

TNR

THE NAVY RESERVIST

PROFESSIONAL



CAREER

MISSION



HARD WORK

SERVICE

DIVERSE

BALANCE

PROUD

FREEDOM

LOYAL
FAMILY
MILITARY

CITIZEN

RESILIENT

PREPARED

COMMITMENT

FORCE



BENEFITS

PRIDE

INTEGRITY



SAILOR

NAVY

WARFIGHTER

SACRIFICE

DEFEND READY

CAREER

DISCIPLINED

TRAINING

LEADERSHIP

COURAGE



FORCE

RESERVE

HONOR

DEDICATED

RETIREMENT

HERITAGE

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CITIZEN

PROUD

TNR

THE NAVY RESERVIST

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The Navy Reservist is always looking for good action photos of Navy Reserve Sailors (minimum 300 dpi) that tell a story of Reserve training or support to the fleet. Please provide full identification of all individuals in the photograph, including their respective rating, rank and command. Photos should also include a visual information record identification number or VIRIN. Information about VIRINs is available online at www.navy.mil/photo_submit.asp. Submissions should be received eight weeks prior to publication month (i.e. October 1st for the December issue). Material will not be returned.

NEWS ONLINE: The Navy Reservist current and past issues 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 Sailors with address changes need to provide updates to NSIPS (Navy Standard Integrated Personnel System) via their NOSC Personnel Office.

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WELCOME ABOARD



Vice Admiral Robin R. Braun
Chief of Navy Reserve

Shipmates,

Welcome to the 2014 edition of The Navy Reservist Almanac. Today, over 62,000 Sailors are serving in the Navy Reserve, with over 12,700 providing critical operational support to Fleet and Combatant Commanders around the world. They are participating in combat operations in Afghanistan and numerous operational deployments and exercises. The demand for Reserve Sailors to perform as Individual Augmentees will remain steady through 2014; conditions will dictate future IA requirement for 2015 and beyond. If you're interested in a mobilization opportunity, visit the CNRFC N35 portal on the Navy Reserve Homeport at: <https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/mobilizationportal> to see what opportunities fit your skills and desires.

In this almanac you'll find valuable information highlighting many of the career programs available to Navy Reserve Sailors. Please use this information as a ready resource to help inform your Navy Reserve career and make the best decisions for you and your family. The Continuum of Service (CoS) section will explain some of the most important tools including Career Navigator, Career Waypoint, and the RC2AC program. These programs are all designed to enable the service of our Navy Reserve Sailors, from part-time to full-time.

In the almanac you'll also find information detailing many of the benefits available to Navy Reserve Sailors and their families. You'll find details on the Post 9/11 GI Bill, TRICARE Reserve Select, VA Home Loans, Thrift Savings Plan, and Servicemembers Group Life Insurance. Each of these programs is full of tremendous incentives and benefits. You've earned these benefits through your service as a Navy

Reserve Sailor, and I recommend that you familiarize yourself with these programs in order to take full advantage of everything they provide. For those returning from a mobilization, I encourage you and your loved ones to attend a Returning Warrior Workshop (RWW). Hosted by our Reserve Component Commands across the country, these highly regarded events provide an opportunity to reconnect with family and friends as you transition back to life at home.

There are challenging times ahead for our Navy and the nation as we navigate an ever-changing world in a fiscally constrained environment. Navy leadership is determined to maximize the Fleet's forward presence in support of our maritime strategy, which will allow more opportunities to serve. The Navy Reserve has never been more relevant and integrated with the Navy; we will be counted on to bolster the readiness of the Total Force by providing trained Sailors to provide operational support to the Fleet. In addition to our existing missions, the Navy Reserve can expect to see new focus areas that can leverage the unique skill sets of our Citizen Sailors. Please look for stories and information on these new mission areas throughout the year in TNR and on Homeport.

It is a deep honor to serve alongside the dedicated Sailors of the Navy Reserve Force. There are exciting opportunities ahead and I look forward to seeing you this year out in the Fleet!

A handwritten signature in black ink, appearing to read "R. R. Braun". The signature is fluid and cursive.

Vice Adm. R. R. Braun
Chief of Navy Reserve

Shipmates,

I am very excited and honored to contribute to the 2014 Navy Reserve Almanac. While I have only been in this assignment a short time, I can tell you that I am consistently impressed with the contributions and service of my Navy Reserve shipmates worldwide, both ashore and afloat; at home and abroad. A distinguishing aspect of Navy Reserve service is the opportunity to contribute, not only through military service, but in your communities as citizens, or as “Citizen Sailors” – our theme for this edition.

As we look forward to the New Year, I want to recognize and express my appreciation for your service, and let you know that I am aware that it does not come without dedication and sacrifice. Time, people and funds are valuable assets in this challenging and constantly evolving fiscal environment, and as a Citizen Sailor, you must continue to be an effective resource manager and find that proper and necessary balance. Being responsible and conscientious with ALL of our resources should be our goal as we pursue maximum efficiency and readiness to support and contribute effectively to the maritime strategy. It is our responsibility to encourage, support and inspire safe and responsible decision-making – both as Sailors and as members of our communities.

As stated in our Navy Ethos, “We are professional Sailors and Civilians – a diverse and agile force ...” Navy Reserve Sailors personify the word service, both in the Navy and community on a regular basis.

This Almanac highlights the many programs and tools available to you to help you be the best Sailor and citizen you can be. We are fortunate to serve in a variety of roles and participate in diverse and exciting missions, and we are committed to providing you the best resources available to help you balance your career and family life. Use

this Almanac as a resource for you, your families and your employers throughout the year. Inside you will find foundational information regarding Continuum of Service initiatives, benefits and other valuable information about YOUR naval career.

As we ramp up after the holiday season, we must remember we are always Sailors, on and off duty, and in keeping in line with our Navy Ethos, “we do not waiver in our dedication and accountability to our shipmates and families.” I ask you to always take care of each other and to remember to recognize your families and employers as significant contributors to your service – for it is a fact, they serve along with us.

These are exciting times for service and opportunities in the Navy Reserve. Focus on training, readiness and service with excellence – both while on duty and in your communities as citizens. Please, continue to follow TNR, Homeport and the Navy Reserve Facebook page for important information and interesting and motivating stories about your shipmates and Reserve Sailor contributions around the world. You will see that there is real meaning to our Force motto: Ready Now. Anytime, Anywhere.

I could not be more proud to be your Force Master Chief. It is my humble honor and privilege to serve you. I very much look forward to meeting and interacting with you in my travels. Thank you for making this the best Navy in the world, and I look forward to seeing all of you in the New Year!!!

Are You Ready?



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



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

PAY·POINTS·RETIREMENT





ENHANCEMENT FOR DRILL MANAGEMENT

ABOUT

EDM is the Navy Reserve's new, self-service drill management tool within the Navy Standard Integrated Personnel System (NSIPS), and will be accessible 24/7. EDM is part of the Navy Personnel and Pay Modernization effort, aimed at providing an automated business process for managing Inactive Duty Training (IDT) periods, and individual Reserve Sailor mustering.

[EDM]

Business Process Improvement

The current IDT drill management process:

- ★ Relies on hand-delivered forms, faxes, scans and emails.
- ★ Human error and timeliness inefficiencies contribute to pay problems and poor coordination/visibility between the Navy Reserve Activity (NRA) and Unit Commanding Officer (CO).
- ★ Lacks a single automated process for timely routing, approval, and authorization of Inactive Duty Training (IDT) requests.

