


THE NAVY RESERVIST

ALMANAC

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Throughout naval history the symbology of a ship's anchor chain is infused with sea-going folklore of people living on, or near the sea. The chain represents the stability and strength of links joined together—a team working as one. This saying remains true still, that we are only as strong as our weakest link.

For decades, the Navy Reserve team has consistently adjusted its mission and vision to increase the strength of its weakest points. To be a stronger, more successful team, leaders must listen and follow through with innovative ideas that are welcome from every level.

This year's Ready to Win (R2W) campaign has been created from the deckplate up with an intentional focus on creating a culture of change and innovation that puts action to ideas. R2W is more than a stand-alone vision—it is a collective mission that is dependent on your continual input. A mission to create

a more efficient force, unbridled by administrative burdens, simplified by better processes, enabled through hardworking Sailors resourced properly to fight and win.

We train to be ready, but taking that a step further, we train to be ready to win. We must focus our actions at every level to simplify our business processes, enable our people, leverage our skills and relationships, and bring all our resources to bear as rapidly as possible with one common goal in mind, to deliver on-demand combat-ready Reserve capability to the Fleet.

Hearing the innovative ideas and solutions from across the Force is a great starting point to strengthen our team for the fight—to strengthen the chain that represents the men and women who sacrifice their time and dedicate their efforts to a cause larger than themselves.

Take the opportunity to be heard and help make us the best Navy Reserve force in the world.



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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 the quarterly published issue (e.g., April 15th for the second quarter 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 cnrfc_pao@navy.mil.

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WELCOME ABOARD



SHIPMATES,

Reserve Sailors forged a valuable piece of the Navy Team in 2017 completing 2,989 mobilizations and increasing our total mobilizations to 81,062 since 2001. The security environment is complex and increasingly competitive. This is why we are mobilized around the globe. It's unlikely there's a Sailor in our Force who doesn't know a Shipmate deployed to places like Afghanistan, Kuwait, Bahrain, Guantanamo Bay or Djibouti. New challenges will arise as we enter 2018, and I know our Navy Team has the toughness to meet them.

It's a pleasure to offer you the 2018 Almanac. This year's edition includes information about the Navy Reserve Ready to Win (R2W) Action Plan. R2W helps cultivate innovative ideas and solutions that will bring Navy Reserve capabilities wherever and whenever the fleet needs us. No one is more

R2W's goal is to fundamentally improve processes and systems that inhibit a Reserve Sailors ability to unlock the full potential of the Navy Reserve as part of the total force by innovation, communication and alignment.

Individually, each of the four focus areas (Simplify, Enable, Leverage, and Resource) aim to improve a different aspect of operations, but collectively they help to create a more responsive, agile and lethal Navy Reserve Force.

The Almanac, as always, is a valuable resource to help manage your career and educate you on benefits and programs. The new Blended Retirement System (BRS) went into effect on January 1, 2018. In the pages that follow, you will find information detailing benefits and options under this new military retirement system. This guide will give you the tools you need to prepare for a successful Navy career and life after the Navy. Wherever you are in your career development, you'll find information in these pages that will help you learn more about opportunities to maximize your growth as a leader.

I hope you'll refer to this guide often, and I welcome your creative ideas – please visit www.R2W.navy.mil to submit and share your wins! As always, thank you for your continued service and please pass my thanks to your family, friends, and employers for their continued support.

New challenges will arise as we enter 2018, and I know our Navy Team has the toughness to meet them.

agile than you, the “Citizen Sailor” who successfully balances family, civilian careers and Navy life.

As we move forward and you deepen your understanding of R2W, you will realize it is inspired by inputs from you and the fleet to synchronize alignment of the Navy's Design for Maintaining Maritime Superiority.

Vice Adm. Luke M. McCollum
Chief of Navy Reserve

MY FELLOW SHIPMATES,

What a privilege it is to contribute to the Navy Reserve Almanac, which has become an annually sought after publication due to the scope of information and Reserve programs it covers. Please review closely this leadership tool and allow it to rekindle the justifiable pride we should all share serving the United States Navy.

We are currently living through a most transformative and exciting time in our Navy. Sailor 2025 initiatives are rolling out weekly. I'm proud to help shape the initiatives that improve our Navy's agility, with focus on growth to meet the National Defense Strategy and CNO's Maritime Design Strategy. The Navy Reserve action plan for "Ready to Win" is our call to retain a committed Force of Citizen Sailors. The Navy Reserve Idea Portal was established this year and I regularly review the submissions. If you haven't already, I strongly urge you to make your voice heard through this communication channel.

I am continuously impressed by your service, dedication, and bearing, all of which I've encountered during my NOSC visits throughout the year. Each visit was extremely informative and allows me to witness countless displays of superb military bearing and dedication to our core values. I spent a day with the Reserve Senior Enlisted Management Course at Navy Reserve Professional Development Center New Orleans and saw Sailors taking advantage of mentorship opportunities. I'm thrilled so many watched or shared the link to my Effective Evaluations and CPO Letter to the Board Facebook Live video. To date, there are more than 5,000 views and increased opportunities in the CareerCompass Navy Reserve Mentorship Network.

The future of the Navy Reserve is exciting! I am proud to be working on a number of different initiatives that will shape our outstanding Reserve community, both now and in the years to come. Some highlights include working with the Navy Leadership and Ethics Course on 2019 Enlisted Leadership Development Course; Reserve Component to Sea is another program that is gaining tremendous momentum to increase Surface Fleet support; Sailors are empowered with information through mobile technology in the Navy Reserve Homeport redesign; and finally, this year will be the expansion of Meritorious Promotion Program to the Augment Units, with an excellent plan to scale over the next few years.



Right now is the most transformative and exciting time in our Navy.

Take care of yourselves! Be sure to make the time to keep your records squared away. Ensure your family connects to military information networks and your gaining command OMBUDSMAN. Your family shares the sacrifices of the challenging duties you face. Keeping them informed and prepared is just as important as your military preparations. Personal and family readiness tends to go assumed, but not in our world – too much is at stake. I strongly urge you to review the family readiness checklists and read a Guideline Series book provided by Naval Services FamilyLine.

I am very proud to represent the Navy Reserve and all the hard work you do, and I look forward to visiting you around the country or in the Fleet!

A handwritten signature in blue ink, reading "Chris Kotz".

Master Chief Petty Officer Chris Kotz
Navy Reserve Force Master Chief

READY TO WIN

A CALL TO ACTION FOR THE NAVY RESERVE

MISSION > The Navy Reserve will preserve strategic depth and deliver relevant operational capability to rapidly increase the agility and lethality of the Total Force.

VISION > A committed Force of Citizen Sailors who are ready to win!

As competition accelerates in the maritime domain, the U.S. Navy must rapidly create a larger and more powerful Fleet that incorporates cutting edge technologies and new operational concepts. Speed, agility, and urgency are key components. As part of the Navy Total Force, Reserve Sailors provide operational capabilities, strategic depth, and the capacity to surge quickly wherever and whenever the Navy and Nation require. We must be combat-ready and deliver operational excellence in support of a more lethal and capable force.

