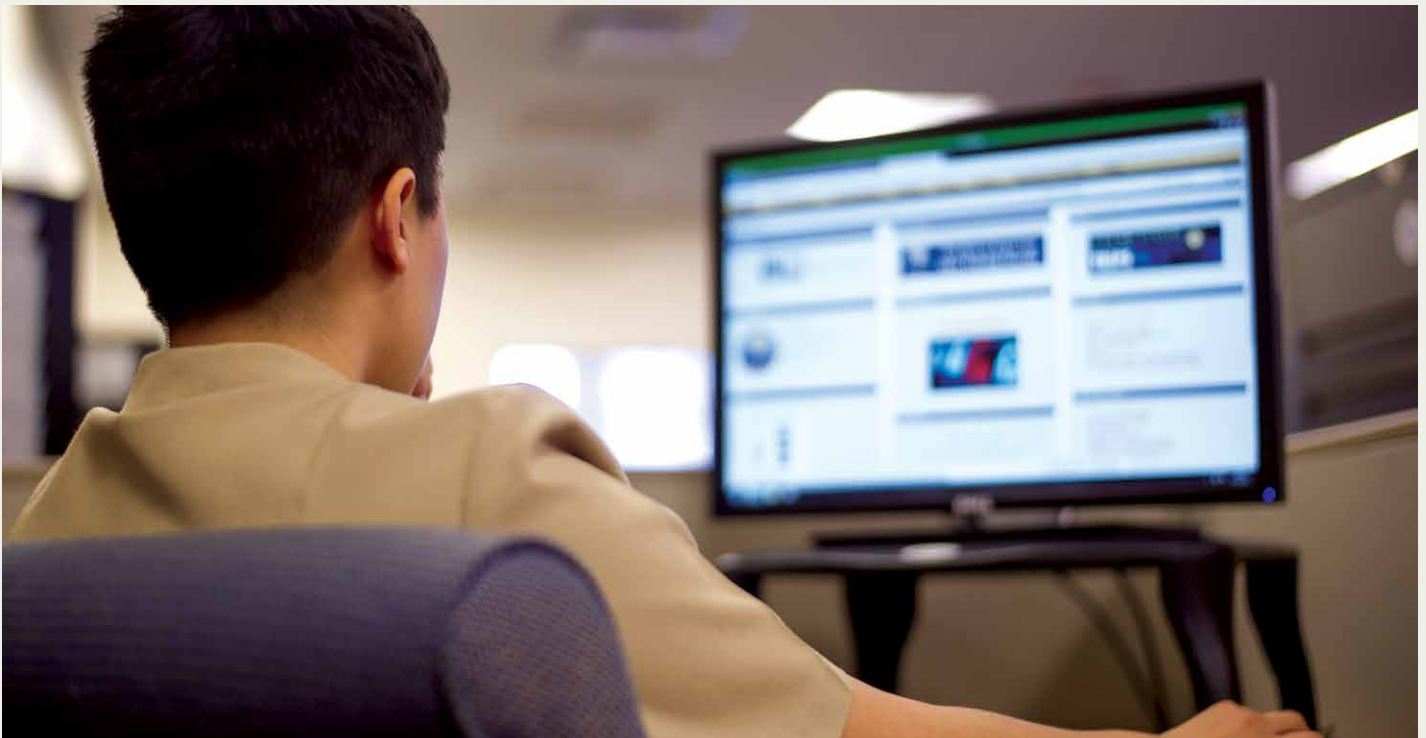
Navy Knowledge Online (NKO) is an online, self-education and learning service portal used to provide Active and Reserve Sailors with resources and information on personal development, career management, leadership training and technical references.

In accordance with information assurance policy, access to NKO is restricted and requires a Common Access Card (CAC).

Navy eLearning (NeL)

NeL delivers computer-based learning designed to enhance your professional and personal growth.

- You may complete NeL courses in the connected environment (via the internet) or in the disconnected environment (provided by the shipboard NIAPS server)
- In the internet environment, the NeL home page links to mandatory training, thus providing a listing and direct access to courses you are required to complete
- On the afloat NIAPS server, the NeL home page provides lists of courses available (or not available) on the ship or submarine



JOINT-QUALIFIED OFFICER (JQO)

The **joint qualification** system (JQS) provides active and Reserve component (RC) officers an opportunity to earn joint qualifications upon completion of the requisite joint professional military education (JPME) and a full tour of duty in a joint assignment.

Requirements for commissioned officers to be educated and experienced in joint matters was codified as part of the Goldwater-Nichols Act of 1986. The JQS builds upon this historic legislation by providing a structure that recognizes the expeditionary and inherently joint nature of how military forces operate in the 21st century.

You must be an O-3 in order to enroll in any of the distance learning curriculum that is available from the Naval War College or the Air Command and Staff College. You can also get JPME Phase I while attending the Naval Postgraduate School. Phase II requires completion of Phase I and a minimum rank of O-4.

Officers must be in the grade of O-4 or above to be designated a JQO (aka JQS Level III) after having completed JPME Phase II and a full joint tour or obtained equivalent joint experience points. However, an O-3 officer may apply for designation as Joint Qualification Level II after having completed at least 18 points of joint experience and JPME Phase I. A full

joint tour is obtained by meeting the time requirements in an active-duty standard joint duty assignment list (JDAL) billet (S-JDA) or by the experience-based self-nomination process (E-JDA) for periods that amount to at least 36 points.

RC officers may receive joint credit towards JQO for periodic duty while assigned to a SELRES S-JDA, or for any active duty (MOB/ADT/ADSW/AT) that meets the “definition of joint matters”. RC officers interested in achieving JQO need to read DoDI 1300.19, enclosure 13 for the multiple routes to designation. See the “Joint Officer Detailing” page on the Navy Personnel Command website for the E-JDA submission process. RC officers have one year from the end date of their active-duty orders to self-nominate for E-JDA credit.

Officers who receive their JPME I or JPME II certification are responsible for submitting their certificates to PERS-911. Proper documentation of joint qualifications earned by RC members is essential to accurate reporting in the Joint Management Information System (JMIS).

CORRESPONDENCE COURSES

The **ability** of Reserve Component (RC) personnel to receive retirement points for voluntary completion of correspondence courses is an important aspect of the Navy’s Total Force Continuum of Service concept. It enables the Navy to retain personnel with strategically valuable skills, expands the flexible service options for those unable to conduct regular drills due to short-term conflicts, and provides a method for crediting completion of electronically available training.

To ensure the process for authorizing, auditing, and awarding of retirement points is compliant with DoD Instruction 1215.07, the following changes are in effect:

- Automated crediting of retirement points for correspondence courses completed through Navy Knowledge Online, the Naval Education and Training Command non-resident training course website, and any other system which automatically awards retirement points for completion of electronically delivered training, have ceased.
- Non-pay retirement points for completion of correspondence courses will be credited at the rate of one point per four hours of instruction. Courses which contain less than four

hours of instruction are not eligible for retirement point credit. The Commander, Navy Reserve Forces Command (CNRFC) N7 will maintain an Assistant Secretary of the Navy (ASN) approved list of authorized courses. If a course is not currently listed on the master course list, it may be submitted to CNRFC N7 for routing to, and possible approval by, ASN for addition to the master list.

Processing Procedures for Awarding Non-Pay Retirement Points for Correspondence Courses

- The Navy Reserve Activity (NRA) will make Navy Standard Integrated Personnel System (NSIPS) entries for all assigned personnel under their cognizance. The course credit must be entered within 12 months of the course completion date. After the 12 months period has elapsed, the NRA commanding officer must provide an approval endorsement, with completion certificates, to Navy Personnel Command (PERS-912) for course credit entries.

JOINT PROFESSIONAL MILITARY EDUCATION

How can I obtain information about Joint Professional Military Education (JPME) and other professional military education opportunities for officers advertised by CNRFC N7?

Information about all JPME and other professional military training opportunities advertised by CNRFC N7 can be obtained by visiting the CNRFC N7 SharePoint site at <https://private.navyreserve.navy.mil/CNRFC/N-Codes/N7/Pages/default.aspx> and by viewing current GovDelivery solicitations. Sailors interested in direct notification of advertisements should subscribe to JPME opportunities in GovDelivery.

How does Commander, Navy Reserve Forces Command (CNRFC) N7 select Sailors for military education programs?

Sailors are selected for military education programs via highly competitive selection board process. Application packages are meticulously screened for strength of record as indicated by PSR and OSR, jobs held, strength of letter(s) of recommendation, and return on investment. Sailors must be in the commensurate paygrade, be fully fit for duty, have a minimum of three years of service remaining before mandatory retirement and have not failed to select to the next highest paygrade to be eligible apply for an advertised opportunity. Selections are announced via GovDelivery typically within two weeks after the board concludes.

JPME I & II Full-time In-Residence Opportunities

The JPME I & II are 10 to 12 month in residence opportunities available through the four major military war colleges; Navy (Newport, RI), Air Force (Montgomery, AL), Army (Fort Leavenworth, KS), and Marine Corps (Quantico, VA.).

The Joint Combined Warfighter School (JCWS) program is a 10-week in residence course offered through the Joint Forces Staff College (JFSC) that awards JPME Phase II. There is currently no requirement for SELRES to take a JDAL billet on graduation per instruction.

Additional 10 month in-residence program opportunities may be available for students to earn a master's degree, JPME II and/or war college diploma simultaneously through the National Defense University (NDU).

JPME I & II Blended Opportunities

The Army War College Department of Distance Education (AWCDDE) is a two year blended program for the completion of JPME Phase I. Students receive a U.S. Army War College diploma and Master of Science Degree in Strategic Studies. The curriculum consists of 10 graduate level distance education courses and four weeks in-residence, completed in two-week sessions held each summer.

The JCWS-Hybrid, formerly known as AJPME, is a 40 week blended online and face-to face training course offered through the Joint Forces Staff College (JFSC) in Norfolk, VA. The coursework, reading, and online work for 40 weeks are interspersed with a one week session at week 13, and a two-week session of face-to-face learning conducted on campus at JFSC at course end.