EDM will resolve these problems by providing the following:

An automated business process by which the IDT periods are requested, approved/disapproved, scheduled, canceled, and individual Reserve Sailors are mustered. It provides an optimized and streamlined flow of processing requirements to record participation in a drill event.

- ★ Rescheduled IDT periods
- ★ Flexible IDT periods
- ★ Additional IDT periods for pay
- ★ Additional IDT periods for non-pay

Business Value

Once EDM is implemented, Reserve Sailors should see:

- ★ Increased pay accuracy associated with rescheduled regular IDT periods, flexible IDT periods, additional IDT periods for pay.
- ★ Improved automated mustering and accuracy of drill participation records capturing retirement points for Reserve Sailors.

Development and Delivery

- ★ Projected Reserve Force-wide deployment is 2014.

ACTIVE DUTY PAY CHART

Pay Grade	YEARS OF SERVICE														
	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
COMMISSIONED OFFICERS															
0-10	-	-	-	-	-	-	-	-	-	-	-	16072	16151	16487	17072
0-9	-	-	-	-	-	-	-	-	-	-	-	14057	14260	14552	15062
0-8	9946	10272	10488	10549	10819	11269	11374	11802	11925	12293	12827	13319	13647	13647	13647
0-7	8264	8649	8826	8967	9223	9476	9768	10059	10351	11269	12044	12044	12044	12044	12105
0-6	6125	6730	7171	7171	7198	7507	7548	7548	7977	8735	9180	9625	9878	10135	10632
0-5	5106	5753	6151	6226	6474	6623	6950	7189	7499	7974	8199	8422	8676	8676	8676
0-4	4406	5101	5441	5517	5832	6171	6593	6921	7150	7281	7356	7356	7356	7356	7356
0-3	3874	4391	4740	5168	5415	5687	5863	6152	6302	6302	6302	6302	6302	6302	6302
0-2	3347	3812	4391	4539	4632	4632	4632	4632	4632	4632	4632	4632	4632	4632	4632
0-1	2905	3024	3655	3655	3655	3655	3655	3655	3655	3655	3655	3655	3655	3655	3655
COMMISSIONED OFFICERS WITH MORE THAN FOUR YEARS ENLISTED OR WARRANT OFFICER ACTIVE DUTY SERVICE															
0-3E	-	-	-	5168	5415	5687	5863	6152	6395	6535	6726	6726	6726	6726	6726
0-2E	-	-	-	4539	4632	4780	5029	5221	5364	5364	5364	5364	5364	5364	5364
0-1E	-	-	-	3655	3903	4048	4195	4340	4539	4539	4539	4539	4539	4539	4539
WARRANT OFFICERS															
W-5	-	-	-	-	-	-	-	-	-	-	-	7118	7479	7748	8046
W-4	4003	4306	4430	4552	4761	4968	5178	5494	5771	6034	6249	6459	6768	7022	7311
W-3	3656	3808	3964	4016	4179	4502	4837	4995	5178	5366	5704	5933	6070	6215	6413
W-2	3235	3541	3635	3700	3910	4236	4397	4557	4751	4903	5041	5205	5314	5400	5400
W-1	2840	3145	3227	3401	3607	3909	4051	4248	4442	4595	4736	4907	4907	4907	4907
ENLISTED															
E-9	-	-	-	-	-	-	4837	4946	5084	5247	5411	5674	5896	6129	6487
E-8	-	-	-	-	-	3959	4134	4243	4373	4514	4768	4896	5115	5237	5536
E-7	2752	3004	3119	3272	3391	3595	3710	3914	4084	4200	4324	4372	4532	4619	4947
E-6	2381	2620	2735	2848	2965	3228	3331	3530	3591	3636	3687	3687	3687	3687	3687
E-5	2181	2327	2440	2555	2735	2923	3076	3095	3095	3095	3095	3095	3095	3095	3095
E-4	2000	2102	2216	2328	2427	2427	2427	2427	2427	2427	2427	2427	2427	2427	2427
E-3	1805	1919	2035	2035	2035	2035	2035	2035	2035	2035	2035	2035	2035	2035	2035
E-2	1717	1717	1717	1717	1717	1717	1717	1717	1717	1717	1717	1717	1717	1717	1717
E-1	1532	1532	1532	1532	1532	1532	1532	1532	1532	1532	1532	1532	1532	1532	1532

E-1 WITH LESS THAN 4 MONTHS OF SERVICE: 1,417

DRILL WEEKEND PAY CHART

Pay Grade	YEARS OF SERVICE														
	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
COMMISSIONED OFFICERS															
0-10												2143	2153	2197	2276
0-9												1875	1901	1940	2008
0-8											1710	1776	1820	1820	1820
0-7	1102	1153	1176	1195	1229	1263	1302	1341	1380	1502	1605	1605	1605	1605	1614
0-6	816	897	956	956	956	1000	1006	1006	1063	1164	1224	1283	1317	1351	1417
0-5	680	767	820	830	863	883	926	958	999	1063	1093	1122	1156	1156	1156
0-4	587	680	725	735	777	822	879	922	953	970	980	980	980	980	980
0-3	516	585	631	689	722	758	781	820	840	840	840	840	840	840	840
0-2	446	508	585	605	617	617	617	617	617	617	617	617	617	617	617
0-1	387	403	487	487	487	487	487	487	487	487	487	487	487	487	487
COMMISSIONED OFFICERS WITH MORE THAN FOUR YEARS ENLISTED OR WARRANT OFFICER ACTIVE DUTY SERVICE															
0-3E				689	722	758	781	820	852	871	896	896	896	896	896
0-2E				605	617	637	670	696	715	715	715	715	715	715	715
0-1E				487	520	539	559	578	605	605	605	605	605	605	605
WARRANT OFFICERS															
W-5												949	997	1033	1072
W-4	533	574	590	606	634	662	690	732	769	804	833	861	902	936	974
W-3	487	507	528	535	557	600	644	666	690	715	760	791	809	828	855
W-2	431	472	484	521	564	586	607	633	653	672	694	654	708	719	719
W-1	378	419	430	480	521	540	566	592	612	631	654	657	654	654	654
ENLISTED															
E-9							644	659	677	699	721	756	786	817	864
E-8						527	551	565	583	601	635	652	682	698	738
E-7	367	400	415	436	452	479	494	521	544	560	576	582	604	615	659
E-6	317	349	364	379	395	430	444	470	478	484	491	491	491	491	491
E-5	290	310	325	340	364	389	410	412	412	412	412	412	412	412	412
E-4	266	280	295	310	323	323	323	323	323	323	323	323	323	323	323
E-3	241	256	271	271	271	271	271	271	271	271	271	271	271	271	271
E-2	229	229	229	229	229	229	229	229	229	229	229	229	229	229	229
E-1	204	204	204	204	204	204	204	204	204	204	204	204	204	204	204

E-1 WITH LESS THAN 4 MONTHS OF SERVICE: 189



RESERVE RETIREMENT

i ABOUT

Reserve retirement is sometimes called non-regular retirement. There are two non-disability retirement plans currently in effect for Reserve qualified retirees, the Final Pay plan and High-36 Month Average plan.

✓ ELIGIBILITY

Members who accumulate 20 or more years of qualifying service are eligible for Reserve retirement when they reach age 60 or, in some cases, a lesser qualifying age.

Types of Plans

There are two non-disability retirement plans currently in effect for Reserve qualified retirees. These are:

- ★ Final Pay plan
- ★ High-36 Month Average plan

There is no REDUX retirement plan under non-regular (Reserve) retirement.