Aligned with the Navy's Design for Maintaining Maritime Superiority, the Navy Reserve's Action Plan provides a framework to harness your talents, ideas, and leadership toward making the Total Force more lethal and capable as rapidly as possible, so we are ready to win!

STRATEGIC BY DESIGN, OPERATIONAL BY NECESSITY

The Navy Reserve was originally designed as a strategic asset in which Reserve Sailors maintained a minimum level of readiness so they could mobilize for a major conflict. Since 9/11, Reserve Sailors are more operationally integrated

into the Fleet serving alongside Active Duty counterparts on a daily basis. On any given day 20 percent of the Reserve Force is providing direct operational support to the Total Force. Reserve Sailors consistently provide more than 75 percent of all Navy Individual Augmentation requirements worldwide.

The Navy's Design for Maintaining Maritime Superiority is focused on ensuring American security and prosperity by adapting to the emerging fast-paced security environment. The Reserve Force, as an integrated element of the Total Force, must have the maneuverability, flexibility and agility to adjust its focus to support the Navy's Design.

Navy Reserve support is critical to each of the Design's four Lines of Effort (LOEs) - Warfighting, High-velocity Learning, Strengthening our Navy Team,

and Partnerships. In order to fully support the Navy's Design, the Navy Reserve must demonstrate agility and speed of maneuver to rapidly adjust its focus. Legacy processes that slow our ability to maneuver must be revamped or eliminated.

A CALL TO ACTION

To maintain America's maritime superiority, the Fleet needs a more agile and ready Reserve Force. The Navy Reserve's mission - to preserve strategic depth and deliver operational capability - depends on readiness.

To accomplish these changes, the Navy Reserve developed this Action Plan with one common goal in mind—**DELIVER ON-DEMAND COMBAT-READY RESERVE CAPABILITY TO THE FLEET.**

GUIDING PRINCIPLES

Keeping in mind the Design's core attributes of Integrity, Accountability, Initiative, and Toughness, our actions must be guided by the following principles:

Warfighting We will be a ready and lethal Reserve Force.

Innovation We will make great use of our experience in industry and keep pace with emerging technologies.

Teamwork We will be high-performing members of the Navy's Total Force team.

...the Navy Reserve developed this Action Plan with one common goal in mind—deliver on-demand combat-ready Reserve capability to the fleet.

FOCUS AREAS

We cannot control the security environment or the pace at which it changes, but we can control our actions...and they must be proactive not reactive. The entire Reserve Force must focus their actions at every level to simplify our business processes, enable our people, leverage our skills and relationships and bring all our resources to bear as fast as possible. We will change the way we do business through the following focus areas:

Simplify / Enable / Leverage / Resource

Simplify

Simplify the way Reserve Sailors support the Fleet by streamlining activities, programs, and policies to more efficiently place them whenever and wherever they are needed.

The Fleet must have more agile and responsive processes to compete in time to win the next fight.

Simplify will focus on the following objectives:

- Improving how to request and deliver Reserve Sailor support
- Increasing the quality and quantity of Reserve Sailors' time-on-mission
- Streamline administrative processes

Enable

Enable Reserve Sailors to more effectively provide warfighting capabilities to the Fleet through innovative application of technology and supportive policies.

The Navy Reserve's most important warfighting asset is its people. Sailors and their families are the 'heart' of our strategic depth and operational capability. Our Action Plan is aligned with the Navy's Sailor 2025 and MPT&E Transformation initiatives so that we best enable Reserve Sailors to contribute their talent and experience.

These initiatives are designed to modernize how Reserve Sailors manage their careers, eliminate pay and personnel issues, create a detailer marketplace that recognizes civilian and military skills, and enable a more seamless transition between Active and Reserve Duty.

Additionally, when Active Duty Sailors choose to leave full-time service, but want to stay connected to the military culture, the Navy Reserve offers an invaluable opportunity for them to remain "Sailors for Life."

The following key Enablers must be improved in order to optimize Reserve Sailors' contributions to the Fleet:

- Advanced tools such as cloud-based computing and mobile applications
- Reductions in administrative distractions
- New methods to support the Fleet such as virtual presence
- Integrated Navy Reserve requirements into Navy's personnel transformation initiatives and support programs (including timely pay, benefits, service opportunities and family support networks).

Leverage

Leverage Reserve Sailors' civilian skills and partnerships with industry and academia to further enhance our contributions to the Fleet.

Harnessing the synergy between the Fleet's needs and Reserve Sailors' civilian skills and partnerships with industry and academia is a powerful force multiplier. Reserve Sailor occupations span the full spectrum of professional fields, and the unique combination of military experience and civilian skills provides the Navy with a competitive advantage unavailable elsewhere in the Fleet.

With 123 Navy Operational Support Centers in all 50 States, Guam and Puerto Rico, the Navy Reserve is often the only "Face of the Navy" in non-fleet concentration areas. These connections allow the Navy to better access the latest technologies and best practices found in the commercial marketplace.

Leverage will focus on the following objectives:

- Match willing Reserve Sailors' civilian skills with critical Fleet needs
- Build trust with key influencers in the civilian sector
- Partner with academic, research and technology institutions

Resource

Resource the manning, training, and equipment that delivers more responsive Reserve Force capabilities to the Fleet.

An efficient and effective Navy Reserve is driven by dedicated people, reliable equipment, wisely applied technology, innovative organizational design, relevant information, trusting relationships, aligned policy and proper allocation of funds.

Our Resource focus is about rapidly delivering the right Reserve Force capabilities to the right place at the right time. To meet Fleet demands, we must:

- Develop a more agile manning structure
- Provide more flexible funding options

THE WAY AHEAD

Prevailing in this increasingly complex and competitive world will require bold action to Simplify, Enable, Leverage and Resource the power of the Navy Reserve! To remain ready to win, each of us must ...

////////// **Own It!** //////////

Permission granted to take action with the assets and processes you own

////////// **Lead It!** //////////

Lead your team(s) to develop innovative solutions... keeping in mind that setbacks are expected on the road to success

////////// **Share It!** //////////

Share your ideas and successes so all can learn and improve

Visit www.R2W.navy.mil for links to submit and share your ideas, track progress of actions and see wins from across the Force.

By taking action together in alignment with this plan we will strengthen our Navy Team and ensure we remain ready to win!