The Army War College Department of Distance Education (AWCDDE) II is a two-year blended program which may award credit for JPME Phase II based upon appropriate joint composition of the class. Students will receive a U.S. Army War College diploma and Master of Science Degree in Strategic Studies. The curriculum consists of 10 graduate level distance education courses and four weeks in-residence, completed in two-week sessions held each summer.

JPME I Module Opportunities

Strategy & War (S&W), Joint Military Operations (JMO), and Theater Security Decision Making (TSDM) are modules required to receive credit for JPME Phase I at the Naval War College.

Strategy & War (S&W) is a high intensity, two week in-residence course provided through the Naval War College.

Joint Military Operations (JMO) begins as self-pace module provided on electronic media and culminates in two weeks in-residence to complete the remaining 40 percent of the course.

Theater Security Decision Making (TSDM) begins with a two week in- residence course and culminates with the final 50 percent of the requirement being completed via alternative media.

Additional Professional Military Education In-Residence Opportunities

The Navy Senior Leadership Seminar (NSLS) provides students with an opportunity to attend an intensive eight and a half day executive education program that introduces the latest "best practices" in strategic planning, goal setting, strategic communication, risk management, financial management, and leadership. This course is offered at the Naval Postgraduate School in Monterey, Calif.

The Reserve Component National Security Course (RCNSC) is two-week seminar offered by NDU to senior officers and non-commissioned officers (E8-E9) of the U.S. Reserve Components to lay a foundation for students on joint command management and staff responsibilities in a multinational, intergovernmental, or joint national security setting.

The Military Reserve Exchange Program (MREP) is a foreign exchange program sponsored by the Office of the Assistant Secretary of Defense (Reserve Affairs) to provide

a unique two week training opportunity for participants to broaden professional development and increase knowledge of Allied Reserve Forces. Officers in paygrades O-3, O-4, and Warrant Officers attend programs in the United Kingdom (UK), Denmark, Estonia, and Germany.

How are JPME and other professional military programs funded?

Parent commands are required to provide funding for officers selected who are serving on active duty at the time of the course. Funding sources for selectees not on active duty

JPME is designed to provide a broad scope of the future joint force including interagency and multinational cultures and capabilities.

at the time of the course include Annual Training (AT), Active Duty for Training (ADT) Schools, or ADT Special.

Other

The Naval Postgraduate School (NPS) defense-focused EMBA program provides SELRES officers a stand-by opportunity to attend a 24-month, part-time graduate program focused on resource management. Applicants are screened by CNRFC N7 for provisional acceptance and if selected, undergo an additional selection process conducted by NPS for final acceptance. Students are responsible for funding their own travel and are required to utilize no-cost TAD orders from their parent command. Students will receive no compensation for coursework and will not be reimbursed for program expenses.

You are expected to complete the program or course for which you are selected. If you must drop out, CNRFC N7 will not fund re-enrolling or rolling you back into another course or program, when is an option offered by the school, unless the reason for dropping out or rolling back is directly related to support of the Navy, i.e. recall or mobilization, and the only alternative to continue in the program. In this case, a letter from your commanding officer will be required explaining the circumstances. Direct letters to: Commander, Navy Reserve Forces Command, ATTN: N7, 1915 Forrestal Drive Norfolk, Virginia 23551-4615.



“...the chance to work in the profession as both a civilian and a Sailor is mutually beneficial. Experience, training and professional acumen come from both.”

NAVY DIVER 1ST CLASS JESSE T. BOCHEK

When ND1 Bocek first entered active duty, dreams of a career in diving were simply that, a dream. Entering the Navy as a hull technician, Bocek was exposed to the world of diving, but it would take another 10 years, and a short stint as a store keeper, before he reached that goal.

Through it all, he kept his eye on the prize and never gave up. And if it wasn't his own personal goals it was the motivation of his brother, Marine Corps Sergeant Glen Bocek, and sister, Aviation Machinist's Mate 2nd Class Katie Bocek, that certainly helped.

In 2010, Bocek completed Navy Diver "A" School and was officially designated a Navy Diver. Just a year later, his military rating intersected with his civilian occupation when he was hired by Seaward Marine Services as a diver.

His Navy training took him to Naval Training Command, Great Lakes then on to Navy Dive and Salvage Training Command (NDSTC), Panama City, Florida for Second Class Dive School, which is 70 training days long.

"The Navy Reserve gave me the opportunity to follow my dream to become a Navy Diver, Bocek said, adding that the chance to work in the profession as both a civilian and a Sailor is mutually beneficial. Experience, training and professional acumen come from both.

"Being stationed at several diving commands has built on my diving knowledge and expertise to become a leader in both my



civilian career with Seaward Marine and NAVSEA Dive Detachment Norfolk Reserve command, where we work on ships below the water line around the world," he said.

Bocek's short-term future goal is to attend Navy Diver "C" school for Diving Supervisors, a goal that will positively contribute to his civilian position, as well as his Reserve diving command.

"I plan on making the Reserve a long term commitment and to help other Sailors who have a desire to become Navy Divers.

HOOYAH DEEPSEA!"



MOBILIZATION / DEMOBILIZATION

MOBILIZATION

U.S. Fleet Forces (USFF) validates Navy-wide Individual Augmentee (IA) requirements (billets) in support of Overseas Contingency Operations (OCO) and assigns them to either the active or Reserve component to fill.

Reserve involuntary recall (mobilization (MOB)) requirements are sourced by Commander, Navy Reserve Forces Command (CNRFC) N35.

What is the role of the NOSC?

The NOSC is the Reserve Sailor's primary point of contact for mobilization preparation once they receive their orders. Upon receipt of orders, Reserve Sailors should contact their NOSC's mobilization department to start the pre-mobilization process.

Both officer and enlisted Reserve Sailors are eligible to volunteer for mobilizations. Prior to volunteering, Sailors should ensure that they are volunteering for a billet for which they are fully qualified and for which they have chain of command approval. Mobilization opportunities are advertised via GovDelivery. The screening process contains five sections, based on the mobilization billet requirements. CNRFC

N35 includes billet information in all mobilization billet advertisements to include:

- Rate/Designator
- Expiration of Service (EOS)
- Rank
- Navy Enlisted Code (NEC)
- Navy Officer Billet Classification (NOBC)
- Security Clearance

How To Volunteer For A Mobilization:

Reserve Sailors interested in receiving mobilization billet advertisements can sign up through GovDelivery at: www.navyreserve.navy.mil. Click on the red envelope on the right side and enter your email address. Choose "N3 Mobilizations".

CNRFC N35 randomly selects Reserve Sailors from a pool of volunteers SOLELY based on their qualifications for mobilization. The volunteer process is fair and transparent affording all Reserve Sailors an equal opportunity for mobilization. To apply, visit the mobilization volunteer portal, click "volunteer now", and then complete and submit the volunteer request.



RETURNING WARRIOR WORKSHOP

Reserve Sailors who have recently returned from a mobilization or deployment are invited to attend a Returning Warrior Workshop (RWW) with the guest of their choice.

Guests can be any individual designated by the Sailor whose presence will contribute to the purpose of the event for the member. RWWs are hosted by the six Reserve Component Commands (RCC) and held at a three-star hotel away from military bases to ensure a safe, relaxed atmosphere for Sailors

“RWWs are...held at a three-star hotel away from military bases to ensure a safe, relaxed atmosphere for Sailors and guests to focus on the reintegration process.”

and guests to focus on the reintegration process. Sailors attend the event on ADT travel orders paid for by the Yellow Ribbon Reintegration Program. Attire for all attendees is civilian business casual. All lodging, meals, and travel expenses are covered at the RWW and include: dinner Friday night, three meals on Saturday, and breakfast and lunch on Sunday. Travel is primarily by personal vehicle, and mileage is paid at the current government rate for up to 400 miles. The host RCC will work to pair returning Sailors with an RWW nearest to their residence.

During the RWW, trained facilitators lead Sailors and their guests through a series of presentations and table-top discussions that address post-combat stress and transition back to civilian life. Participants are afforded the opportunity to share their experiences in a safe environment with their peers. Symptoms such as sleep and appetite disturbances, decreased intimacy, job loss, financial difficulties, increased anger and/or frustration, alcohol or drug use, and other behaviors not present prior to deployment are safely discussed. The goal is for Sailors to learn that they are not alone and have resources available to help them move forward.

Upcoming RWWs:

RCC Great Lakes.....Memphis, TN 17-19 Mar 2017
RCC Fort Worth.....St. Louis, MO 7-9 Apr 2017
RCC Norfolk Boston, MA 21-23 Apr 2017
RCC San Diego San Francisco, CA 21-23 Apr 2017
RCC Jacksonville Miami, FL 5-7 May 2017
RCC Great Lakes.....Cincinnati, OH 23-25 Jun 2017
RCC Fort Worth.....Houston, TX 23-25 Jun 2017
RCC San Diego Denver, CO 21-23 Jul 2017
RCC Jacksonville Daytona Beach, FL 11-13 Aug 2017
RCC Norfolk Westchester County, NY.. 11-13 Aug 2017
RCC Great Lakes.....Indianapolis, IN 18-20 Aug 2017
RCC Everett.....Seattle, WA 15-17 Sep 2017



Signing Up

To sign up for a particular RWW, contact the corresponding RCC POC of the location you would like to attend below:

RRCC Fort Worth:Sharon James, Sharon.d.james1@navy.mil
RCC Jacksonville:Matthew Davis, matthew.davis2@navy.mil
RCC San Diego:Susan Hare, susan.hare@navy.mil
RCC Great Lakes:.....Lisa Loomer, lisa.loomer.ctr@navy.mil
RCC Everett:Karen Whittle, karen.whittle.ctr@navy.mil
RCC Norfolk:.....Eric Harris, eric.t.harris@navy.mil

Utilize the following link to register for an upcoming RWW event: www.yellowribbonevents.org

FAMILY CARE PLAN

A **Family Care Plan** helps Reserve Sailors develop a workable plan for family care, establish procedural requirements and outline legal options.