Final Pay Plan

The retired pay base for a qualified Reserve retirement under the Final Pay plan is the monthly basic pay determined at the rates applicable on the day of retirement at the highest grade satisfactorily held during service. In other words, it is the rate of pay for the member's pay grade and years of service taken from the pay table in effect on the date that retired pay begins, regardless of when the member stopped participation (i.e., went into the gray area).

The Final Pay plan uses a multiplier percentage that is 2.5% times the years of creditable service.

The creditable years of service for a Reserve retirement calculation is determined by the sum of all accumulated Reserve points divided by 360.

High-36 Plan

The retired pay base for a qualified Reserve retirement under the High-36 retirement plan is the total amount of monthly basic pay to which the member was entitled during the member's high-36 months divided by 36. This includes months to which the member would have been entitled if the member had served on active duty during the entire period. Usually this will be the average of the 36 months for the member's pay grade and years of service taken from the pay tables in effect for the 36 months immediately preceding the date that retired pay begins, regardless of when the member stopped participation (i.e., went into the gray area). The High-36 retirement plan uses a multiplier percentage that is the same as the Final Pay plan.

Determining Years of Service

There are three categories for determining years

of creditable service that are applicable to the computation of Reserve (non-regular) retired pay. These are listed below.

Category I: Years of Service for Retirement Entitlement

This category of years of service includes each one year period in which the person has been credited with at least 50 points, as follows:

- ★ 1 point for each day of active service
- ★ 1 point for each attendance at a drill period
- ★ 1 point for each day of performing funeral honors duty
- ★ 15 points for each year of membership in a Reserve component

Generally, a member retiring with a Reserve (non-regular) retirement must have 20 years of service for entitlement and will receive a letter from their service advising when this criteria has been met.

Category II: Years of Service (YOS) for Pay Base

When combined with pay grade, YOS for pay base, determines the active duty pay entitlement by defining the appropriate pay table cell, e.g. E-4 over six years of service. This category of years of service includes all periods of active service and all periods of Reserve or National Guard service counted day for day. A unique feature of Reserve retirement is that the pay base is determined as though the Reserve member were serving on active duty immediately prior to retirement, thus the years of service continue to accumulate even after the member has entered the Retired Reserve and continue until they actually begin receiving such pay (usually age 60).

Category III: Years of Service for Retired Pay Percentage Multiple

YOS for retirement percentage multiple determines the years of service for computing the retired pay

→ Contact PERS-912 by calling: 1-866-827-5672

For more information, or to update your mailing address, contact:

Director, Defense Finance and Accounting Service
U.S. Military Retirement Pay,
P.O. Box 7130
London, KY 40742-7130
1-800-321-1080



multiplier. This category of years of service includes all periods of active service (counted as one point for each day) plus all points earned through qualifying Reserve duty, not exceeding annual limits, divided by 360.

Retirement Age

A member is generally not eligible for Reserve (non-regular) retired pay until they reach age 60. However, any member of the Ready Reserve who is recalled to active duty or, in response to a national emergency, is called to certain active service after January 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.

Application

Members eligible for Reserve retirement must request retired pay from the military department in which they last served. Payment is not made until requested.

Applying for Retirement WITH Pay

Notification is forwarded in advance to advise you of how to submit an application for retired pay at age 60. If you have not received notification four months prior to your 60th birthday, contact PERS-912 at 1-866-827-5672. The earliest date retired pay may commence is your 60th birthday or the day after completion of 20 years of qualifying service, whichever is later, unless early retirement is authorized under NDAA 2008.

The following forms must be completed in duplicate and returned to PERS-912 at the address listed below (original signature required on all forms).

- ★ DD Form 108, Application for Retired Pay Benefits
- ★ NAVPERS 1800/13, Questionnaire for Applicants for Retired Pay
- ★ DFAS-CL Form 1059, Direct Deposit Authorization
- ★ IRS Form W-4 in duplicate, Employee's Withholding Allowance Certificate

Complete processing of an application normally takes several months. Please include your social security number on all correspondence. If you have a change of any information before your

60th birthday, please report the update to PERS-912 by calling 1-866-827-5672 immediately.

Mail all forms with original signatures to:

Commander Navy Personnel Command (PERS-912)

5720 Integrity Drive, Millington, TN 38055

Do not fax or email retirement with pay requests, original signatures are required. If you are transferring to the retired pay status from a drilling status current policy requires a chain of command endorsement.

Applying for Retirement WITHOUT Pay

Applications for retirement without pay should be submitted per the format and timeframes listed in Figure 20-4 of BUPERSINST 1001.39F CH-1. A sample of the format for Requesting Transfer to the Retired Reserve can also be found on the Forms for Download page on the BUPERS Reserve retirement page.

Applications for retirement without pay should be emailed to PERS-49_retirements@navy.mil or faxed to (901) 874-7044.

Benefits for Gray Area Retirees and Recipients of Retired Pay

As an active RC, IRR, or Retired Reserve service member who has received a 20-year letter, but has not received retirement pay, you may be eligible to receive "gray area" benefits.

10 USC 12731 has been changed to allow qualified Reservists to start receiving retired pay earlier than age 60 (see the National Defense Authorization Act of 2008).

Notification of Change of Address

Retired Reservists who will be eligible for retired pay at age 60 (gray area) and personnel on the retired list (receiving pay) are responsible for keeping Navy Personnel Command 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, the member should inform PERS-912 of their temporary address at the beginning of the temporary residence period and of their return to the permanent address at the end of the period.



More information can be found at: www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/Pages/NDAA_Changes.aspx



Specific guidance and additional information may be found at: www.public.navy.mil/BUPERS-NPC/CAREER/RESERVEPERSONNELMGMT/RESERVERETIREMENTS/Pages/default.aspx



RESERVE RETIREMENT POINTS FAQ

Q: Where can I locate my Annual Retirement Point Record (ARPR)?

A: You may access your point record via BUPERS Online at: <https://www.bol.navy.mil/>.

Q: How do I access my Annual Retirement Point Record/Annual Statement of Service History (ARPR/ASOSH) on BUPERS Online?

A: In light of Navy Personnel Command's September 21, 2013 shift to CAC-only access to BUPERS Online (BOL), the ARPR/ASOSH will no longer be available for viewing online without a Command Access Card (CAC). If you do not possess a CAC and wish to view your online point record, the nearest Navy Operational Support Center (NOSC) may be able to assist you. Also, the Navy Personnel Command Customer Service Center (1-866-U-ASK-NPC) can always provide a verbal Reserve point total.

Q: What if I can't locate my record? What should I do about it?

A: The ARPR/ASOSH online service is available to all Selected Reservists (SELRES), members on the Temporary Disability Retired List (TDRL), and Individual Ready Reserve (IRR) members that are currently earning retirement points. Retired Reservists (without pay) who are eligible for retired pay at age 60 can also view retirement point records at this site. If you are currently on active duty, you may not have an online record. Once you are released from active duty and re-affiliate, your record will be online. If you are in one of these categories and can't find your record, call 866-827-5672 for guidance.

Q: What do I do if I am missing AT/ADT on my Annual Retirement Point Record?

A: If AT/ADT points were earned within the last 12 months, seek advice from your unit/NOSC. Once submitted through NSIPS, it takes approximately 60 days for the points to reflect online. If 60 days have passed and the points are still not showing online,

have your unit/NOSC contact the NSIPS help desk for assistance.

If the AT/ADT is older than 12 months, forward supporting documentation to the address listed on the next page for accreditation. Your next ARPR will reflect the updated information.

If you are an IRR member, submit supporting documentation for your AT/ADT to the address listed on the next page.