RESERVE FORCE BY THE NUMBERS

The manpower numbers provided in this spread are 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 9JAN18)	
Selected Reserves (SELRES)	47,512
Enlisted	34,882
Officer	12,630
Mobilized to Active Duty	3,183
Active Duty Special Work	646
Annual Training	1,017
Active Duty for Training	1,231
Total Reserve Performing Op Support (13%)	6,077
TOTAL FTS AND SELRES:	57,594
SELRES Mobilizations (as of 20DEC17)	
NORTHCOM	814
SOUTHCOM	146
EUCOM	46
AFRICOM	423
CENTCOM	845
PACOM	1
OCONUS	1,562
CONUS	814

RC Funeral Honors

Funeral Honors Provided FY18	10,370
Sailors Performing Honors	15,980
Total Man Hours Support	94,800

Navy Operational Support Centers (123)

Full Time Support (FTS)	10,082
Officer	1,532
Enlisted	8,550
RC HQ/Staff Support	3,359
Operational Support	6,723
Deployed (OEF/OIF)	24
Individual Ready Reserve (IRR)	49,386
Active Status Pool (ASP)	48,815
Voluntary Training Unit (VTU)	2,537
VTU Mobilized to Active Duty	93
VTU Active Duty Special Work	78
VTU Active Duty for Training	32

SELRES and VTU by Region (as of 13JAN17)

NR Mid-Atlantic RCC Great Lakes	5,607
NR Mid-Atlantic RCC Norfolk	11,959
NR Southeast RCC Jacksonville	8,316
NR Southeast RCC Fort Worth	7,165
NR Southwest RCC San Diego	10,379
NR Northwest RCC Everett	3,682

Services	END STRENGTH NUMBERS (as of 31DEC17)	
Army National Guard	338,526	
Army Reserve	191,946	
Navy Reserve	57,740	
Marine Corps Reserve	38,719	
Air National Guard	106,135	
Air Force Reserve	68,304	
Coast Guard Reserve	5,124	
TOTAL	801,370	-16,670 from 2016

OPERATIONAL CALENDAR

EVAL and FITREP Periodic Calendar

	MIDTERM	SIGNED	MIDTERM	SIGNED
	OFFICER		ENLISTED	
Jan	O6	O3	E3, E2, E1	
Feb		O2		
Mar	W2	W5, W4, W3	E8, E7	E5
Apr	O4	O5		E9
May		O1	E6	
Jun				E4
Jul	O3	O6		E3, E2, E1
Aug	O2			
Sep	W5, W4, W3	W2	E5	E8, E7
Oct	O5	O4	E9	
Nov	O1			E6
Dec			E4	

Navy Week Outreach Schedule

San Antonio, Texas	19-25FEB
Waco, Texas	02-08APR
Birmingham, Alabama	09-15APR
Tampa, Florida	07-13MAY
Chattanooga, Tennessee	11-17JUN
Reno/Carson City, Nevada	17-23JUN
Sacramento, California	16-22JUL
Fargo, North Dakota	23-29JUL
Milwaukee, Wisconsin	06-12AUG
Louisville, Kentucky	20-26AUG
Cleveland, Ohio	27AUG-02SEP
Albuquerque, New Mexico	10-16SEP
Springfield, Massachusetts	17-23SEP
Bossier City/Shreveport, Louisiana	29OCT-04NOV

2018 Advancement Exam Cycle

	SELRES		FTS	
E7	FEB17		19JAN	
E6	FEB17	AUG17	01MAR	06SEP
E5	FEB17	AUG17	08MAR	13SEP
E4	FEB17	AUG17	15MAR	20SEP

2018 Boards Convene

Reserve LDO, CWO	10JAN	FTS/Res O4 Line	16APR
CMC, CSC Screen	29JAN	FTS/Reserve E7	21MAY
FTS/Reserve O6 Line	29JAN	FTS/Res O4 Staff	11JUN
FTS/Res O6 Staff	27FEB	Reserve W5, W4, W3	14JUN
FTS/Res O5 Staff	27FEB	APPLY Board	13AUG
Reserve CEC Cmd	30JUL	FTS Retention	19SEP
FTS/Res E8, E9	05MAR	FTS/Res. Maj Cmd	19SEP
FTS/Reserve O5 Line	06MAR	Reserve O8 Line	29NOV
FTS/Res Aviat Cmd	12MAR	Reserve O8 Staff	29NOV
FTS Trnsfr Redes #2	04APR	Reserve O7 Line	04DEC

Federal Holidays

New Year's Day	Mon, 01JAN
Martin Luther King, Jr. Birthday	Mon, 15JAN
President's Day	Mon, 19FEB
Memorial Day	Mon, 28MAY
Independence Day	Wed, 04JUL
Labor Day	Mon, 03SEP
Columbus Day	Mon, 08OCT
Veterans Day	Mon, 11NOV
Thanksgiving Day	Thurs, 22NOV
Christmas	Tue, 25DEC

N-Codes

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



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2018 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																
O-10	-	-	-	-	-	-	-	-	-	-	-	15800	15800	15800	15800	15800
O-9	-	-	-	-	-	-	-	-	-	-	-	14696	14909	15215	15748	15800
O-8	10399	10739	10966	11029	11311	11782	11891	12339	12467	12853	13411	13925	14268	14268	14268	14626
O-7	8641	9042	9228	9375	9643	9907	10212	10517	10822	11782	12592	12592	12592	12592	12656	12910
O-6	6552	7199	7671	7671	7700	8030	8074	8074	8533	9344	9820	10296	10567	10841	11372	11600
O-5	5462	6154	6579	6659	6926	7084	7434	7691	8022	8530	8771	9009	9280	9280	9280	9280
O-4	4713	5456	5820	5901	6239	6601	7053	7404	7648	7788	7869	7869	7869	7869	7869	7869
O-3	4144	4697	5070	5528	5793	6083	6271	6580	6742	6742	6742	6742	6742	6742	6742	6742
O-2	3581	4078	4696	4855	4955	4955	4955	4955	4955	4955	4955	4955	4955	4955	4955	4955
O-1	3108	3235	3010	3910	3910	3910	3910	3910	3910	3910	3910	3910	3910	3910	3910	3910
COMMISSIONED OFFICERS WITH MORE THAN FOUR YEARS ENLISTED OR WARRANT OFFICER ACTIVE-DUTY SERVICE																
O-3E	-	-	-	5528	5793	6084	6272	6581	6841	6991	7195	7195	7195	7195	7195	7195
O-2E	-	-	-	4855	4956	5113	5380	5585	5739	5739	5739	5739	5739	5739	5739	5739
O-1E	-	-	-	3911	4176	4330	4488	4643	4855	4855	4855	4855	4855	4855	4855	4855
WARRANT OFFICERS																
W-5	-	-	-	-	-	-	-	-	-	-	-	7615	8001	8289	8607	9038
W-4	4283	4607	4739	4869	5093	5315	5540	5877	6173	6455	6685	6910	7240	7512	7821	7977
W-3	3911	4074	4241	4296	4471	4816	5175	5344	5539	5740	6103	6347	6493	6649	6861	6861
W-2	3461	3788	3889	3958	4183	4531	4704	4874	5082	5245	5392	5569	5685	5776	5776	5776
W-1	3038	3365	3453	3639	3858	4182	4333	4544	4752	4916	5066	5249	5249	5249	5249	5249
ENLISTED																
E-9	-	-	-	-	-	-	5174	5291	5439	5613	5789	6069	6307	6557	6939	7286
E-8	-	-	-	-	-	4236	4423	4539	4678	4829	5100	5238	5472	5602	5922	6041
E-7	2945	3214	3337	3500	3627	3846	3969	4187	4369	4494	4626	4677	4849	4941	5292	5292
E-6	2547	2803	2926	3047	3172	3454	3564	3777	3842	3889	3945	3945	3945	3945	3945	3945
E-5	2333	2490	2611	2734	2926	3126	3291	3311	3311	3311	3311	3311	3311	3311	3311	3311
E-4	2139	2249	2371	2491	2597	2597	2597	2597	2597	2597	2597	2597	2597	2597	2597	2597
E-3	1932	2053	2177	2177	2177	2177	2177	2177	2177	2177	2177	2177	2177	2177	2177	2177
E-2	1837	1837	1837	1837	1837	1837	1837	1837	1837	1837	1837	1837	1837	1837	1837	1837
E-1	1639	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