Reserve Sailors are required to ensure their dependents are cared for during deployments, Reserve mobilizations, and temporary duty, as well as at any other time during which the service member is unavailable.

A Family Care Plan is required for:

- Single parents
- Dual military couples
- Assumption of legal responsibility as sole provider for an elderly, disabled or chronically sick family member

A plan may also be required for family members who have limited proficiency of the local language, or are unable to drive or otherwise gain access to basic life-sustaining facilities (i.e. food and medical care). For example, Sailors and their families who are assigned to an isolated location with a family member who has limited language or communication skills in that country of residence may require a family care plan.

Sailors who meet this criteria are required to submit a new or updated family care plan to their commanding officer within 60 days for active duty, and 90 days for Reserve Sailors, under the following circumstances:

- Upon change in personal or family circumstance
- Upon birth, adoption, or assumption of legal guardianship of an elderly/disabled family member
- Upon change of previous caregiver
- Upon reporting to a new duty station

Family care plans should be updated annually, in addition to your Page 2 (NAVPERS 1070/602 Dependency Application/Record of Emergency Data).

- Sailors who are part of a married, dual military couple must each provide a family care plan consistent with their spouse's plan
- Both service members shall maintain a copy of their Family Care Plan with their respective commands.
- In the event that a family care plan is not or cannot be established, NAVPERSCOM will determine which service member may be separated based on the needs of the Navy
- Military mothers of newborns, including those who adopt, shall be deferred from travel away from their home station for four months following delivery (adoption). This provision is to assist the service member in developing a family care plan and to establish a pattern of childcare.

YELLOW RIBBON REINTEGRATION PROGRAM

The **Yellow Ribbon Reintegration Program (YRRP)** is a DoD-wide effort to promote the well-being of National Guard and Reserve members, their families and communities, by connecting them with resources throughout the deployment cycle.

Through YRRP events, service members and loved ones connect with local resources before, during, and after deployments. Reintegration during post-deployment is a critical time for members of the Guard and Reserve, as they often live far from military installations and members of their units. Commanders and leaders play a critical role in assuring that Reserve service members and their families attend YRRP events where they can access information on health care, education/training opportunities and financial and legal benefits. The YRRP works in conjunction with federal partners, including the Departments of Labor and Veterans Affairs, to provide up-to-date and relevant information to the members of the all-volunteer force and their families.

Transition Goals, Plans and Success (Transition GPS)

T-GPS helps Reserve Sailors returning from active duty service transition from military life back to the civilian workplace and culture. Sailors are taught how to manage their finances, interview for jobs, and write resumes before their re-entry into civilian life.

Transition GPS offers a wide range of services to help with issues related to leaving active duty. Program staff members provide many of the services, and coordinates with separate military, governmental, and private-sector organizations.

Transition assistance services include:

- Department of Labor (DOL) employment workshops
- Veterans Affairs (VA) benefits briefing
- Disabled Transition Assistance Program (DTAP)
- Installation Transition GPS briefings

RESERVE COMPONENT HEALTHCARE

As members of the Navy Reserve transition between an inactive status, such as performing required drills, to an active status, such as being activated for a mobilization or long term recall, and then back to an inactive status, health care benefits can be a major concern. Remember to always check with a TRICARE regional contractor, local military hospital, or military clinic to confirm current policies.

Healthcare benefits in an inactive status for Selected Reserve (SELRES)

You and your eligible family members may qualify to purchase Tricare Reserve Select (TRS) while serving in an inactive status as a SELRES, such as:

- Inactive Duty for Training (IDT)
- Annual Training (AT)
- Active service for 30 days or less

Healthcare benefits in a pre-activation status

Upon receipt of orders for activation, you may qualify for early eligibility for active-duty TRICARE if issued delayed-effective-date active-duty orders:

- For more than 30 days
- In support of a contingency operation

Eligibility begins on the date your orders are issued or 180 days before you report to active duty, whichever is later.

TAMP

Pre-activation and Transitional Assistance Management Program (TAMP) medical benefits for members activated in support of Contingency Operations.

Pre-Activation Benefits

You may qualify for early TRICARE eligibility if you are issued delayed-effective-date active-duty orders for more than 30 days in support of a contingency operation. Eligibility begins on the date your orders are issued, or 180 days before you report to active duty, whichever is later. During this pre-activation period, you qualify for the same benefits as you have when you are activated.

Deactivation

You may receive TAMP when you deactivate from active duty after serving more than 30 consecutive days in support of a contingency operation.

Healthcare benefits in an activated status

You and your eligible family members become eligible for the same health and dental benefits as an active-duty service member, **if you are called or ordered to active duty service for more than 30 consecutive days**

- If enrolled in TRICARE Dental Program (TDP), you will be automatically disenrolled and begin using active-duty dental benefits
- If eligible family members are enrolled in TDP prior to activation, coverage will continue at a reduced premium (if not enrolled, eligible family members may enroll at any time)

Healthcare benefits following deactivation

You and your eligible family members may be eligible for 180 days of no-cost transitional healthcare benefits **if you separate from a period of more than 30 consecutive days of active duty served in support of a contingency operation.**

If activated in support of a Contingency Operation:

You will immediately receive TAMP benefits for 180 days. TAMP begins on the first day after your active duty service ends. Your family members can also get TAMP.

If activated, but NOT in support of a Contingency Operation:

You are NOT eligible for TAMP and your active-duty benefits end the day after your last day of active duty. To keep minimum essential coverage when TAMP ends, or if you are not eligible for TAMP:

- You may qualify to purchase Tricare Reserve Select.
- If you do not qualify for Tricare Reserve Select, you can purchase the Continued Health Care Benefits Program.
- You can search for civilian health plans via the Health Insurance Marketplace.

“I have been able to implement some of the best of both worlds to improve patient care.”

CAPTAIN, MEDICAL CORPS THOMAS J. HATTEN

If you're looking for someone who enjoys the benefit of a fluid on and off-ramp, Thomas Hatten, D.O., is a perfect example. His work as a civilian family physician informs the other half of his life, that of Capt. Hatten, Navy family physician.

Hatten explained that his Navy and civilian experiences have both been impacted. “I have been able to implement some of the best of both worlds to improve patient care,” he said.

An example of this was his work with the Navy during deployments and humanitarian missions, which he explained gave him confidence to move his family to Haiti in 2012 and work in civilian practice at a mission medical clinic for two years.

Hatten initially came into the Navy Reserve after his initial period on active duty in 1982, where he served four years as a radiation health officer.

“This was a great experience and allowed me to develop additional leadership skills as a unit OIC, even though I was only a Lt. j.g. at the time,” Hatten said.

He remained affiliated with the Navy Reserve, going to medical school with the Health Professions Scholarship Program (HPSP) and then back on active duty as a

Medical Corps officer, completing a Family Medicine Residency at Naval Hospital Pensacola and serving aboard the USS Frank Cable (AS 40), and Naval Hospital Bremerton.



“I returned to a civilian medical practice in 1999, but reaffiliated with the Navy Reserve and have remained in SELRES status since that time. It has been great! The friendships I have made and the sense of camaraderie I experience in the Navy Reserve are awesome.”

Hatten has been on active-duty mobilization orders as medical director of the Navy's Medical Hold program, located in Norfolk, Virginia, since August 2014.



Photo illustration.

MEDICAL

TRICARE DENTAL PROGRAM

The **TRICARE Dental** Program is a voluntary, premium-based dental insurance plan.

Eligibility

- Family members of active-duty service members
- Family members of National Guard/Reserve members
- National Guard/Reserve members who are not on active duty or covered by the Transitional Assistance Management Program (TAMP) after serving on active duty for more than 30 consecutive days in support of a contingency operation

When you are not on active duty, you and your family members are eligible for the TRICARE Dental Program which is a premium-based plan that requires a 12-month minimum enrollment period. You can enroll at any time and pay monthly premiums based on your military status. Family members can enroll separately.

If you are called to active duty, your family members' enrollment in the TRICARE Dental Program continues without interruption. Your enrollment, however, will change. When

called to active duty for more than 30 consecutive days, you will receive dental care from a military dental treatment facility. Reserve Sailors who are on active duty, or covered by TAMP, are covered by active-duty dental benefits.

For Sailors that need an annual dental exam for dental readiness, civilian dentists who participate in the TRICARE Dental Program will complete the DD Form 2813 at no additional cost.

Reserve Sailors ordered to active duty for a period of more than 30 consecutive days are eligible for Tricare benefits for the member and their dependents. Reserve Sailors mobilized in support of a contingency operation qualify for Tricare coverage for up to 180 days after deactivation, and may qualify for "early" Tricare coverage that begins 180 days prior to the member reporting for active duty.

LINE OF DUTY BENEFITS

The **Line of Duty** Healthcare (LOD-HC) program authorizes medical and/or dental care for Reserve Sailors who incur or aggravate an injury, illness or disease in the line of duty.

Eligibility

Reserve Sailors who incur or aggravate an injury, illness or disease while in a duty status may be eligible for LOD Benefits.

If authorized, members may receive medical benefits for approved conditions until a military physician finds them fit for duty with no additional follow-up required, or until final disposition is determined by the Physical Evaluation Board (PEB).

Sailors on an approved LOD-HC may also be eligible for incapacitation pay. It is incumbent upon the Sailor to prove with clear and convincing evidence the amount of gross civilian earned income and any losses incurred.

How Are LOD Benefits Requested?

Reserve Sailors who are on active-duty orders must inform their medical department representative (MDR) upon expiration (preferably before expiration) of their orders regarding their injury, illness or disease. Sailors who remain hospitalized due to an emergency situation at the expiration of orders will be retained on active duty until released from the hospital. Upon release from the hospital, PERS-95 must be notified as soon as possible to assist in the expedition of the LOD request/possibly medical hold if over 30 days.

All LOD requests are submitted through Echelon IV commands, e.g., RCC (Reserve Component Command) to PERS-95 for review.