Supporting documents consist of the orders, to include the pay voucher (if warranted), or the endorsed copy of the orders that indicates the reporting and detaching dates, a Page 5 (History of Assignments) from your service record or an EVAL/FITREP that reports the dates performed. Once the documents are received, please allow 90 days for your point record to be updated. If after the 90 days the points have not posted online, call 1-866-827-5672 and a customer service agent will check the status.

Q: What do I do if I am missing active duty/ADSW on my Annual Retirement Point Record?

A: Effective 2006, active duty time electronically transmits to the participation record but it takes approximately 60 days from the release date for that time to post to the online point record. If the 60 days has passed and the active duty time has not posted online, send a copy of the DD214 to Navy Personnel Command, PERS-912 for manual crediting. The address is listed below. The DD214 is preferred because many times the orders do not include the reporting and detaching dates. If you do not have a copy of the DD214, forward a copy of the endorsed active duty/ADSW orders that include the reporting/detaching dates to the address listed on the next page for accreditation.

Q: What do I do if I am missing correspondence courses on my Annual Retirement Point Record?

A: If the correspondence course is graded

locally, the local Reserve activity has the capability to enter the completion of courses via NSIPS if the completion date is within 12 months. Once the points are submitted through NSIPS, it takes approximately 60 days for them to show online.

If CNET Pensacola graded the course, the points will be electronically transmitted to the point record. You will see the points online approximately 60 days from the date of completion. If after the 60 days the points have not posted online, send a copy of the NETC completion certificate to PERS-912 for manual crediting. Once sent, allow 60 days for the points to post online.

If the course was performed through Navy Knowledge Online E-Learning and you are a SELRES, there is no need to send the completion certificate to PERS-912 for manual crediting until 60 days after the completion date. If you are IRR and have completed NKO courses, fax or mail the certificate to PERS-912 for manual crediting. At the present time, NKO courses completed by IRR members do not electronically post to their point record. Once sent, allow 90 days for the points to post online.

If the correspondence courses completed are older than 12 months, forward supporting documentation to the address listed for accreditation. Once sent, allow 90 days for the points to post online.

Q: What do I do if I am missing drill credit on my Annual Retirement Point Record?

A: If drill credit is incorrect, contact your reserve facility for corrections.

If the drill points are within the last 12 months, seek advice from your local reserve activity. Drill points are to be submitted through NSIPS for crediting. It will take approximately 60 days for the points to show online once submitted. If the drill points are older than 12 months, documentation (drill chit/muster report) must be submitted to Navy Personnel Command, PERS-912 for



input. Supporting documentation can be submitted by fax, or mailed to the address listed on the next page.

Q: What do I do if I am missing funeral honor duty credit on my Annual Retirement Point Record?

A: If the funeral honor duty point(s) are less than 12 months old, seek advice from your local Reserve activity. Funeral honor duty points are to be submitted through NSIPS for crediting. It will take approximately 60 days for the points to show online once submitted.

If the funeral honor duty point(s) are older than 12 months, documentation (funeral honor duty chit/muster report) must be submitted to Navy Personnel Command PERS-912 for input. Supporting documentation can be submitted by fax, or mailed to the address listed on the next page.

Q: When will I see my points online?

A: Once your Reserve center submits the points through NSIPS, it takes approximately 60 days for the points to show online. If, after 60 days, the points are still not showing online, then your reserve center should contact the NSIPS help desk for assistance. The help desk can track the points to see when they were rejected and re-send them. If the drill, correspondence course or annual training is over one year old, then Navy Personnel Command, (PERS-912) must manually credit the retirement points (Please allow up to 90 days for these corrections to be reflected online).

Q: How do I change my address if I am a retiree?

A: Retired Reserve Sailors who will be eligible for retired pay at age 60 (gray area) and personnel on the retired list (receiving pay) are responsible for keeping Navy Personnel Command 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, the member should inform PERS-912 of their temporary address at the beginning of the temporary residence period, and of their return to the permanent address at the end of the period.

Contact PERS-912 by calling 1-866-827-5672 to update your mailing address.

Personnel receiving retired pay must also notify the Director, Defense Finance and Accounting Service, U.S. Military Retirement Pay, P.O. Box 7130, London, KY 40742-7130, toll free number 1-800-321-1080 of change of address.

Q: Can I earn points for completing courses while on active duty/AT/ADT/ADSW etc?


A: No other participation can be earned while on active service. BUPERSINST 1001.39 and DODI 1215.7 are specific in stating such. So please keep in mind that while performing active service, you cannot complete a correspondence course to earn additional points. No points will be credited for courses completed while on active service.

Q: What is a qualifying/satisfactory year towards reserve retirement eligibility?

A: A qualifying/satisfactory year of service is defined as an anniversary year in which a member is credited with 50 or more retirement points. Retirement points can be earned by performing drills, courses, annual training/active duty training and active duty.

Q: What is the total number of inactive points that can be earned in a year?

A: The 2008 National Defense Authorization Act (NDAA) approved an increase from 90 to 130 as the number of inactive duty points that can be credited in any single anniversary year (sum of drills, courses and membership points). This change applies to anniversary years ending on or after October 30, 2007.

 Send retirement point related correspondence to:

Commander, Navy Personnel Command (PERS-912)

5720 Integrity Drive
Millington TN 38055
Fax: 901-874-7044
Toll free: 866-827-5672

Do not scan and email retirement point related correspondence.



SERVICEMEMBERS GROUP LIFE INSURANCE

ABOUT

SGLI is a program that provides low-cost term life insurance coverage to eligible service members. The maximum SGLI coverage is \$400,000 and you are automatically enrolled and do not need to apply for coverage. You are also automatically charged. Should you not want to receive SGLI, you can opt out.

ELIGIBILITY

- ★ Active duty member of the Army, Navy, Air Force, Marines, or Coast Guard
- ★ Commissioned member of the National Oceanic and Atmospheric Administration (NOAA) or the U.S. Public Health Service (USPHS)
- ★ Cadet or midshipman of the U.S. military academies
- ★ Member, cadet, or midshipman of the Reserve Officers Training Corps (ROTC) engaged in authorized training and practice cruises
- ★ Member of the Ready Reserve (Selected Reservist) or National Guard and are scheduled to perform at least 12 periods of inactive training per year
- ★ A service member who volunteers for a mobilization category in the Individual Ready Reserve (IRR)

Coverage

SGLI coverage is available in \$50,000 increments up to the 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 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.

Service members can make changes to their own SGLI coverage:

- ★ To designate beneficiaries, or to reduce, decline, or restore SGLI coverage, you must complete and submit SGLI form SGLV 8286, Servicemembers Group Life Insurance Election and Certificate. You should contact your Personnel Office for any changes to Basic SGLI or Family SGLI coverage.

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 **6.5 cents per \$1,000 of insurance**. The premium includes an additional **\$1 per month for Traumatic Injury Protection coverage (TSGLI)**.



For more information talk to your unit/NOSC customer service representative or visit: www.insurance.va.gov

[SGLI]



FAMILY SERVICEMEMBERS GROUP LIFE INSURANCE

ABOUT

FSGLI provides term life insurance coverage to the spouses and dependent children of service members insured under Servicemembers Group Life Insurance (SGLI). The service member pays the premium for spousal coverage. Dependent children are insured at no cost.