2018 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																
O-10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O-9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O-8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O-7	1153	1206	1231	1251	1286	1321	1362	1403	1443	1571	1679	1679	1679	1679	1688	1722
O-6	874	960	1023	1023	1027	1071	1077	1077	1138	1246	1310	1373	1409	1446	1517	1547
O-5	729	802	857	868	902	923	968	1002	1045	1111	1142	1174	1209	1209	1209	1209
O-4	629	728	777	787	832	881	941	988	1020	1039	1050	1050	1050	1050	1050	1050
O-3	553	627	676	738	773	812	837	878	899	899	899	899	899	899	899	899
O-2	478	544	627	648	661	661	661	661	661	661	661	661	661	661	661	661
O-1	415	432	522	522	522	522	522	522	522	522	522	522	522	522	522	522
COMMISSIONED OFFICERS WITH MORE THAN FOUR YEARS ENLISTED OR WARRANT OFFICER ACTIVE-DUTY SERVICE																
O-3E	-	-	-	738	773	812	837	878	913	933	960	960	960	960	960	960
O-2E	-	-	-	648	661	682	718	745	766	766	766	766	766	766	766	766
O-1E	-	-	-	522	557	578	599	620	648	648	648	648	648	648	648	648
WARRANT OFFICERS																
W-5	-	-	-	-	-	-	-	-	-	-	-	1016	1067	1106	1148	1206
W-4	571	615	632	650	680	709	739	784	824	861	892	922	966	1002	1043	1064
W-3	522	544	566	573	597	643	690	713	739	766	814	847	866	887	915	915
W-2	462	506	519	528	558	605	628	650	678	700	719	743	758	771	771	771
W-1	405	449	461	486	515	558	578	606	634	656	676	700	700	700	700	700
ENLISTED																
E-9	-	-	-	-	-	-	670	706	726	749	772	810	841	875	926	972
E-8	-	-	-	-	-	565	590	606	624	644	680	699	730	747	780	806
E-7	393	429	445	465	484	513	530	559	583	600	617	624	647	659	706	706
E-6	340	374	391	407	423	461	476	504	513	519	526	526	526	526	526	526
E-5	312	332	349	365	391	417	439	442	442	442	442	442	442	442	442	442
E-4	286	300	317	333	347	347	347	347	347	347	347	347	347	347	347	347
E-3	258	274	291	291	291	291	291	291	291	291	291	291	291	291	291	291
E-2	245	245	245	245	245	245	245	245	245	245	245	245	245	245	245	245
E-1	219	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

*Rounded up 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:

Total Retirement Points ÷ 360 x .025 x Base Pay
= 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 ÷ 360 x .025 x High-36 average upon reaching age 60, which results in receipt of 36.5 percent 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 for Continuation Pay may be found at militarypay.defense.gov/BlendedRetirement/

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 four 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: militarypay.defense.gov > Blended Retirement > Resources > BRS Infographics > New Accession Infographics (Guard/Reserve)

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.

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

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 Page 2 has been verified in NSIPS within 180 days of AT/ADT start date
 - » 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

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>

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
 - » Sign in to milConnect at <https://www.dmdc.osd.mil/milconnect/> > select "Sign In" > select "log in with your CAC" > go to "Benefits" and select "Life Insurance (SOES- SGLI Enrollment System)"

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 (must be on members RED/DA and DEERS)
- 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 and 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 January 28, 2017, EDM now includes the capability to record and adjudicate unit musters.

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

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:

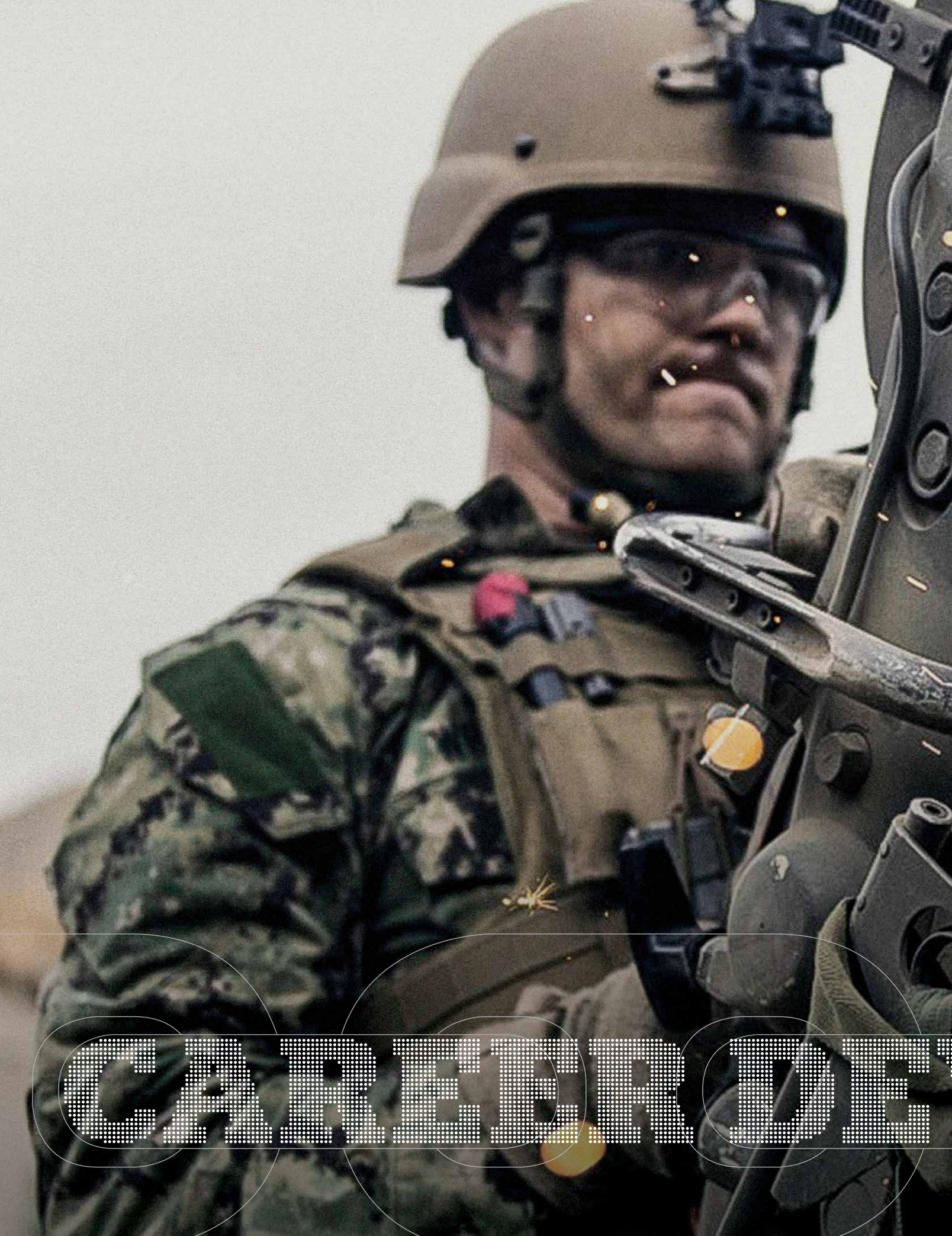
- a. Unit Mustering Official logs into NSIPS and accesses the EDM module to perform the Unit muster
- b. Unit Mustering Official annotates the Unit IPR with the muster status for each Reserve Sailor assigned to the Unit
3. Once mustered, the electronic IPR is sent to the Unit CO (and another Unit designated 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