Sailors Must Communicate With Their MDR

Medical updates are required monthly and must be obtained from a Primary Care Manager.

Incapacitation Pay

Reserve Sailors requesting Incapacitation Pay must demonstrate lost income from their civilian employment.

Failure to provide current or sufficient information to establish loss will result in delay, suspension or discontinuation of incapacitation pay. Incapacitation Pay will not exceed full military pay and allowances.

The RC Sailor's civilian employer must document the lost and/or earned wages during the reporting period. The NOSC will verify with the Sailor's civilian employer the claimed lost income and submit all Incapacitation Pay requests to PERS-95 VIA RCC.

Reserve Sailors should ensure they notify their NOSC medical department and chain of command!

For inquiries or complaints, please call **1-844-LOD-LINE** or email the CNRFC mailbox at: CNRFC_LOD@NAVY.MIL

TRICARE RESERVE SELECT

TRICARE Reserve Select is a premium-based health care plan that qualified Selected Reserve Sailors and their families can purchase. TRICARE Reserve Select satisfies the minimum essential coverage required under the Affordable Care Act.

Eligibility

TRICARE Reserve Select is available to the Selected Reserve members of the Ready Reserve and their families who meet the following qualifications:

- Not on active-duty orders
- Not covered under the Transitional Assistance Management Program (TAMP)
- Not eligible for or enrolled in the Federal Employees Health Benefits (FEHB) program or currently covered under FEHB, either under their own eligibility or through a family member

To verify eligibility go to: www.mydodbenefits.dmdc.mil. The sponsor and his or her family members must be registered in the Defense Enrollment Eligibility Reporting System (DEERS) to be eligible for TRICARE. Visit a uniformed services identification card-issuing facility to register family members.

Paying Monthly Premiums

When you enroll, you will pay a two-month premium payment by check, money order, cashier's check or a debit/credit card.

2016 Monthly Rate

Member Only:
\$47.82 per month

Member and Family:
\$217.51 per month

After that, premiums are paid by an electronic funds transfer (EFT) or recurring debit/credit card charge.

Your regional contractor will automatically process your premium payments on the first business day of the month for the current month of coverage.

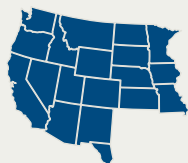
Continued Health Care Benefit Program (CHCBP)

CHCBP is a premium-based health care program administered by Humana Military. If you qualify, CHCBP provides you and your family with continued health care coverage for 18–36 months after you lose your military health care benefits. Participation is optional and available to former qualified uniformed service members, their family members, former spouses who have not remarried, adult children, and unmarried children by adoption or legal custody. It is not a TRICARE program and the cost varies by plan. For more information, go to: www.tricare.mil/chcbp

TRICARE Regional Coverage Map

TRICARE West

Regional Contractor:
United Healthcare Military & Veterans
1-877-988-WEST (9378)
www.uhcmilitarywest.com



Areas covered: The West Region includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa (excluding Rock Island Arsenal area), Kansas, Minnesota, Missouri (except the St. Louis area), Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Texas (the southwestern corner, including El Paso), Utah, Washington and Wyoming.

TRICARE North

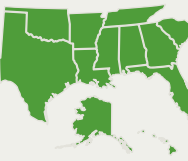
Regional Contractor:
Health Net Federal Services
1-877-TRICARE (2273)
www.hnfs.com



Areas covered: The North Region includes Connecticut, Delaware, District of Columbia, Illinois, Indiana, Iowa (Rock Island area), Kentucky (except Fort Campbell), Maine, Maryland, Massachusetts, Michigan, Missouri (St. Louis Area), New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, and Wisconsin.

TRICARE South

Regional Contractor:
Humana Military
1-800-444-5445
www.humana-Military.com



Areas covered: The South Region includes Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, South Carolina, Tennessee, Texas (excluding the El Paso area) and Fort Campbell, Kentucky.

TRICARE Overseas

Regional Contractor: International SOS
Country-specific toll-free numbers and registration are available at: www.tricare-overseas.com

Areas covered: The TRICARE overseas areas include: TRICARE Europe, TRICARE Latin America and Canada (TLAC) and TRICARE Pacific.

“The Navy has taught me proper protocol and bearing. Those skills have helped me be successful when I interact with customers and others around me.”

UTILITIESMAN 3RD CLASS ROY W. BELL

With over 14 years experience working in the construction industry and juggling projects in his father’s auto upholstery shop, UT3 Bell from Austin, Texas, has always enjoyed working with his hands.

Three years ago, when Bell inquired about the opportunities in the Navy Reserve, he was drawn to the mission of the Seabees—the Navy’s Construction Battalions. “My background, interest and skill set was the right fit,” he said.

Bell is now serving as a utilitiesman specializing in heating, ventilation and air conditioning (HVAC), as a member of Naval Mobile Construction Battalion (NMCB 22). The unit conducts rapid deployment and construction support for Navy, Marine Corps, and other organizations around the globe.

Although Bell is very skilled and knowledgeable in general construction and HVAC, he likes the fact that the Seabees encourage continual improvement. For example, during his mobilization to Afghanistan, Bell took the initiative to learn welding, steel working and equipment operating while in country. “Seabees are always willing to teach you more regardless of your rating,” he said.

The credibility of the Navy Seabees and his years working in construction have served Bell in his career at The Home Depot.



He started off as a sales associate and was rapidly promoted to supervisor of the building materials department.

“The Navy has taught me proper protocol and bearing. Those skills have helped me be successful when I interact with customers and others around me,” he said.

Many Navy Reservists like Bell bring diverse skillsets, education and experience that are well received by active duty counterparts and civilian employers. It’s a win-win situation. “The Reserve has improved my civilian career and my civilian skills have benefited the Reserve,” he added.



Photo illustration.

TRAVEL

GOVERNMENT TRAVEL CHARGE CARD PROGRAM

The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel to pay for all costs related to official government travel. Official government travel is defined as travel under official orders while performing duties pertaining to official government assignments such as temporary duty (TDY) and permanent change of station (PCS). The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel (military or civilian). Refer to the Travel and Transportation Reform Act of 1998 (TTRA), Public Law 105-264 for additional information regarding mandatory use of the travel card. Military personnel who violate the specific prohibitions contained in paragraph 041005 can be prosecuted under Article 92 of the Uniform Code of Military Justice (UCMJ) for failure to obey a lawful order or regulation, as well as, any other applicable article of the UCMJ based on the nature of the misconduct involved.

Your Government Travel Card is a valuable and simple means to manage your travel expenses. Along with the numerous benefits of having this card, there are certain responsibilities.



Benefits of the GTCC Program include but are not limited to the following:

- Increases data capture, providing business intelligence to improve travel programs, reduce overall travel costs and expand strategic sourcing opportunities
- Improves audit readiness and program management
- Reduces the need (and costs to the Department) for travel advances and related reconciliation/collection
- Eliminates the need for travelers to pay for expenses with personal funds
- Improves financial readiness/security of travelers
- Increases rebates from the travel card vendor

DOs

- Use your GTCC to pay for official travel expenses
- Obtain travel advances for official travel through an ATM if authorized by your agency
- Track your expenses while on travel so you have accurate information for filing your travel claim
- File your travel claim within 5 days after you complete your trip or every 30 days if you are on continuous travel
- Ensure split disbursement is properly used to have appropriate travel claim reimbursement
- Submit payment in full for each monthly bill
- Follow your bank's dispute process for charges which are incorrect
- Contact your bank's customer service number if you have questions about your monthly bill
- Be aware that misuse of the card could result in disciplinary actions by your agency
- Create a CitiDirect online user account to manage your account and update your information as required

Failure to pay your monthly bill will result in the loss of your charging privileges. If your card is suspended, you will be unable to use it until payment is received by your bank. If your card is canceled due to non-payment, your delinquency may be reported to credit bureaus; referred to collection agencies; or lead to other collection actions.

DON'Ts

- Use your GTCC for personal use
- Obtain travel advances through the ATM which exceed your expected expenditures for a trip
- Obtain travel advances through the ATM unless you are on travel or will be on travel shortly
- Allow your monthly bill to become overdue
- Wait for receipt of your monthly bill to file your travel claim
- Forget the card is issued to *you* and liability for payment is your responsibility
- Make late payments that could result in suspension

For more information on the GTCC Program, contact:
CNRFC (Level III & IV), 757-322-6555

To create a CitiDirect user account:

www.citimanager.com/login

Citibank Customer Service:

CONUS: 1-800-200-7056 / OCONUS: 757-852-9076

TRAVEL ORDERS / AUTHORIZATIONS & VOUCHERS / CLAIMS

The **Navy Reserve** Order Writing System (NROWS) is the single, enterprise-wide web-based application for putting a Reserve Sailor on Annual Training (AT), Active Duty Training (ADT) and Inactive Duty Training Travel orders (IDTT). It incorporates the orders application process with an automated approval work flow and the delivery of official orders.

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations, prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank account and the Government Travel Charge Card (GTCC).

All travel is comprised of two distinct actions, both of which must be completed for travel to occur:

1. Create an application in NROWS

- Requirement owner assigns Sailor to a requirement and resource owner approves assignment
- Traveler completes order application in NROWS
- The traveler saves and routes the application for approval
- NROWS automatically emails the traveler when their application is approved or disapproved
- Once approved, the document serves as the traveler's approved orders

2. Approved Transportation Authorization

- DTS automatically emails a notification to the traveler to complete their transportation authorization request in DTS
- The traveler signs the travel authorization, which is then automatically routed for approval
- Once approved, the Commercial Travel Office (CTO) will purchase airline tickets and a rental car 72 hours prior to travel, if applicable. Approval serves as authorization for the traveler to incur the pre-approved expenses

Once the mission has been completed, the traveler is required to submit a travel voucher within five working days.

Note: DTS does not support transportation for Permanent Change of Station (PCS) orders. CNRFC is exploring options to route Back-to-Back orders through DTS and hopes to field this capability. Transportation and vouchers for these types of orders are completed through a personnel support detachment (PSD).