ELIGIBILITY

- ★ Spouses and dependent children of active duty service members covered by full-time SGLI
- ★ Spouses or dependent children of the National Guard or Ready Reserve members covered by full-time SGLI
- ★ Family coverage is available only to members insured under the SGLI program
- ★ It is not available to those insured under the VGLI 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

IF YOUR SPOUSE IS

not a member of the uniformed services

a member of the uniformed services and you married on or after January 2, 2013

your spouse is automatically covered for the maximum spousal coverage unless you reduce or cancel it.

you and your spouse are not automatically covered under spousal coverage. You and/or your spouse must apply if you want spousal coverage.

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. Please review the graphic to the left to determine if your spouse is covered.

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 and submitting the form to your Navy Operational Support Center (NOSC).

[FSGLI]

For more information on FSGLI go to: insurance.va.gov



VETERANS GROUP LIFE INSURANCE

i ABOUT

VGLI is a life insurance program that allows veterans to convert their full-time SGLI coverage to lifetime renewable term insurance. You can retain VGLI for as long as you pay the premiums.

✓ ELIGIBILITY

You qualify for VGLI if you are one of the following:

- ★ Service member being released from active duty who was covered by SGLI
- ★ Service member separating, retiring, or being released from assignment in the Ready Reserve or National Guard who was covered by SGLI
- ★ National Guard or Reserve member covered by part-time SGLI who incurred a disability or aggravated a pre-existing disability while performing inactive duty or traveling to/from duty
- ★ Member of the Individual Ready Reserve (IRR) or Inactive National Guard

Coverage:

VGLI coverage is available in increments of \$10,000 up to a maximum of \$400,000. However, a service member's initial VGLI coverage amount cannot exceed their SGLI coverage amount at the time of separation from service.

Effective April 11, 2011, VGLI policy holders who are under age 60 and have less than \$400,000 in coverage can purchase up to \$25,000 of additional coverage on each five-year anniversary of their policy, up to the maximum \$400,000. No medical underwriting is required for the additional coverage.

Cost/Rates:

VGLI Premiums are based upon the veteran's age. Premium rates were reduced effective July 1, 2008. Follow this link to view VGLI premium rates: http://benefits.va.gov/INSURANCE/vgli_rates_new.asp.

Use the Insurance Needs Calculator to assess your life insurance needs and determine if you have enough coverage at http://benefits.va.gov/INSURANCE/resources_tools_lifeInsNeedsCalc.asp.

[VGLI]

APPLYING FOR VGLI

Separated from service....	And you apply...	You can be approved for VGLI
before November 1, 2012	within 120 days of separation from service	without having to meet good health requirements
	after 120 days from separation from service, but within one year and 120 days	only if you answer the health questions on the application and you meet good health requirements
on or after November 1, 2012	within 240 days of separation from service	without having to meet good health requirements

Deadline to Convert SGLI to VGLI



HOW TO APPLY

You must apply to convert SGLI to VGLI within one year and 120 days from discharge.

If you submit your application within 240 days after discharge (for those discharged on or after November 1, 2012), or within 120 days after discharge (for those discharged before November 1, 2012), you do not need to submit evidence of good health.

Those who apply after the no-health period are required to answer questions about their health.

Apply through eBenefits at: <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>.

Download and complete SGLV 8714, Application for Veterans Group Life Insurance, located on the VGLI website, at: <http://benefits.va.gov/insurance/vgli.asp>.

CAREER DEVELOPMENT





CAREER NAVIGATOR

ABOUT

Career Navigator is an overarching program that organizes all career management policies, processes and supporting IT systems. Career Navigator encompasses all career events such as reenlisting, changing ratings, choosing orders, and transitioning between Active Component (AC) and Reserve Component (RC) and back again.

CAREER WAYPOINTS **Rating Conversions**

The Career Waypoints-Conversion module allows Reserve Sailors the opportunity to apply for a rating conversion based on their qualifications and the needs of the Navy.

Transition to AC or FTS

The Career Waypoints-Transition module allows Reserve Sailors who meet program requirements to apply for available AC and FTS quotas for both in-rate and conversion into ratings.

Sailors MUST work directly with Command Career Counselors to submit an application.



Contact the C-Way Help Desk at: career_waypoints@navy.mil
(901) 874-2102

www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx

NAVY e-LEARNING

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

Log in to NeL via Navy Knowledge Online (NKO) at: www.nko.navy.mil.

On the LEARNING tab, click Navy e-Learning > Online courses.

NAVY CREDENTIALING OPPORTUNITIES ONLINE (Navy COOL)

Navy COOL explains how you can meet civilian certification and licensure requirements related to your 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, discover resources that help you gain civilian job credentials and identify resources to fund credentialing exams, such as the Navy-funded credentialing program, GI Bill, and Defense Activity for Non-Traditional Education Support (DANTES).



Go to Navy COOL at: www.cool.navy.mil, alternately, go to: NKO www.nko.navy.mil.

On the LEARNING tab, click Navy COOL.

SAILOR/MARINE AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT (SMART)

SMART documents college courses, degrees and certifications completed on active duty through Tuition Assistance or the Navy College Program for Afloat College Education (NCPACE), and all other college courses completed at institutions accredited by a regional, national or professional accrediting agency recommended by the U.S. Department of Education. SMART provides recommended college credit for your military occupational experience and training. Recommendations are made by the American Council on Education (ACE). (CAC and CAC-enabled computer required)



Log in to SMART at: www.smart.navy.mil

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, which is located at <https://nsips.nmci.navy.mil>, is NOT used in the selection board review process, although documents printed from your ESR and accepted into OMPF are reviewed by Board members.

ELECTRONIC TRAINING JACKET (ETJ)

The ETJ provides a view of career information documented in Navy personnel databases, such as training and education (including Navy eLearning, NECs and college courses), qualifications and certifications, career history, advancement status and awards. (CAC and CAC-enabled computer required)



Log in to ETJ via NKO at: www.nko.navy.mil. *On the LEARNING tab, click ELECTRONIC Training Jacket.*



**OFFICIAL MILITARY
PERSONNEL FILE
“OMPF - MY RECORD”**

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

“OMPF - My Record” provides the ability to download and print service record documents for personal and professional use. These are the same documents reviewed by selection board members when considering candidates for advancement and special programs. (CAC and CAC-enabled computer are required)

- ➔ Go to: <https://www.bol.navy.mil/> Click “OMPF - My Record” to review official documents.

**PHYSICAL READINESS
INFORMATION
MANAGEMENT
SYSTEM (PRIMS)**

PRIMS allows you to view the current and historical results of your semi-annual Physical Fitness Assessment (PFA). (CAC and CAC-enabled computer are required)

- ➔ Log in to BUPERS Online (BOL) at <https://www.bol.navy.mil/> Click PRIMS.

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 help. The website is divided into five separate sections: Home, Personal, Unit, Veteran Awards and Awarding Authorities.

- ➔ Go to U.S. Navy awards at: <https://awards.navy.mil>

**CAREER
MANAGEMENT
SYSTEM/ INTERACTIVE
DETAILING (CMS-ID)**

CMS/ID provides you the ability to explore Navy job opportunities, identify career-enhancing jobs that meet your professional and personal goals, identify the specific skills and abilities required to perform the jobs you desire, and submit job applications when ready. (CAC and CAC-enabled computer are required)

- ➔ <https://www.cmsid.navy.mil/>



References NAVADMINS 149/13 and 150/13





CONTINUUM OF SERVICE

i ABOUT

The Continuum of Service provides opportunities for a lifetime of service by combining full-time and active duty with part-time Reserve duty and 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 choices 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.

ACTIVE COMPONENT (AC) TO RESERVE COMPONENT (RC) TRANSITIONS/LANE CHANGES

The Career Transition Office (CTO) PERS-97 provides counseling and support to active duty officer and enlisted Sailors considering a transition to the Reserve Component (RC). Furthermore, Active Component (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.