How do you access EDM?

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



CAREER DIE



WELDING

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.

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.

<https://my.navy.mil/> > MY RECORD > ETJ

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

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 > PRIMIS

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>

Navy e-Learning (NeL)

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

<https://my.navy.mil/> > PROFESSIONAL RESOURCES > Navy e-Learning >

ONLINE COURSES

Joint Services Transcript (JST)

Formerly known as Sailor and Marine 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).

<https://jst.doded.mil/>

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).

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

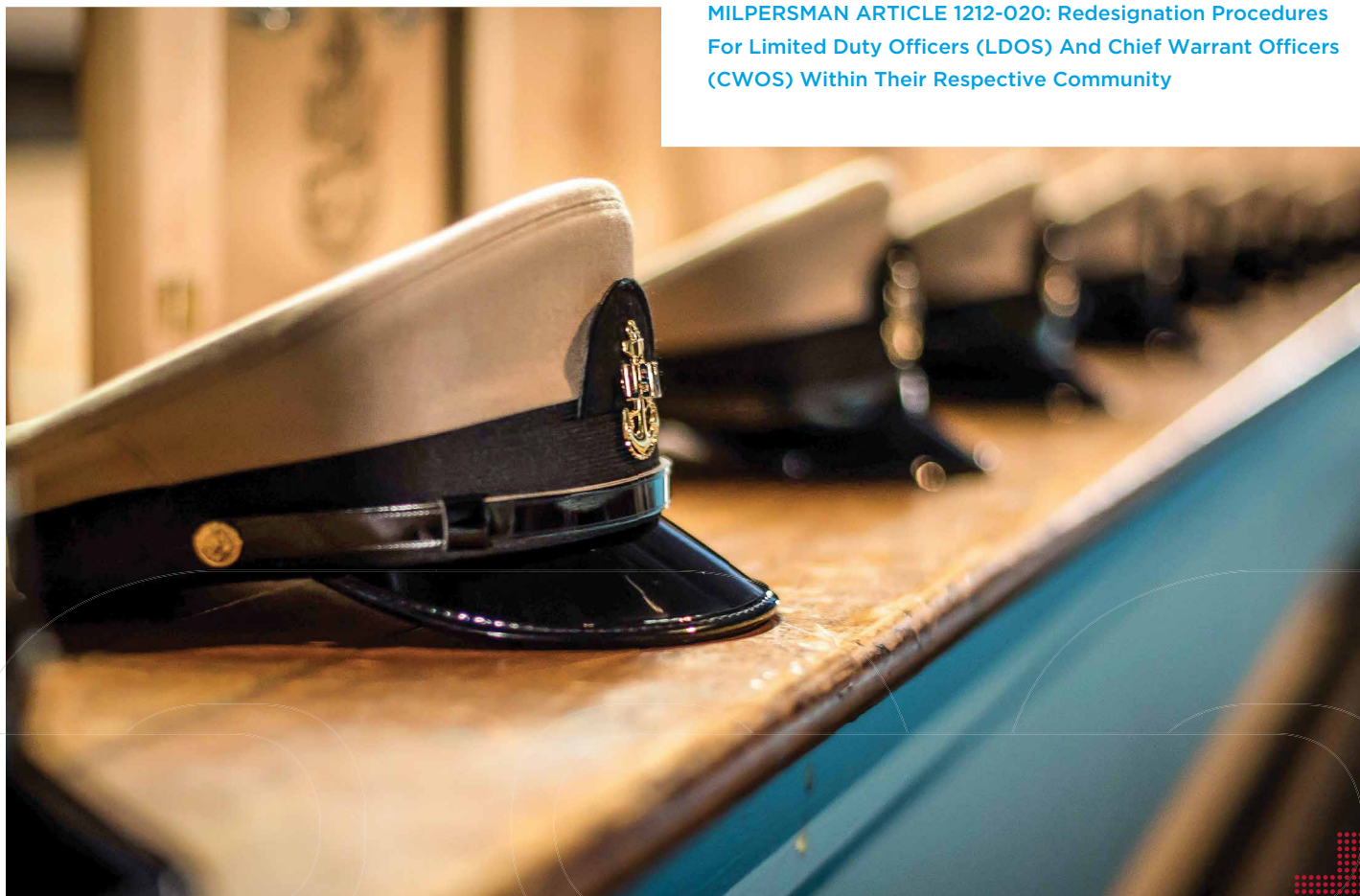
Selected Reserve (SELRES) Change of Designator

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



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.

Career Transition Office (CTO)

The Career Transition Office (CTO) PERS-97 provides counseling and support to active component (AC) officer and enlisted Sailors considering a transition to the Reserve Component (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.

NAVET Affiliation Physicals

For individuals who have separated from AC and are looking to affiliate with the 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 selective reserve 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.

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.

- MILPERSMAN Article 1160-030: Enlistments And Reenlistments Under Continuous Service Conditions
- 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. Servicemembers who are better educated on their pay and benefits are more likely to stay Navy, resulting in more successful retention and recruiting.

OFFICIAL 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 448 billets on the joint duty assignment list (JDAL), which have been designated as Standard Joint Duty Assignments (S-JDAs).

JDAL billets are validated and published annually by the Joint Staff. 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.

	Years in S-JDA	+ Exp Points	Minimum Annual Participation in S-JDA (days a year)
O-6 and Below			
6-Year S-JDA	6	0	66
3-Year S-JDA/E-JDA	3	10	36
2-Year S-JDA/E-JDA	2	18	36
O-7 and Above			
Full G/FO S-JDA Credit	4	0	66
G/FO S-JDA/E-JDA	2	7	36

Background

- DoD Instruction 1300.19 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.
- Officers are 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.