What is the role of the NOSC?

The Navy Operational Support Center (NOSC)/Squadron is the traveler's first source of information, guidance and support. Your NOSC/Squadron can assist you in creating your NROWS and DTS accounts, obtaining your GTCC balance, and providing assistance with authorization and voucher creation.

COMMON MISCONCEPTIONS AND MISTAKES:

Common NROWS mistakes:


- Forgetting to save and submit the NROWS application
- Travel dates do not correspond with the order dates
- Manually entering an airport instead of selecting available airport from the drop down menu
- Incorrectly selecting "POV not advantageous to government/ POV advantageous to government" when choosing POV as the travel mode

Common DTS Authorization mistakes:

- Forgetting to "sign" the authorization
- Forgetting to select a mode of travel, or selecting the wrong mode of travel
- Forgetting to enter an estimate for all anticipated expenses
- Forgetting to adjust lodging and per diem daily rate to account for government lodging, provided meals, and flat rate per diem
- Calling airlines and rental car agencies directly to make reservations. All lodging, air and rental car transportation must be booked through the Defense Travel System (DTS)
- Missing detailed justification for flagged items

Common DTS Voucher mistakes:

- Forgetting to "sign" the voucher
- Not selecting the correct split disbursement amount to cover all GTCC charges
- Forgetting to adjust estimated expense to actual expense
- Forgetting to upload substantiating documents (endorsed NROWS Orders; CWT Sato E-invoice; rental car and hotel receipts; receipts for expenses over \$75.00; currency conversion table, if applicable)
- Missing detailed justification for flagged items



“This unique application of cross employment utilization of skill sets enhances my contribution to both my employers and broadens my potential to perform.”

ELECTRONICS TECHNICIAN 1ST CLASS DANIEL G. SHMIDT

Like his father and brother before him, ET1 Shmidt chose a career in advanced electronics when he first entered the Navy in 1979, but that is where the similarities end. Unlike those two, Shmidt chose to leave the Navy in 1991 and after a 19 year break in service, he joined the Navy Reserve in 2010 to continue his military career.

Shmidt, who initially served as a Sonarman aboard USS Caron (DD 970) and USS Scott (DDG 995), now drills at CNE/CNA/C6F Naples Italy, where he is currently responsible for providing operational support to U.S. Sixth Fleet N6 department.

Shmidt's Navy lineage is deep. His father, Radioman 3rd Class Gerald Shmidt, served aboard USS Macomb (DD 458) in the Mediterranean from 1950-1952 and his brother, Fire Control Technician 2nd Class Mark Shmidt, served aboard USS South Carolina from 1978-1982.

In his civilian career, Shmidt is a program manager with CAE USA, Inc. and the co-owner of a law firm both in Italy.

“My naval training in advanced electronics, system analysis, and 11 years active duty provided the fundamental skills and abilities to establish my civilian success,” Shmidt said.

He explained that he was challenged by the sonar rating due to the unique characteristic

of operating the system suite in addition to maintaining the sonar suite.

“This dual responsibility enabled me to transition my skills and abilities into a highly employable asset that could be applied to the service industry,” he said



Upon reentering military service after his lengthy break in service, Shmidt said the civilian skills he obtained in the service industry empowered his performance supporting the C6F N6 dept.

“This unique application of cross employment utilization of skill sets enhances my contribution to both my employers and broadens my potential to perform,” he said.



BENEFITS

POST-9/11 GI BILL & TRANSFERABILITY

The **Post-9/11 GI Bill** is a benefit program that provides educational assistance to those Reserve Sailors with qualifying active-duty service after Sept. 10, 2001

Eligibility

Requires completion of a minimum six years of service in the armed forces, and a minimum of 90 days of aggregate active-duty service for Reserve Sailors, after Sept. 10, 2001, or at least 30 days of continuous active-duty service if discharged due to a service-connected disability. The only qualifying active-duty periods are mobilization, Active Duty for Training (ADT), Active Duty for Special Work (ADSW), and Active Duty for Operational Support (ADOS).

Determining Actual Benefits

Sailors are eligible for 36 months of full-time benefits unless they have utilized education benefits under another benefit program. In this case they will be entitled to the months they have remaining under that program. If a Sailor has exhausted all 36 months of one program they may still be eligible for 12 months of the Post 9/11 GI Bill if they possess the required qualifying active-duty service.

| Individuals serving an aggregate period of active duty after Sept. 10, 2001 of: | % of maximum benefit payable |
|---|------------------------------|
| At least 36 months | 100% |
| At least 30 continuous days & discharged due to service-connected disability | 100% |
| At least 30 months < 36 months | 90% |
| At least 24 months < 30 months | 80% |
| At least 18 months < 24 months | 70% |
| At least 12 months < 18 months | 60% |
| At least 6 months < 12 months | 50% |
| At least 90 days < 6 months | 40% |

Expiration of Entitlement

The Post 9/11 GI Bill entitlement expires 15 years from the date of the Sailor's last release or discharge from active duty of at least 90 consecutive days other than for training. Reserve Sailors who do not have a single period of qualifying active-duty service of 90 consecutive days will have their entitlement expire 15 years from the date of release or discharge from the active duty period during which they have reached the required 90

days of aggregate qualifying active-duty service. Spouses have 15 years from date of transfer; dependent children can use the entitlement between the ages of 18 and 26 only; however the benefit must be transferred before dependent children reach 22.

Transferability

To promote recruiting and retention, Sailors who are eligible for the entitlement are allowed to transfer a portion or all of their unused entitlement to their spouse and/or children who are enrolled in the Defense Eligibility Enrollment System (DEERS) and are eligible for identification card benefits. Transferability requires an agreement to serve four additional continuous years of service, or service to statutory limits, whichever service period is less. All Sailors are required to have a NAVPERS 1070/613 Administrative Remarks page agreeing to serve four additional years of service prepared by their command in their electronic service record (ESR). The primary reasons for denial of a transferability request are:

- Failure to commit to four years of obligation.
- NAVPERS 1070/613 verbiage not in accordance with BUPERSNOTE 1780
- NAVPERS 1070/613 not in ESR upon submission of transfer request

Enlisted Sailors need to consult with their command career counselor to ensure their current obligated service is sufficient to meet the required additional service obligation or to discuss other options. Enlisted Sailors have 30 days after a four year reenlistment to submit a transferability request. Short-term extensions are not authorized for the purpose of transferability, unless in a high year tenure (HYT) status. Once the additional service obligation page reflects in the ESR, Sailors can complete and submit the electronic transfer election using the Transfer of Education Benefits (TEB) web application located at <https://www.dmdc.osd.mil/milConnect>. Sailors are responsible for checking the status of their application for approval or disapproval within two business days of the application submission date.

Step-by-step Instructions

There are helpful step-by-step instructions that can be found in OPNAV INSTRUCTION 1780.4 at: https://private.navyreserve.navy.mil/cnrfc/N-codes/N1/cnrfc_N1C2/sitespages/education%20benefits.aspx. You may also contact the post 9/11 hotline at 1-800-621-8853, or email cnrfc_post911GIBILL@navy.mil.

FLEET & FAMILY SUPPORT PROGRAM

The **Fleet and Family Support Program (FFSP)** provides unified, customer-focused, consistent and efficient programs and services to support sustained mission and Navy readiness.

Eligibility

Reserve Sailors or dependents with a military ID or dependent ID are eligible.

The FFSP provides the right services at the right time, to strengthen personal and family competencies to meet the unique challenges of the military lifestyle. Programs and services are currently delivered from 81 Fleet and Family Support Centers worldwide, with 58 of those sites delivering a full portfolio of programs and services.

Not near a Navy base? Regardless of military branch, Reserve Sailors and family members can receive services from any military installation.

Available Programs

- Emergency Preparedness and Response
- Crisis Intervention and Response
- Personal and Family Wellness Education and Counseling
- Military and Personal Career Development
- Financial Education and Counseling
- Spouse Employment
- Deployment Support for Sailors and their Families
- Exceptional Family Member Support



Navy FFSP is organized into three sub-functional areas with services that include:

Deployment Readiness

Programs and services that directly sustain deployment and mission readiness by preparing service members and their families to anticipate, understand and cope with the unusual demands associated with the Navy lifestyle and operational tempo.

- Deployment Programs
- Individual Deployment Support
- Life Skills Education
- Mobilization/Repatriation
- Ombudsman Support
- Relocation Assistance Program

Career Support and Retention

Programs and services to increase retention of service members, family support for retention and career support planning.

- Transition Goals, Plans, Success (Transition GPS)
- Family Employment Readiness Program (FERP)
- Exceptional Family Member Program (EFMP)
- Personal Financial Management (PFM)

Crisis Response

Programs and services that provide counseling and support, victim intervention and related prevention education.

- Clinical Counseling
- Critical Incident Intervention
- Family Advocacy Program (FAP)
- New Parent Support Home Visitation Program (NPSHVP)
- Sexual Assault Prevention and Response (SAPR)
- Domestic Abuse Victim Advocacy (DAVA)

VETERANS AFFAIRS HOME LOANS

The VA helps service members, veterans, and eligible surviving spouses become homeowners. As part of their mission, they provide a home loan guaranty benefit and other housing-related programs to help you buy, build, repair, retain, or adapt a home for your own personal occupancy.

VA Home Loans are provided by private lenders, such as banks and mortgage companies. VA guarantees a portion of the loan, enabling the lender to provide you with more favorable terms.

Eligibility

Members of the National Guard or Reserves are not immediately eligible for a VA loan, but they become eligible once they meet the requirements for time in service. This is true even if you serve active duty time with the National Guard or Reserves. The length of your service or service commitment and/or duty status may determine your eligibility for specific home loan benefits.