Two AC2RC processes currently assist enlisted Sailors with navigating a transition from AC to RC:

- 1. Career-Waypoint-Reenlistment transition to Selected Reserve (SELRES) option with intermediate stop (I-stop) orders**
- 2. SELRES Delayed Affiliation Program (SELRES DAP)**

1. Career Waypoint-Reenlistment transition to SELRES option with I-stop orders – 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 in another rate for which they are qualified, for direct conversion. Once approved for SELRES affiliation, and while still on active duty, Sailors 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.

NAVADMIN 179/12, SAILORS APPROVED FOR TRANSITION TO THE SELECTED RESERVES VIA PERFORM TO SERVE OR EARLY CAREER TRANSITION PROGRAM SEPARATION ORDERS

2. SELRES DAP – This program enables separating AC Sailors to request a delay in SELRES affiliation if current year SELRES quotas are unavailable, or if the Sailor is unable to affiliate immediately due to civilian obligations during their transition. In return for a future SELRES quota reservation, SELRES DAP Sailors will be required to meet a minimum participation level in the Individual Ready Reserve (IRR). IRR participation while awaiting SELRES affiliation includes monthly drill, for retirement points only, in the Voluntary Training Unit (VTU). Details on SELRES delayed affiliation are available in:

- ★ *NAVADMIN 329/12, ACTIVE COMPONENT AND FULL TIME SUPPORT TO SELECTED RESERVE DELAYED AFFILIATION PROGRAM*
- ★ *MILPERSMAN ARTICLE 1133-062, ACTIVE COMPONENT AND FULL TIME SUPPORT TO SELECTED RESERVE DELAYED AFFILIATION PROGRAM (DAP)*

NAVET Affiliation Physicals

For individuals who have separated from the active component and are looking to affiliate with the Reserve component, the validity of the separation physical has been extended from six months to two years for Navy Veteran (NAVET) affiliations of officers and enlisted.

Affiliation Bonus for NAVETs

Several critical SELRES communities are severely undermanned and/or have high mobilization and attrition rates. Affiliation bonuses are available to incentive certain NAVETs with critical skills to affiliate in the Navy Reserve.



SELRES RC2AC/FULL TIME SUPPORT (FTS) LANE CHANGES

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**

1. 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*

2. Indefinite Recall (Officer)/Augmentation (Enlisted). This program gives RC officers and enlisted Sailors the opportunity to fill AC community shortfalls. Officer designators are changed to AC (xxx0), and enlisted Sailors sign a new AC enlistment contract. These programs leverage existing skill sets to improve AC community health, and provide Sailors an opportunity to resume or begin a career in the AC. Personnel compete for promotion or advancement as AC members and are subject to the same AC force management policies as their counterparts. Enlisted personnel have their service date adjusted based on total active service in order to compete in the proper year group.

- ★ *NAVADMIN 274/12, ANNOUNCEMENT OF THE NAVY ENLISTED RESERVE COMPONENT TO ACTIVE COMPONENT AUGMENTATION PROGRAM*
- ★ *MILPERSMAN ARTICLE 1326-021, NAVY ENLISTED RESERVE COMPONENT (RC) TO ACTIVE COMPONENT (AC) AUGMENTATION PROGRAM*
- ★ *NAVADMIN 150/13 CAREER NAVIGATOR PROGRAM ANNOUNCEMENT-PART II*

3. SELRES to FTS. SELRES officers apply for transfer and redesignation to the 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*

SELRES Accrued Leave Carryover

This initiative allows Reserve component members 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.

Current law entitles a member of a Reserve component to accrue leave while serving on active duty for a period of more than 29 days, and to payment of any unused accrued leave upon termination of the active duty period. Applicable laws: Title 10/Subtitle A/PART II/CH. 40/Section 701 and Title 37/CHAPTER 9/Section 501

Pay/Benefits Guide

The Pay and Benefits Guide is provided to educate active component and Reserve component members on all pay and benefits associated with their service. Service members who are better educated on their pay and benefits are more likely to Stay Navy, resulting in more successful retention and recruiting. A hyper-link to this guide is located on the Navy Personnel Command Career Info, Pay and Benefits website at:

<http://www.public.navy.mil/bupers-npc/career/payandbenefits/Pages/default2.aspx>



SELRES CHANGE OF RATE OR DESIGNATOR

Many service options do not involve changing lanes between AC and RC.

These programs meet the adaptable requirements of both the Navy and Sailors:

1. Change of Rate or Designator

2. Career Intermission Pilot Program (CIPP)

1. Change of Rate or Designator. To meet changing Navy personnel requirements and improve advancement opportunities, it is occasionally desirable to have Sailors (officer, enlisted; AC, RC) change rates or designators.

Voluntary **Change of Rate** for SELRES enlisted: Applications for SELRES Sailors requesting a change in rating will be entered in Career Waypoint-Conversion.

- ★ NAVADMIN 150/13 CAREER NAVIGATOR PROGRAM ANNOUNCEMENT-PART II
- ★ MILPERSMAN ARTICLE 1440-010, CHANGE IN RATING, AUTHORIZATION

Voluntary **Change of Designator** for SELRES officers: Requests for a designator change 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

2. Career Intermission Pilot Program, (CIPP) CIPP was implemented in 2009 to provide a one-time temporary transition from active duty to the Individual Ready Reserve (IRR). This enables service members to pursue personal or professional growth outside the service while providing a mechanism for their seamless return to active duty after up to three years. The long term intent of this program is to retain the valuable experience and training service members possess that might otherwise be lost by permanent separation. The initial positive response has resulted in Congress extending the program through 2015.

- ★ OPNAVINST 1330.2B, NAVY CAREER INTERMISSION PILOT PROGRAM GUIDELINES
- ★ NAVADMIN 095/09, CAREER INTERMISSION PILOT PROGRAM
- ★ REF R IS NAVADMIN 301/09, CAREER INTERMISSION PILOT PROGRAM UPDATE
- ★ NAVADMIN 089/12, CAREER INTERMISSION PILOT PROGRAM EXTENSION

Career Navigator Program & SELRES

1. Career Waypoint-Transition: Automates the current RC2AC/FTS application process. SELRES Sailors will continue to work with their Command Career Counselor to view and apply for RC to AC/FTS augmentation opportunities for which they are qualified. Augmentation opportunities can still be accessed through the GovDelivery system. Sign up for GovDelivery via www.navyreserve.navy.mil and click on the red envelope on the upper right.

2. Career Waypoint-Conversion: Building on previous capacity that allowed SELRES Sailors use of Career Waypoints (formerly Fleet RIDE) to review qualified jobs, RC Sailors, working with their Command Career Counselors can now view and apply for a rating conversion within the Reserves for which they qualify for.



NAVADMIN 150/13, CAREER NAVIGATOR PROGRAM ANNOUNCEMENT-PART II



OFFICER SERVICE RECORD MANAGEMENT

i ABOUT

Your Official Military Personnel File or “OMPF - My Record”, 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, decoration and awards, assignments, duties, casualty status, and separation/retirement of the Navy member. Compensation, physical condition, medical treatment, personal documents, and non-service related documents might be maintained as part of the OMPF record if deemed necessary and appropriate by the Navy.

To view your OMPF, go to <https://www.bol.navy.mil> and choose “OMPF - My Record” under the applications tab.

Document 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 “signed original”
- ★ 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 SSN is recorded on the document. If not, handwritten 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.