S-JDA for RC Officers

- An officer begins to accrue joint duty credit upon assignment to the JDAL billet and stops accruing joint duty credit on departure from the JDAL billet. Reserve Officers who perform duty periodically and are assigned to a JDAL position may have time credited toward joint duty. The below table illustrates the paths for RC officers to obtain Full Joint Tour credit.

- For officers O-6 and below, the initial period of assignment to a JDAL billet 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 be accrued under the E-JDA path.
- Minimum annual participation requirements while serving in a JDAL position are: 66 days = 24 days of IDT (e.g., 48 drill periods), 12 days of AT, and 30 additional days of duty
- After completion of the S-JDA tour, officers failing to meet the 66-day 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.
- Officers must contact the Certifying Official (at their respective COCOM or joint command) or their Joint Navy Reserve Unit Certifier Liaison Representative (CLR) to ensure that the points/days are captured annually. Without this validation/input, the required credit cannot be calculated by 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.

Future Reserve S-JDA Policy Changes

- A revision to DOD Instruction 1300.19 has been proposed, which would potentially reduce the annual days requirement to 36 days for all JDAL assignments and reduce the 6-Year S-JDA to 4-Years. A GovDelivery message will be released, when the revised instruction has been approved for distribution.

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, please 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). [PLEASE REFER TO THE MOST RECENT COPY OF THE COMNAVRESFORNOTE 5400 FOR DATES AND COMMUNITY SPECIFIC INFORMATION]

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 February: 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
- Early May: Operational Support Officers (OSO) complete billet validation in preparation of billets advertising for FY18 APPLY applicants
- Mid-May: APPLY application or “dreamsheet” phase opens in RFMT
- Mid-June: Dreamsheets 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 180 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 180 days of your PRD so make sure you are applying for billets

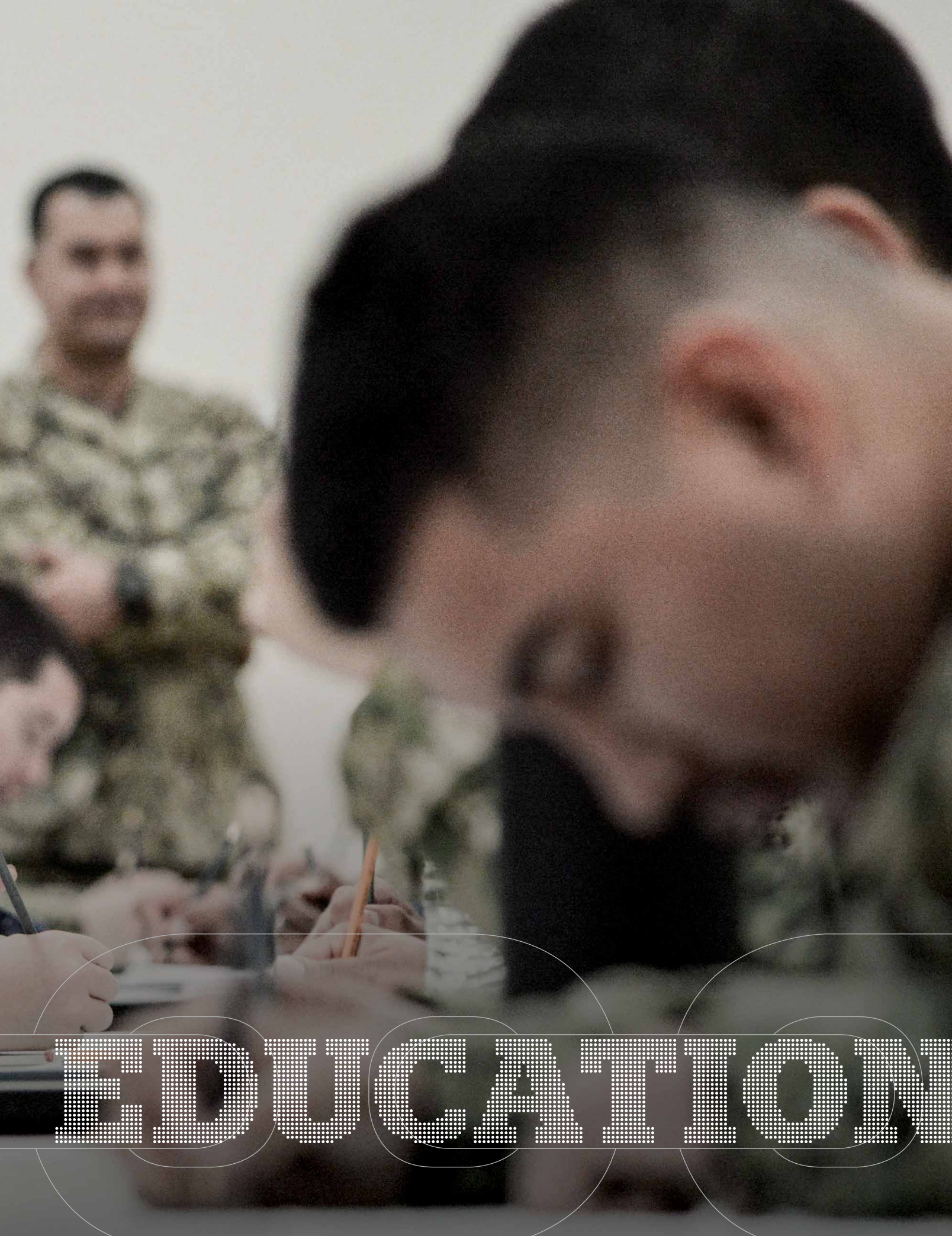
JOAPPLY Timeline

- 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
 - » 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 UMUIIC) 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_mailbox@navy.mil or cnrfc_joapply@navy.mil.





EDUCATION

OFFICER LEADERSHIP TRAINING

Leadership training is important preparation for extended combat deployments and effective normal operations. ALNAVRESFOR 005/11 requires all drilling SELRES officers (pay and non-pay) 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 is separate from the CNRFC requirement for APPLY board-selected officers slated to “K” and “O”-

coded billets to attend Navy Reserve Unit Management (NRUM). The latest guidance, references, and links to qualifying classes are located on CNRFC N7 sharepoint: www.mynrh.navy.mil > Commands > CNRFC > N-codes > N7 > Leadership > Leadership Training

Contact your NRA training department to obtain a quota.



NAVY E-LEARNING

Navy E-Learning (NeL) delivers computer-based learning to enhance professional and personal growth.

- Sailors 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 on the ship or submarine

Access to NeL is available through My Navy Portal (<https://www.mnp.navy.mil/>) by logging in with a Common Access Card (CAC) and navigating to the Professional Resources tab.

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” 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, has 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 available on the NRH portal at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/correspondence_courses/. If a course is not currently listed on the master course list, it may be submitted to CNRFC N7 for consideration in future lists.

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 who complete correspondence courses. 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 www.mynrh.navy.mil > Commands > CNRFC > N-codes > N7 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 is designed to provide a broad scope of the future joint force including interagency and multinational cultures and capabilities.