Minimum requirements include:

- Served six years in the Reserves or National Guard
- Served 181 days during peacetime (active duty)
- Served 90 days during war time (active duty)

Important Documents

- DD-214: Your DD-214 is your proof of military service. It shows the nature of your discharge, dates of service, and current classification. The DD-214 is one of the most important documents you'll get when you leave military service. You'll need it to claim military benefits including VA loans, GI Bill, and medical services provided by the VA.
- Certificate of Eligibility (VA Form 26-1880; NOV 2014): Before you get a VA loan, you will need a VA Certificate of Eligibility. It will establish that you meet the necessary guidelines to take advantage of VA loans benefits.

INSPECTOR GENERAL

The mission of the Navy Reserve Office of the Inspector General (IG) is to inspect, investigate, or inquire into any and all matters of importance to the Navy Reserve and maintain the highest level of integrity and public confidence.

The IG is committed to:

- Provide candid, objective and uninhibited analysis and advice
- Emphasize integrity, ethics and discipline
- Promote efficiency, effectiveness and readiness
- Conduct our activities with the highest standards of ethical leadership and professionalism.
- Advocate for quality of life for Sailors, Marines, their families and Department of the Navy civilian employees.
- Exercise fairness, impartiality and timeliness in accomplishing our mission.

The IG's office is not always the most appropriate place to initiate a complaint or voice a concern.

Typically, the chain of command and the informal resolution system (military) or the alternative dispute resolution system (civilian) act as the model for resolving conflict and reporting violations and improprieties. Alternative methods for seeking redress and filing a complaint include the following:

- Filing a U.S. Navy Regulations Article 1150: Redress of Wrong Committed by a Superior
- Filing a UCMJ Article 138: Complaints of Wrongs Against the Commanding Officer
- Filing a NAVPERS 1626/7: Report and Disposition of Offenses (better known as a Report Chit)
- Filing a NAVPERS 5354/2: Navy Equal Opportunity Formal Complaint Form
- Communicating with elected officials

THRIFT SAVINGS PLAN

The **Thrift Savings Plan (TSP)**, a retirement savings plan similar to 401(k) plans offered to private sector employees, is available to federal employees or members of the uniformed services to participate in. The purpose of TSP is to provide a long-term retirement savings and investment plan.

Saving for retirement through TSP provides many advantages:

- Automatic payroll deductions
- A diversified choice of investment options, including professionally designed lifecycle funds
- A choice of tax treatments for contributions:
 - » Traditional (pre-tax) contributions and tax deferred investment earnings, and
 - » Roth (after-tax) contributions with tax-free earnings at retirement if the IRS requirements are met
- Low administrative and investment expenses
- Agency contributions, if you are an employee covered by the Federal Employees' Retirement System (FERS)



- Under certain circumstances, access to your money while you are still employed by the Federal Government
- A beneficiary participant account established in the event of your death
- A variety of withdrawal options

If you are covered by FERS, TSP is part of a three-part retirement package that also includes your FERS basic annuity and Social Security. If you are covered by the Civil Service Retirement System (CSRS) or are a member of the uniformed services, TSP is a supplement to your CSRS annuity or military retired pay. TSP benefits differ depending on your retirement system (FERS, CSRS, or uniformed services). If you aren't sure which retirement system covers you, check with your personnel or benefits office. Regardless of your retirement system, participating in TSP can significantly increase your retirement income, but starting early is important. Contributing early builds the monetary funds in your account allowing for more time to increase in value through the compounding of earnings.

TSA PRECHECK PROGRAM

All members of the U.S. Armed Forces, including cadets and midshipmen at the U.S. service academies, and those serving in the Reserves and National Guard, can receive TSA Pre® benefits just by using their Department of Defense identification number.

Your DoD identification number works as your known traveler number, or KTN, for all of your travel, both personal and official. Enter the 10 digit number, located on the back of your common access card (CAC), into the KTN field when you make flight reservations to receive TSA Pre® benefits. You should update your Defense Travel System profile with KTN as well for official travel. If the number is not on your CAC, you can get the number on milConnect.

DoD civilians are also eligible to receive TSA Pre® benefits. They can opt-in through their profile page on the milConnect site. Once they opt-in, DoD civilians can then input their KTN

in their travel bookings to receive TSA Pre® benefits.

When you make a reservation and include your KTN, a TSA Pre® indicator will appear on your boarding pass, letting you know that you can go to the TSA Pre® screening line. You cannot go straight to the TSA Pre® line with your CAC; you must enter the number when you book your travel.

Additionally, you do not have to be in uniform to go through TSA Pre® using your DoD identification number.

That means you can leave your shoes, belt, and light jacket on through the screening process, and leave your laptop and liquids in your bag. It helps you get through the line more efficiently, so your screening process is more predictable and less stressful.

For more information, check out [TSA.gov](https://www.tsa.gov).



EMPLOYER SUPPORT OF THE GUARD & RESERVE

Employer Support of the Guard and Reserve (ESGR) informs and educates service members and their civilian employers regarding their rights and responsibilities governed by the Uniformed Services Employment and Reemployment Rights Act (USERRA).

To be eligible for protection under USERRA, the service member must report back to work or apply for reemployment within the following guidelines:

- 1-30 days of service: Report next scheduled work day*
- 31-180 days of service: Apply within 14 days following completion of service
- 181+ days of service: Apply within 90 days following completion of service

* After 8 hours rest plus normal travel time from the military training site to the place of civilian employment.



Employers: The law applies to all public and private employers in the United States regardless of size, providing the service member meets all criteria.

Statutory Authority

ESGR does not have statutory authority to enforce, but serves as a neutral, free resource to employers and service members. ESGR's ombudsmen mediate issues relating to compliance with USERRA.

Congress provided the statutory authority for investigating alleged violations of USERRA

to the U.S. Department of Labor (DoL). If the DOL finds an employer has likely violated USERRA and is unable to secure voluntary compliance, the DOL may refer the case to the U.S. Department of Justice for legal action against the employer.

Service Members

If the employee is absent from a position of civilian employment by reason of service in the uniformed services, he or she is eligible for reemployment under USERRA by meeting the following criteria:

- The employer had advance notice of the employee's service.
- The employee returns to work in accordance with USERRA guidelines
- The employee has not been separated from service with a disqualifying discharge or under other than honorable conditions

Ombudsman Services

The ESGR ombudsman services program provides information, counseling and mediation of issues relating to compliance with USERRA. ESGR ombudsmen are neutral parties in resolving disputes between civilian employers and their employees serving in the Guard and Reserve. If unable to facilitate a resolution, parties are notified of the option to seek assistance through the DOL or seek private legal counsel.

(ESGR) informs and educates service members and their civilian employers regarding their rights and responsibilities.

USERRA requires employers to provide the following:

- Allow employees to participate in military service
- Reinstatement of health insurance
- Prompt reinstatement into job following military service
- Training or retraining of job skills
- Accumulation of seniority, including pension benefits
- Protection against discrimination

NAVY-MARINE CORPS RELIEF SOCIETY

NMCRS is a private non-profit charitable organization sponsored by the Department of the Navy that has been providing need-based financial assistance for Sailors, Marines and their families since 1904.

NMCRS provides financial assistance to eligible recipients in the form of interest-free loans and grants to meet emergency needs. The mission of the NMCRS is to provide, in partnership with the Navy and Marine Corps, financial, educational, and other assistance to members, eligible family members and survivors when in need; and to receive and manage funds to administer these programs.



Eligibility

- Active-duty and retired Navy and Marines Corps personnel and their eligible family members
- Eligible family members of Navy and Marine Corps personnel who died on active duty or in a retired status
- Widows and mothers (65 years or older) of deceased service members who have limited resources and no family to provide for their welfare
- Reservists on extended active duty for 30 days or more

FUNERAL HONORS

Navy military funerals are conducted to recognize the proud American tradition of honorable service which Navy men and women have given to their country. Our Nation regards the memorializing of its military deceased as an honorable and sacred obligation. Rendering military funeral honors reflects the high regard and respect accorded to Military Service and demonstrates military professionalism to the Nation and the world.

Funeral honors is a total force mission. Active-duty personnel and Reserve component members, including members of the National Guard of the United States in Title 32 status, may perform this mission. Retirees may participate as a third detail member (Bugler Only).

Military Funeral Honors, at a minimum, of at least two uniformed members of the armed forces (other than members in a retired status), at least one of whom shall be a member of the Navy. Honors ceremony components are of playing Taps, folding and presenting the American flag to the veteran's family. Funeral Honors will only be rendered once per eligible veteran.

Who is eligible for Military Funeral Honors?

- Military members who died while on active duty or in the Selected Reserve
- Former military members who served on active duty or in the Selected Reserve and were discharged under other than dishonorable conditions
- Former military members who completed at least one term of enlistment or period of initial obligated service in the Selected Reserve and were discharged under other than dishonorable conditions

Assistance with determining eligibility may be obtained through the National Archives at <http://www.archives.gov/> veterans or **314-801-0800**.

Further clarification on eligibility, refer to DoD Instruction 1300.15 (Military Funeral Honors Support).



LEGAL ASSISTANCE

The Navy's legal assistance program promotes the increased readiness of active-duty and Reserve Sailors and enhances the morale and quality of life for military personnel, dependents, and other eligible clients through the provision of free, effective attorney advice, outreach programs, referral services, and vigorous preventive law activities.

Eligibility

Reserve Sailors on active duty for 30 days or more are entitled to legal assistance. As resources permit, Reserve Sailors on active duty for single periods of 29 days or less may be provided legal assistance in emergency cases.

Pre-mobilization legal assistance services are authorized for dependents of Reserve personnel with mobilization orders for more than 30 days.

Upon completion of a deployment or mobilization, eligible Reserve Sailors are also entitled to demobilization briefings and continued legal assistance.

Region Legal Service Offices provide assistance in:

- Consumer/Financial Affairs
- Crime Victim Information/Advice
- Disaster Relief Support/Advice
- Family Law

- Foreclosure Advice/Counseling
- Immigration
- Notary Services
- Powers of Attorney
- Landlord/Tenant Matters
- Servicemembers Civil Relief Act
- Small Claims Court Matters
- Victim Assistance
- Wills & Estate Planning

For the purpose of enhancing the readiness of Reserve personnel for mobilization, pre-mobilization legal counseling and assistance may be provided to active-duty or Reserve personnel consistent with mobilization readiness needs.