FITREP Submission/Corrections:

For all Fitness Report issues contact PERS-32 at: cscemail@navy.mil
(901) 874-4881 DSN: 882-4881
(901) 874-4882 DSN: 882-4882
(901) 874-3313 DSN: 882-3313
Navy Personnel Command PERS-322
5720 Integrity Drive
Millington, TN 38055-3201

Submission of Awards

U.S. Military Decorations must be sent to: your command’s Navy Department Awards representative.

You can also visit the Navy Awards website at <https://awards.navy.mil> or call the helpdesk at: 703-695-9093

For corrections to documents other than FITREPS contact PERS-313 at:

mill_ompf-chg@navy.mil or
Navy Personnel Command PERS-313
5720 Integrity Drive
Millington, TN 38055-3130

The 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 (diploma/certificates will not be accepted) to:

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

Personal Data Record

Your Personal Data Record includes your Electronic Service Record (ESR) and other documents updated by various 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, usually at specific career milestones such as reenlistment, separation or retirement, 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://nsips.nmci.navy.mil>. Contact your PSD to have your ESR updated.

For More Information:

- ★ NPC Customer Service
866-U-ASK-NPC (866-827-5672)
- ★ NSIPS Help Desk: 877-589-5991,
Option 2; email nsipshelpdesk@navy.mil.
- ★ Navy 311: 855-628-9311;
email navy311@navy.mil.



APPLY [A VIEW FROM THE TOP]

i ABOUT

Senior officer and command billet placements are determined at an annual board that only considers applicants who have submitted a package through the APPLY website.

- ★ APPLY lets you determine the level of responsibility you are willing to take and the amount of travel you are willing to do, often on your own dime.
- ★ APPLY is a four step process; the steps are tied to each other, but mutually exclusive. The first two steps are yours alone, the last two steps are what the Board will do to evaluate you and slate you to a billet.

Have you ever wondered how the APPLY Board process works?

Here are the secrets. As a Senior Navy Officer in the Reserves, you have the ability and an obligation to present yourself in the best light to get your next billet, which consequently may also help you with your next promotion.

“The goal is to assure a completely fair and unbiased process for every officer.”

— Rear Adm. Sandy Daniels,
FY14 APPLY Board President

STEP 1– YOUR PART:
Review your record!!! You alone have that responsibility. Check your record before every APPLY cycle and every promotion Board.

- ★ If you go on active duty or are still on active duty when you are 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 are shown and that you have the appropriate additional qualification designators (AQD).
- ★ If your record has 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.
- ★ Photos are required! The photo is the first thing the Board sees when reviewing and briefing your record. If you have not updated your photo within three months of your last promotion, do so.

STEP 2– YOUR PART:
Register in APPLY and select billet preferences. In the APPLY database, update your billet history and provide remarks to the Board on your desires and qualifications to fill certain billet selections.

- ★ MANY officers don't write remarks. This is the only thing that the board members see when they are slating you to billets. Neither your record nor your letter to the Board go to the slating process (see Step 4).
- ★ You may APPLY for up to 35 billets. You may then add remarks in another field stating that you are willing to travel for billets not on your preference sheet. That is totally up to you, but many don't utilize that option. If you do not allow the Board to select a billet within your mileage range, you have limited your ability to get a billet.



STEP 3– BOARD MEMBERS: CONFIDENCE FACTOR. One Board member will review your record in detail and will brief your record to the remaining board members. Board members will then vote to determine a “confidence factor.”

Each Board member will see your photo and your OSR/PSR, listen to the briefers’ comments, which includes your letter to the Board, and all 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;

“100”, a top choice, consider for command; “75” maybe consider for command, definitely deserves a top choice billet; “50” solid officer, should get a billet; “25” maybe get a billet; “0” is self explanatory. All Board members vote. The process is similar to a promotion Board.

STEP 4– BOARD MEMBERS: Slating. The final step is slating you to a billet. Ranked in confidence factor order, each person that applied for a billet will come before the Board.

Your top billet choice will be shown as well as your qualifications, your billet history and the remarks/comments you made to the Board. The remarks you make should relate to your ability to perform the billets you selected. Don’t explain your PRT failures here! Tell the Board about the qualifications you have to meet the requirements of the billets you have requested. 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 choice billet, you will get your next choice billet if you are qualified to fill that billet. The higher your confidence factor, the better your chances are of getting one of your top choices. The Board members do not see your letter to the Board during the slating process, they only see what you have submitted in the remarks section of the APPLY program.

“APPLY allows individuals to be in the drivers seat and to determine their destiny”

— Rear Adm. Kelvin Dixon,
FY14 APPLY Board
Vice President

“... but that can be a double-edged sword if an individual does not know the process. There are typically not enough billets for officers that desire a billet and want to continue with their Navy career. As a previous non-believer, the process works amazingly well.”

— Rear Adm. Paula Brown,
FY14 APPLY Board
Vice President



JOAPPLY “HOW TO”

i ABOUT

APPLY is the system in which Navy Reserve Officers apply for billet assignments. The system, located on Navy Reserve Homeport (listed under “Applications”), contains two separate processes, one for Senior Officers and one for Junior Officers. The annual APPLY Board process is for Senior Officers, and Junior Officers who are interested in leadership roles (CO, OIC, and XO billets for applicable communities). The monthly JOAPPLY online application process is for Junior Officers seeking non-command billets. If you feel your record is strong enough for a leadership role, you are encouraged to participate in the annual APPLY process, even if you have tenure remaining in your current billet. Please connect with an experienced mentor and refer to the current COMNAVRESFORNOTE 5400 for guidance. On the other hand, if you need more experience in non-command billets, then JOAPPLY is your vehicle.

The first step in the JOAPPLY process is to register by going to:

https://private.navyreserve.navy.mil/_layouts/apply/default.aspx

- ★ Registration can be done at any time, but must be done before submitting an application.
- ★ You will be required to create/update your profile, verify your current and past assignments, projected rotation dates (PRD), and update your qualifications. This information is essential and must be accurate in order for program managers and CNRFC assignment coordinators to make informed decisions/selections.
- ★ For those who have previously registered, you can submit applications in JOAPPLY within 90 days of your PRD or while in an In Assignment Processing (IAP) status.
- ★ Life events may cause you to relocate. If this happens outside of your 90 day PRD window, you may submit a reassignment request through JOAPPLY. Before submitting a reassignment request, ensure that your profile reflects your new address via NSIPS.

The reassignment application offers three options:

1. Apply for a Cross Assignment (CA). This option is applicable when you want to keep your billet, but must change your Training Reserve Unit Identification (TRUIC) due to relocation (refer to RESPERSMAN Article 1300-010 for your obligations as a CA).
2. Apply for a local assignment in a new billet. This option is applicable if there is a billet at your gaining NOSC for which you are qualified. You will be able to search available billets prior to filling out the required information and submitting the request.
3. Request to be placed in In Assignment Processing (IAP). If you cannot perform your duties as a CA nor can you find a suitable local billet at your gaining NOSC, in the comments section, state that you prefer to be placed IAP and require an additional 90 days (3 JOAPPLY cycles) to apply for new billets.

If you are in a cross-assigned status, you may apply for a local assignment regardless of your tenure remaining in your billet (see option 2 above). Pre-coordination and approval from your Unit Mobilization Unit Identification Code (UMUIC)/TRUIC chain of command is required.

The JOAPPLY schedule for the entire calendar year is posted on the APPLY website. There are three phases for each monthly cycle.