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), and Army (Fort Leavenworth, KS).

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.

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, Warrant Officers, and Senior Chief/Chief Petty 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 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 do drop out, CNRFC N7 will likely not fund re-enrolling or rolling you back into another course or program, unless the reason for dropping out or rolling back is directly related to operational support to the Navy, i.e. recall or mobilization, and is 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.





MOB

DEMO



ILLIIZATION.

ILLIIZATION

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.

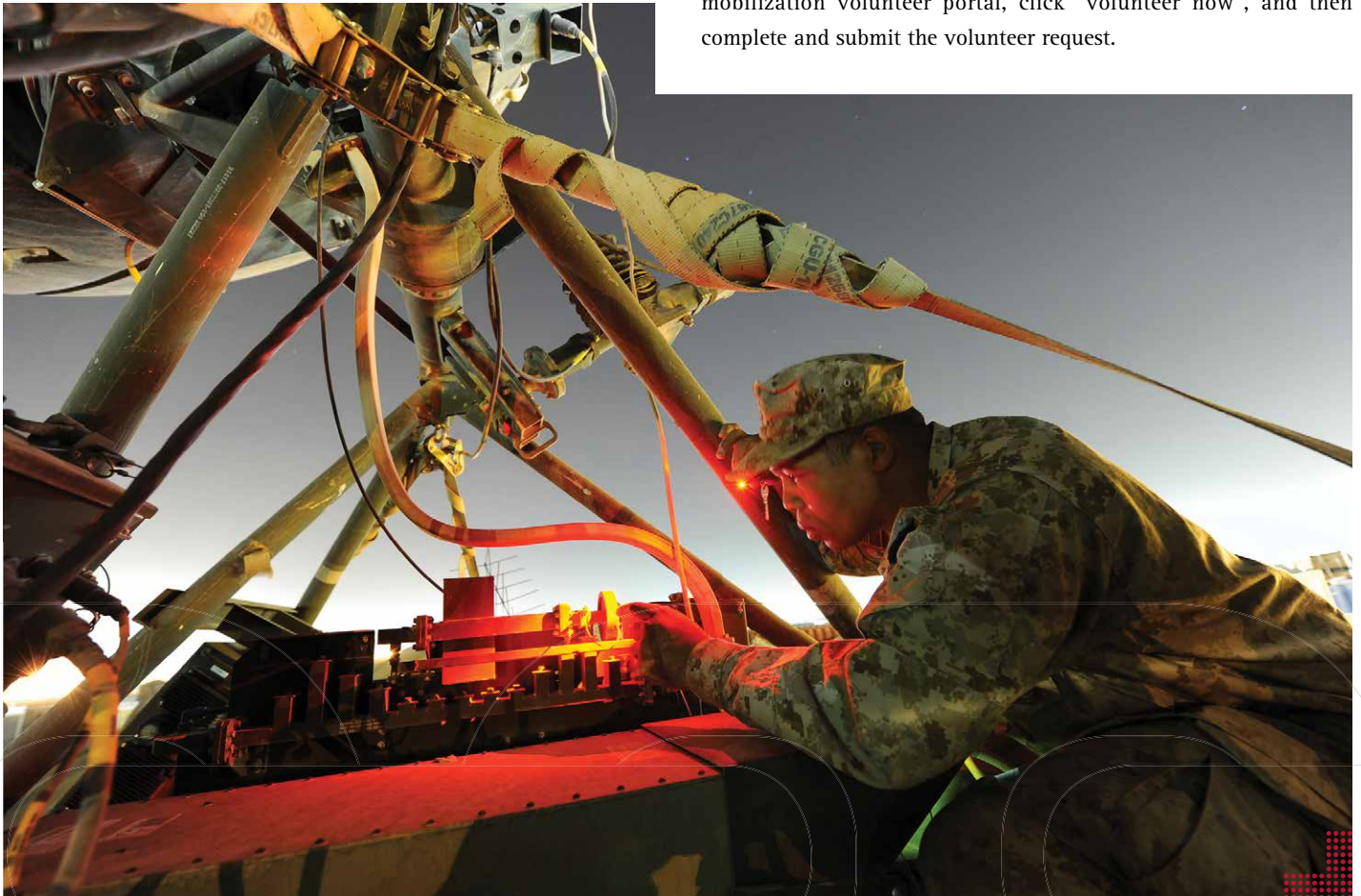
CNRFC N35 includes billet information in all mobilization billet advertisements to include:

- 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.public.navy.mil/nrh. Click on the red envelope on the bottom 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 Navy Region Reserve Component Commands (RCC) and held at a three-star (or above) hotel away from military bases to ensure a safe, relaxed atmosphere for Sailors and guests to focus on the reintegration process. Sailors attend the event on ADT travel orders paid for by the Yellow Ribbon Reintegration

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

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 Jacksonville	Destin, FL	19-21 Jan 2018
RCC San Diego	San Diego, CA	09-11 Mar 2018
RCC Everett	Seattle, WA	16-18 Mar 2018
RCC Great Lakes	Louisville, KY	16-18 Mar 2018
RCC Norfolk	Atlantic City, NJ	06-08 Apr 2018
RCC Fort Worth	New Orleans, LA	27-29 Apr 2018
RCC Jacksonville	Miami, FL	04-06 May 2018
RCC Everett	Anchorage, AK	01-03 Jun 2018
RCC Norfolk	Burlington, VT	20-22 Jul 2018
RCC Great Lakes	Philadelphia, PA	17-19 Aug 2018
RCC Jacksonville	Charleston, SC	24-26 Aug 2018

Signing Up

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

RCC 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.1@navy.mil
RCC Everett:	Ricardo Raphael, ricardo.rafael@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
- Sailors in a blended family who have custody of a child or children from a prior relationship need to complete a family care plan, even if they have remarried and plan to have the new spouse care for the minor child during periods of absence

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. 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

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.

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

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.





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.

2018 Monthly Rate

Member Only: \$46.09 per month	Member and Family: \$221.38 per month
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After that, premiums are paid by an electronic funds transfer (EFT) or recurring debit/credit card charge.

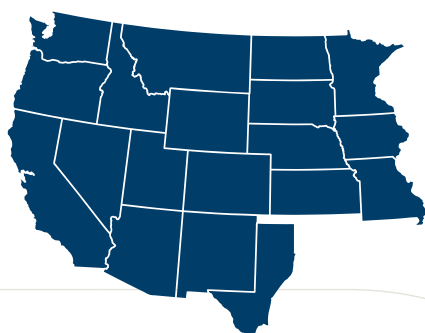
Your regional contractor will automatically process your premium payments on the first business day of the month for the current month of coverage.