Pre-mobilization assistance typically consists of drafting or updating wills, advance medical directives, and powers of attorney. Other assistance may be provided if it relates to recall or mobilization. Examples of such assistance include advice concerning rights under the Servicemembers Civil Relief Act (SCRA) <https://scra.dmdc.osd.mil/> and the Uniformed Services Employment and Reemployment Rights Act (USERRA) <http://www.esgr.mil/USERRA/USERRA-for-Service-Members.aspx>.

NAVY RESERVE CHAPLAINS

Whatever their backgrounds, beliefs and duties, Sailors, Marines and Coast Guardsmen have religious needs that must be met.

The Religious Ministry Team serves spiritual needs, guiding service members through life's trials and tribulations and doing the same for their families back home.

More than 200 religious organizations sponsor religious ministry professionals to military chaplaincy. The Navy Reserve has over 240 chaplains who are endorsed from one of these organizations. They provide religious worship and instruction for members of their own faith group, facilitate for members of other faith groups and provide care and counsel to all military members regardless of religious faith, and those who do not profess religious faith. Chaplains are available to any Reserve Sailor or family member.

You can call a chaplain about...

- Stress in relationships or within the Navy
- Reintegration with family or Sailor after mobilization

- Deployment/mobilization - whether for the first time or multiple deployments
- Marriage/relationship/moral/ethical issues
- Religious/spiritual questions

What do they offer?

Chaplains provide a wide spectrum of counsel, advice, and pastoral care for service members and their families. They keep 100% of your communications in complete confidence unless you direct otherwise. They are Naval Officers who understand the challenges of Navy life and religious ministers available to help you grow in your faith. They provide religious ministry that is faith specific, and can also facilitate religious ministry for faiths other than their own. They also advise leaders at all levels regarding morale, ethics, and spiritual well-being.

POLICY BOARD

Did you know every Reserve Sailor has the ability to submit suggestions to the Commander, Navy Reserve Forces Command (CNRFC) and the Chief of the Navy Reserve (CNR)? Using the Navy Reserve Homeport you can submit innovative ideas, policy recommendations, and proposals for how we can take better care of our Sailors through the Navy Reserve Policy Board (NRPB).

The NRPB is an independent advisory board that evaluates and provides recommendations on innovative ideas submitted by members of the Reserve Force. The board is made up of a diverse group of SELRES and FTS officers and enlisted Sailors, who review, research and discuss EVERY idea submitted through the NRPB portal page.

If your idea is accepted, the board will then recommend the issue directly to CNRFC and CNR for consideration so that a decision on the appropriate course of action will be made.

If the board chooses not to recommend your idea, they will tell you WHY and encourage you to follow up with questions if you are not satisfied with the response.

The NRPB is your voice to speak to Reserve Force leadership and make a real difference to our Navy Reserve. And it works!

Here are just five recent substantial changes to the Navy Reserve that were the result of Sailors' submissions to the NRPB:

- WiFi access at NOSCs
- Adjustment to Joint Travel Regulations to allow official travel to originate from a location other than members' home of record
- Improved Enhanced Drill Management (EDM) capabilities to include the ability to digitally sign muster sheets
- Elimination of the requirement to waive the annual Medical Retention Review (MRR) for those classified as physically qualified; MRRs are now only required when there is an adverse change in SELRES Sailor's medical status.
- Ability to schedule and execute travel outside of order dates in NROWS and DTS (e.g., back to back AT or ADT orders paired with IDT)

These are just a few of the many important innovations that came from Sailors who took the time to send in their ideas to the NRPB. The board's purpose is to help bring those innovative ideas to life, but they cannot do it without your help so please consider submitting your ideas!



MILITARY LODGING

One of the most attractive benefits available to Reserve Sailors and their families is the use of temporary military lodging facilities and resorts around the world.

Eligibility

Most military lodging is available to active duty service members and their families, retirees, National Guard, Reserve members, and Department of Defense (DoD) civilians. However, rules vary by service branch and individual lodging facility. Your status (active duty on orders, active duty on leave, family member, retiree, Reserve member or DoD civilian) will usually determine when and how your reservations can be made.

Most military members are familiar with the temporary lodging facilities they visit on a temporary assignment. Military lodging can also mean cottages on the beach, world-class resorts or recreational facilities specifically for vacationing military families. Learning about these facilities can help you save money and provide a selection of safe and fun places to stay while you travel.

Available Facilities

Military lodging facilities run the gamut from modern resorts to mountain cottages. There are limited-service hotels built specifically for families arriving at a new duty station as well

as full-service recreational facilities. Below are the types of facilities you can expect to find:

- **Installation lodging.** Located mostly on military installations, these facilities will usually take vacationers on a space-available basis
- **Recreational facilities.** These may range from a lodge on a mountain lake to an oceanfront cottage in Hawaii
- **Resorts.** With first-class amenities, these facilities offer a true resort experience. Military resorts are located in popular vacation destinations such as Disney World®, Hawaii, Japan and Germany
- **Nongovernment-owned hotels.** Managed by organizations serving the military community, hotels such as the Marines' Memorial Club in San Francisco (800-562-7463) or the Soldiers', Sailors', Marines', Coast Guard and Airmens' Club in New York (800-678-8443) serve active-duty and former service members. These clubs are not military lodging facilities but private nonprofit organizations.

INFORMATION, TICKETS AND TOURS (ITT)

Your military ID comes in handy for getting you on and off your installation and for everyday things like shopping at your installation commissary and exchange. But did you know your ID is also your ticket to a world of greatly discounted recreation and entertainment opportunities?

Eligibility

Generally, you can take advantage of ITT or leisure travel services if you can provide proof of Department of Defense affiliation, typically with an ID card or a leave and earnings statement. Eligible service members and other individuals include active duty, Reserve members and retired service members; "Gray Area Retirees," National Guard and Reserve

members who have retired but are not yet 60 years old, and their family members; DoD Civilians and non-appropriated fund personnel.

Whether you and your family enjoy sporting events, shows, amusement parks, museums or historic sites, you can explore dozens of opportunities for fun and relaxation through your Information, Tickets and Tours office and enjoy them at a discount using your military ID. For specifics on discounts available to you, visit your installation ITT office (It may also be referred to as Morale, Welfare and Recreation (MWR) or Leisure Travel Service). In the meantime, learn more about what the ITT office can do for you, and about some of the amazing things you can see and do at a discount using your military ID.

SPACE-A TRAVEL

For **service members** and their families, traveling Space-Available (Space-A) on military flights can be a great benefit, but you have to be flexible. Military flights are unpredictable and subject to delays and cancellations.

Eligibility

Available seats are offered to service members, retirees, and certain DoD employees and their eligible family members. Guard and Reserve members may also travel Space-A, but with restrictions.

You will need to be ready both financially and emotionally to change your plans at a moment's notice, but for many Space-A passengers, traveling to places like Hawaii, Alaska, Germany, Italy or Japan at no or very low cost is worth the effort. The following information will help you understand how the system works.

Military planes (and planes contracted by the military) have mission assignments throughout the world and often offer empty seats to eligible passengers. Space-A passengers cannot reserve seats; available seats are offered to registered passengers only a few hours before the flight departs.

As a Space-A passenger, you must have a flexible schedule. Legs are often canceled or delayed for extended periods of time. Also, you could fly on a comfortable passenger plane or in the cargo hold of a C-130. To get the most out of your trip, you'll need a good attitude and a sense of adventure.

How much does it cost?

In general, flying Space-A is at no cost to eligible passengers. However, some contracted flights charge Space-A passengers a small fee and you may be required to pay a departure tax if you are traveling internationally. On many flights, meal service is not available, but you may have an opportunity to buy a boxed meal before the flight.

Where do the flights leave from?

Space-A opportunities may be available on DoD-controlled aircraft missions from military passenger terminals and other locations throughout the United States and around the world. You must register for flights at each passenger terminal. Policies and procedures for Space-A travelers vary by installation, so make sure you understand the rules for registration at each terminal from which you are trying to fly. You can access Space-A links for more information at: <http://spacea.net/misc-space-links>.

Where can I find flight schedules?

For security reasons, military flight information is not generally published online. Many Terminals post their schedules on Facebook: www.spacea.net/social. Other ways to find out

about Space-A opportunities is to call the passenger terminal and ask. The busiest terminals often have regularly scheduled flights and offer the best opportunity for Space-A seats.

How do I sign up?

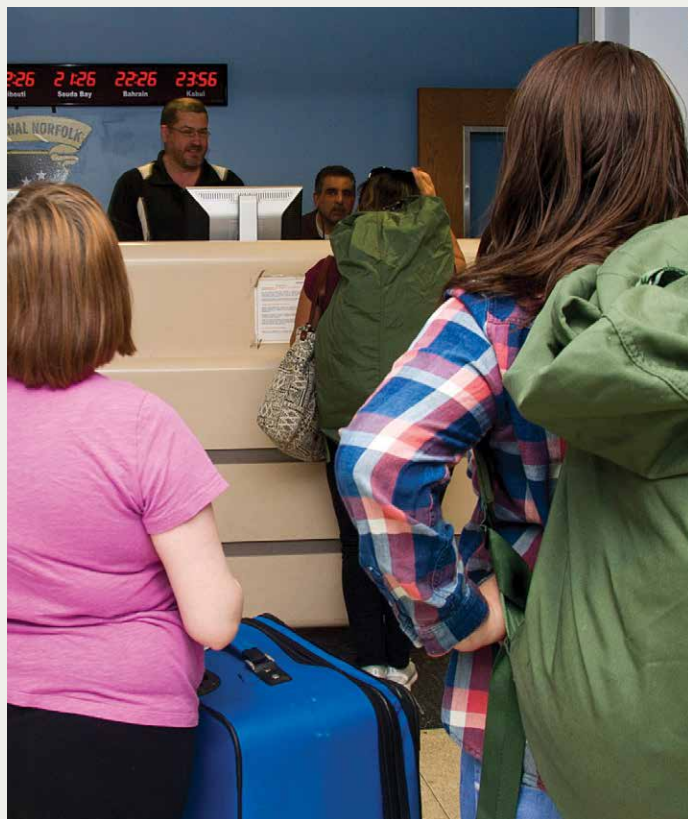
To fly Space-A, eligible passengers must register at the military passenger terminal(s) from which they want to depart. Getting a seat is competitive based on Category and date/time of registration. Uniformed service members on active duty orders must be on leave or liberty status when they sign up. Reserve Sailors not on active duty orders and traveling for leisure can sign up to 60 days (some terminals have different requirements) in advance but are a lower category than Sailors on active duty orders in a leave or liberty status. When you sign up, make sure you have your military ID and leave papers. Some terminals accept fax or email sign up, but procedures vary by terminal. You can register for your return flight when your leave/liberty starts.

Here are some additional useful links specific to Reservists and retirees desiring to travel Space-A:

<http://www.spacea.net/faq/reservist>

<http://www.spacea.net/faq/reservist-dependents>

<http://www.spacea.net/faq/can-gray-area-retirees-travel-space>



NAVY RESERVE FORCE

PHONE DIRECTORY



CHIEF OF NAVY RESERVE • (703) 693-5757

COMMANDER, NAVY RESERVE FORCES COMMAND • (757) 445-8500

COMMANDER, NAVAL AIR FORCE RESERVE • (619) 767-7379

COMMANDER, NAVAL INFORMATION FORCE RESERVE • (800) 544-9962

If any information in the phone directory is in error, please email the correction to TNR at cnrfc1@gmail.com with the correction.

NAVREG NORTHWEST RCC EVERETT (425) 304-3899

ANCHORAGE, AK
(907) 384-6525

BILLINGS, MT
(406) 248-2090

BOISE, ID
(208) 422-6289

CHEYENNE, WY
(307) 773-6500

DES MOINES, IA
(877) 285-5581

EVERETT, WA
(425) 304-3899

FARGO, ND
(877) 470-9833

HELENA, MT
(406) 449-5725

KITSAP, WA
(360) 627-2203

MINNEAPOLIS, MN
(612) 713-4600

OMAHA, NE
(402) 232-0090

PORTLAND, OR
(503) 285-4566

SIOUX FALLS, SD
(877) 481-4728

SPOKANE, WA
(509) 327-3346

SPRINGFIELD, OR
(541) 915-2391

WHIDBEY ISLAND, WA
(360) 257-2922

NAVREG SOUTHWEST RCC SAN DIEGO (619) 532-1842

ALAMEDA, CA
(510) 814-2605

ALBUQUERQUE, NM
(505) 379-1366

DENVER, CO
(866) 864-2575

FORT CARSON, CO
(866) 220-0666

GUAM, GU
(671) 777-4233

LEMOORE, CA
(559) 998-3778

LAS VEGAS, NV
(702) 632-1455

LOS ANGELES, CA
(323) 980-7131

MORENO VALLEY, CA
(951) 656-1199

NORTH ISLAND, CA
(619) 545-2632

PEARL HARBOR, HI
(866) 729-0715

PHOENIX, AZ
(602) 484-7292

RENO, NV
(866) 401-1865

SACRAMENTO, CA
(866) 254-6450

SALT LAKE CITY, UT
(866) 426-1375

SAN DIEGO, CA
(866) 843-0431

SAN JOSE, CA
(866) 560-6775

TUCSON, AZ
(866) 392-9623

VENTURA COUNTY, CA
(805) 982-6106

NAVREG SOUTHEAST RCC FORT WORTH (800) 201-4199

AMARILLO, TX
(866) 804-1627

AUSTIN, TX
(512) 458-4154

CORPUS CHRISTI, TX
(361) 961-2241

EL PASO, TX
(866) 684-8277

FORT WORTH, TX
(817) 782-1800

GULFPORT, MS
(866) 502-1271

HARLINGEN, TX
(866) 797-9276

HOUSTON, TX
(832) 380-7400

KANSAS CITY, MO
(866) 813-0498

LITTLE ROCK, AR
(501) 771-1661

NAVREG MID-ATLANTIC RCC GREAT LAKES (866) 535-8538

AKRON, OH
(330) 491-3450

AVOCA, PA
(570) 457-8430

BATTLE CREEK, MI
(269) 968-9216

CHICAGO, IL
(847) 688-3760

CINCINNATI, OH
(513) 221-0138

COLUMBUS, OH
(614) 492-2891

DECATUR, IL
(217) 875-1733

DETROIT, MI
(586) 239-6289

EBENSBURG, PA
(866) 527-6599

ELEANOR, WV
(304) 586-0326

ERIE, PA
(866) 769-2356

GREEN BAY, WI
(920) 336-2444

HARRISBURG, PA
(888) 879-6649

INDIANAPOLIS, IN
(317) 339-7242

LEHIGH VALLEY, PA
(866) 527-6597

LOUISVILLE, KY
(866) 586-3457

MADISON, WI
(608) 249-0129

MILWAUKEE, WI
(414) 744-9764

PEORIA, IL
(309) 697-5755

PITTSBURGH, PA
(866) 580-4045

ROCK ISLAND, IL
(309) 782-6084

SAGINAW, MI
(989) 754-3091

TOLEDO, OH
(419) 666-3444

YOUNGSTOWN, OH
(330) 609-1900

NAVREG MID-ATLANTIC RCC NORFOLK (757) 444-7295

BALTIMORE, MD
(410) 752-4561

BANGOR, ME
(207) 974-1301

BUFFALO, NY
(866) 689-9952

CHARLOTTE, NC
(704) 598-0447

EARLE, NJ
(866) 340-4593

FORT DIX, NJ
(609) 562-1568

GREENSBORO, NC
(866) 278-2371

LONG ISLAND, NY
(631) 768-3250

MANCHESTER, NH
(866) 289-8433

NEW CASTLE, DE
(302) 326-7792

NEW LONDON, CT
(860) 694-6565

NEW YORK CITY, NY
(866) 372-5618

NEWPORT, RI
(401) 841-4550

NORFOLK, VA
(757) 318-4500

PLAINVILLE, CT
(866) 296-7013

QUINCY, MA
(617) 753-4600

RALEIGH, NC
(866) 635-8393

RICHMOND, VA
(866) 527-6598

ROANOKE, VA
(540) 563-9723

ROCHESTER, NY
(866) 682-3061

SCHENECTADY, NY
(518) 399-2134

SYRACUSE, NY
(866) 280-1761

WASHINGTON, DC
(240) 857-6256

WHITE RIVER JUNCTION, VT
(802) 295-0050

WILMINGTON, NC
(910) 540-9676

NAVREG SOUTHEAST RCC JACKSONVILLE (904) 542-2354

ATLANTA, GA
(678) 655-7055

AUGUSTA, GA
(706) 733-2249

BESSEMER, AL
(866) 694-6259

CHATTANOOGA, TN
(423) 698-8955

CHARLESTON, SC
(843) 794-2620

COLUMBIA, SC
(803) 751-9251

COLUMBUS, GA
(706) 322-4670

GREENVILLE, SC
(864) 277-9775

JACKSONVILLE, FL
(904) 542-3320

KNOXVILLE, TN
(866) 263-8614

MEMPHIS, TN
(901) 874-5256

MIAMI, FL
(866) 566-4538

NASHVILLE, TN
(615) 267-6352

ORLANDO, FL
(407) 240-5939

PENSACOLA, FL
(850) 452-1341

PUERTO RICO, PR
(787) 707-2966

TALLAHASSEE, FL
(866) 822-2448

TAMPA, FL
(866) 266-8052

WEST PALM BEACH, FL
(866) 877-5778

MERIDIAN, MS
(601) 679-3610

NEW ORLEANS, LA
(504) 678-8205

OKLAHOMA CITY, OK
(866) 489-6635

SAN ANTONIO, TX
(210) 539-9906

SHREVEPORT, LA
(866) 547-7003


SPRINGFIELD, MO
(417) 869-5721

ST. LOUIS, MO
(314) 524-9500

TULSA, OK
(918) 279-3700

WACO, TX
(866) 785-7593

WICHITA, KS
(316) 683-3491



“I CAN IMAGINE NO
more rewarding a career. And any
man who may be asked in this
century what he did to make his life
worthwhile, I think can respond with
a good deal of pride and satisfaction:
‘I served in the United States Navy.’”

– President John F. Kennedy

SPECIAL THANKS

Thank you to all those who played a part in putting this year's Almanac together. It is, and always will be, our goal to create an accurate publication that is an asset to the Force. This could not have been possible without the time and support provided by the following personnel:

MA1 Brian Sisson section: NOSC New Orleans (coordination), Marine Force Reserve, Combat Camera (photography)

AE1 Gregory Stoeger section: NOSC Norfolk and Regional Operation Center (ROC) Norfolk (coordination)

MA1 Sheila Jetton section: NOSC Chattanooga, RCC Southeast Jacksonville Public Affairs (coordination), MCC America Henry (photography and copy)

ND1 Jesse Bocek section: NOSC Norfolk (coordination), NDCS Don Thrush (coordination and copy)

Capt. Thomas Hatten section: Mr. Tim Kellner and Capt. Dan Seidensticker, CNRFC N9 (coordination)

UT3 Roy Bell section: NOSC Austin, Lt. Peter Walz (coordination and copy), SW2 Jaclyn Connoles (photography)

ET1 Daniel Schmidt section: NAVINFO NAVEUR-NAVAF / C6F (coordination), NPASE Naples (photography), Mr. Mario Bianca (photography)

Additional coordination and proofing: Lt. Greg Grevelding, MCCS Josh Treadwell, MCC Christina Shaw, YN1 Suiting Soto, MC1 Joyce Martin, YN2 Jennie Bollinger, MC2 Tiarra Fulgham



PRSRT STD
US POSTAGE
PAID
Louisville, KY
Permit #777