Continued Health Care Benefit Program (CHCBP)

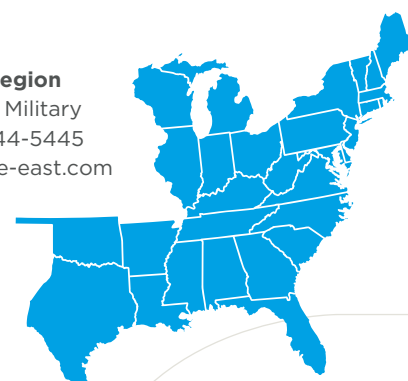
CHCBP is a premium-based health care program administered by Humana Military. If you qualify, CHCBP provides you and your family with continued health care coverage for 18–36 months after you lose your military health care benefits. Participation is optional and available to former qualified uniformed 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

West Region
Health Net
1-844-866-9378
www.tricare-west.com



East Region
Humana Military
1-800-444-5445
www.tricare-east.com



TRICARE Overseas (www.tricare-overseas.com)

Eurasia-Africa Area
International SOS
+44-20-8762-8384
1-877-678-1207 (Stateside)

Latin America and Canada Area
International SOS
+1-215-942-8393
1-877-451-8659 (Stateside)

Pacific Area
International SOS
+65-6339-2676 (Singapore)
+61-2-9273-2710 (Sidney)
1-877-678-1208/1209 (Stateside)





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

DO'S

- 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 (such as Adult Entertainment, Uber/Lyft, etc.)
- 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), 757-322-6570

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.

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
- Forgetting to adjust the per diem entitlements to account for flat rate per diem for orders over 30 days

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





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

Due to the passage of the Forever GI Bill, the Post 9/11 GI Bill entitlement no longer 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.

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: www.mynrh.navy.mil > Commands > CNRFC > N-codes > N1C > N1C2 (CAC required). You may also contact the post 9/11 hotline at 1-800-621-8853, or email cnrfc_post911GIBILL@navy.mil. More information on the Forever GI Bill can be found at <http://www.benefits.va.gov/gibill/>.

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
- Wounded Warrior
- Safe Harbor



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. <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• 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. <ul style="list-style-type: none">• 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)
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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. The 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)
- You are the spouse of a service member who has died in the line of duty or as a result of a service-related disability

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 AND 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.



(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

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.

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).

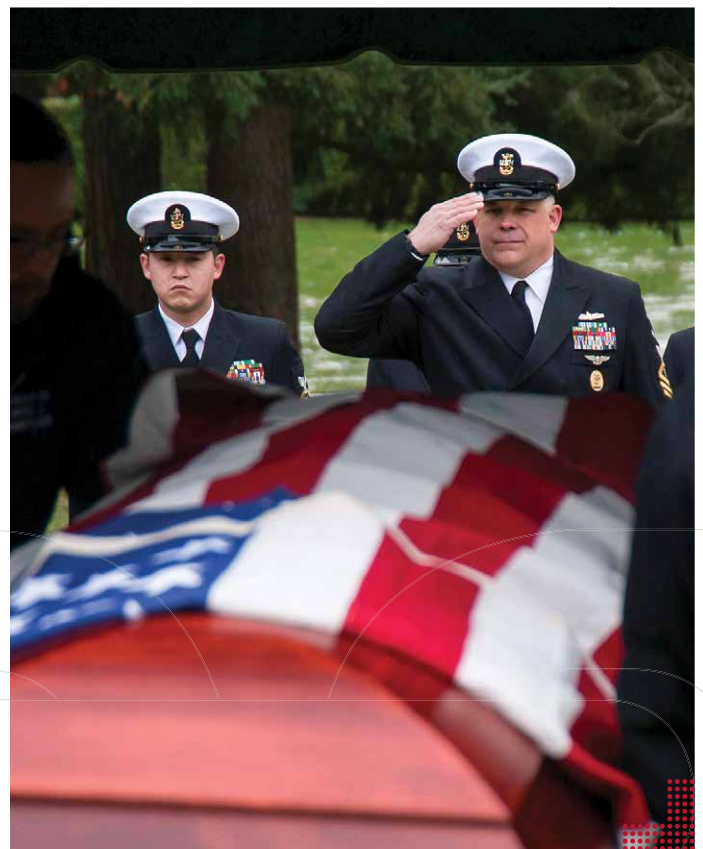
Military Funeral Honors, at a minimum, of at least two uniformed members of the armed forces (other than members in a retired status), at least one of whom shall be a member of the Navy. Honors ceremony components are of playing Taps, folding and presenting the American flag to the veteran's family.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

As resources permit, upon completion of a deployment or mobilization for 30 days or more, Reserve Sailors and dependents continue to be eligible to receive demobilization briefings and legal assistance for a period of time.

As resources permit, upon receipt of orders, reserve personnel who have been identified for mobilization to active duty (even for periods under 30 days) are eligible for pre-mobilization legal counseling and legal assistance. Pre-mobilization assistance typically consists of drafting or updating wills, advance medical directives, and powers of attorney.

Additionally, other assistance may be provided to Reserve Sailors if it relates to recall or mobilization. For examples, Reserve Sailors

identified for mobilization may seek help terminating home leases, staying (delaying) civil court proceedings, or help with other issues related to 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>.

Pre-mobilization assistance is also available to dependents if the Reserve Sailor's orders are for 30 days or more.

Region Legal Service Offices provide assistance in:

- Consumer/Financial Affairs
- Family Law
- Foreclosure Advice/Counseling
- Immigration
- Notary Services
- Powers of Attorney
- Landlord/Tenant Matters
- Servicemembers Civil Relief Act
- Small Claims Court Matters
- Wills & Estate Planning

NAVY RESERVE CHAPLAINS

Whatever their backgrounds, beliefs and duties, Sailors, Marines and the men and women of the Coast Guard have religious needs that must be met.

Religious Ministry Teams, consisting of a chaplain and religious Program Specialist (RP), serve spiritual needs, guiding service members and their families through life's challenges.

More than 200 religious organizations sponsor religious ministry professionals for military chaplaincy. The Navy Reserve has over 220 chaplains who are endorsed from one of these organizations. Chaplains 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. Chaplains are available to any Reserve Sailor or family member.

You can call a chaplain about...

- Stress in relationships or within the Navy

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

What do chaplains offer?

Chaplains provide a wide spectrum of counsel, advice, and pastoral care for service members and their families. They keep 100 percent 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 to 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 Travel 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. Another way 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 register 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, if not activated have your DDFORM 1853. 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 cnrfc_pao@navy.mil 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) 632-7463

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) 302-1953

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
(713) 502-2731

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) 341-5874

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) 901-0061

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
(585) 247-6858

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



On the strength of one link in the cable,
Depends on the might of the chain.

Who knows when you may be tested?
So live that you bear the strain!

**RADM RONALD A. HOPWOOD, ROYAL NAVY
THE LAWS OF THE NAVY, 1896**





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 all the CNRFC N-codes for their continued efforts to provide the exhaustive information held within the TNR Almanac.

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Page 32: Mass Communication Specialist 2nd Class Jess Lewis
Page 35: Ms. Haley Nace, U.S. Naval War College Public Affairs
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Your feedback is encouraged as well. If there are programs or policies that you feel are missing that would be helpful to the Navy Reserve Force, feel free to submit your ideas to cnrfc_pao@navy.mil.



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