(GREEN) PHASE During the application (green) phase, typically the first 14 days of each month, you can submit up to three applications as part of your “dreamsheet”. You can modify your dreamsheets until the application cycle closes. Available billets can be searched with the following criteria: rank, designator, Navy Officer Billet Classification (NOBC), Reserve Unit Identification Code (RUIC), Navy Reserve Activity (NRA /NOSC), Reserve Component Command (RCC), or program code. It is recommended that you apply for three billets and read each billet description including supported command and commanding officer comments regarding billet eligibility requirements, unit mission, and supported command expectations.

(YELLOW) PHASE Following the application phase is the ranking (yellow) phase, typically seven days, in which supported command Operational Support Officers (OSOs) and program managers will rank and comment on billet applicants. Your profile will then be reviewed and evaluated.

(RED) PHASE The final selection (red) phase, typically the last 10 days of the month, is when CNRFC Assignment Coordinators review all applications, rankings and comments, make informed selections and issue orders via IDT Orderwriter (IDT-OW). You will be notified via email of your application results. If your applications are disapproved, you are expected to apply again the following month. If you were selected for one of your choices, your profile will be updated with your new assignment. Your gaining and losing NOSC will also have access to your orders via IDT-OW. You should confirm that your NSIPS profile has been updated with your gaining NOSC five days after your orders generation date.

EDUCATION





NAVY KNOWLEDGE ONLINE

ABOUT

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

To log in to NeL via Navy Knowledge Online (NKO) go to: <https://www.nko.navy.mil>. On the Learning tab click "Navy e-Learning" and go to "Online courses".

For additional assistance, please contact NAVY 311.

PHONE:
1-855-NAVY-311
(1-855-628-9311)
DSN: 628-9311

EMAIL:
NAVY311@navy.mil

CHAT:
www.navy311.navy.mil
<https://www.nko.navy.mil>

In September 2013, NKO Tech refresh (NKO-TR) was launched with new portal features and improved navigation and search features, providing a cleaner-looking, and more intuitive interface. A new global navigation bar provides quick-access links and drop-down menus to more easily find relevant content.

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

Navy eLearning (NeL)

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

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

[NKO]

OFFICER LEADERSHIP TRAINING

ABOUT

There are two leadership courses tailored to Navy Reserve Officers which help train for future leadership roles, the Advanced Officer Leadership Class and Senior Officer Leadership Course. All drilling Selected Reserve officers are required to attend leadership training courses at a minimum of once every five years.

- ★ Senior Officer Leadership Course (SOLC) (CIN: A-7C-0612) is a two-day class designed for O-5s and O-6s. CPPD instructors teach SOLC at NOSCs on drill weekends as a stand-alone course or as part of the Navy Reserve Unit Management Course (NRUM) CIN: R-7A-0031. Completion of NRUM satisfies the leadership training requirement.
- ★ The Advanced Officer Leadership Class (AOLC) CIN: P-7C-0103) is a two-day department head level course designed for reserve component O-3s and O-4s and is only taught at NOSCs on drill weekends.

Contact: <https://private.navyreserve.navy.mil/CNRF/N-Codes/N7/Pages/default.aspx>
Reference: ALNAVRESFOR 005/11



JOINT-QUALIFIED OFFICER (JQO)

ABOUT

Requirements for commissioned officers to be educated and experienced in joint matters was codified as part of the Goldwater-Nichols Act of 1986. The Joint Qualifying System (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. The JQS provides active and Reserve component 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.

ELIGIBILITY

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.

An officer must be in the grade of O-4 or above to be designated a JQO (aka JQS Level III), however any officer may apply for designation as Joint Qualification Level II (JQ2) if they have accumulated any combination of 18 points (E-JDA and/or accrued S-JDA) of experience and/or assignment and completed JPME I.

Reserve component (RC) officers may receive joint credit for qualifying joint assignments designated under Title 10 U.S. Code Chapter 38. RC officers who perform periodic duty while assigned to a billet on the Joint Duty Assignment List (JDAL) may accrue joint credit in accordance with the criteria prescribed in DODI 1300.19, enclosure (13).

Starting in September 2013, RC officers have one year from the end date of their joint experience to self-nominate for E-JDA credit. Other joint experience may still be requested if performed within the last 12 months.

For any/all additional information related to joint assignments and credit refer to DODI 1300.19.

JPME Phase I must be completed before Phase II.

Phase 1 Education (JPME-1)

- ★ Can be completed either through in-residence courses or through distance learning.
- ★ Distance Learning: Navy Marine Corps and Air Force registration is handled directly through the school.
- ★ The Marine Corps offers three course options - in-residence, blended and online. Ensure you choose the online option as CNRFC N7 Training does not fund the other options.
- ★ Army distance learning requires coordination with the CNRFC N7 Training department.

JPME-1 In-Residence Programs

- ★ Offered at the following Service Schools: Navy (Newport, R.I.), Air Force (Montgomery, Ala.), Army (Fort Leavenworth, Kan.), and Marine Corps (Quantico, Va.).
- ★ There are limited quotas available for SELRES annually. All are highly competitive. Schools are approximately 10 to 12 months and some do offer the opportunity for a master's degree in addition to the JPME credit.
- ★ Currently, there is no mandatory requirement to take a mobilization following graduation, though you will have the applicable JPME education credit added to your service record, making you more desirable for mobilizations requiring this education.



JOINT-QUALIFIED OFFICER CONT.

JPME Operational Support (OS) Course

- ★ OS courses are held at the Navy War College in Newport, R.I.
- ★ CNRFC N7 Training facilitates enrollment for three, two-week courses: Strategy and War (upon completion you receive 100% credit for that module), Theater Security Decision Making (upon completion you receive approximately 50% credit for that module and must complete the module via distance learning), and Joint Maritime Operations (upon completion you receive approximately 30% credit for that module and must complete the module via distance learning).

JPME-2 Education

- ★ Available for O-5 and O-6 officers at National Defense Universities (Joint Forces Staff College - Joint Advanced Warfighting School, Industrial College of the Armed Forces, and National War College) and all senior service colleges.
- ★ All courses are in-residence, and service members may incur a joint-tour obligation upon graduation.

JPME-2 In-Residence Service Colleges

- ★ Army, Navy, Air Force, and Marine Corps offer limited quotas for SELRES.
- ★ Courses are 10 to 12 months and some do offer a Master's degree.
- ★ Upon graduation there is currently no mandatory requirement to take a mobilization, though you will have the applicable JPME education credit added to your OSR, making you more desirable for mobilizations that require this education.
- ★ Only O-5 and O-6 are eligible for JPME-2 in residence.

Joint and Combined Warfighting School (JCWS)

- ★ 10 week class taught at the Joint Forces Staff College in Norfolk, Va.
- ★ No current requirement for SELRES to take a JDAL billet on graduation per instruction.
- ★ Typically four classes held per year with one SELRES quota for each.
- ★ Extremely competitive selection process. Target audience: O-4 to O-6.
- ★ Must have JPME-1 to be eligible.



Advanced Joint Professional Military Education

- ★ AJPME is a JPME-2 equivalent for Reserve and FTS officers and senior enlisted. It is a blended distance learning environment of 40 weeks, three weeks of which are completed in two in-residence sessions.
- ★ If you are an FTS or SELRES on active duty, your command must pay for the in-residence TAD portion.
- ★ To enroll in AJPME, email cnrfc_jpmepackage@navy.mil and they will work to get you a class that fits your schedule. Course dates can be found on the Joint Forces Staff College website. This is the method most SELRES use to get their JPME-2 credit.
- ★ Currently there is no requirement to take a JDAL billet upon graduation.
- ★ Once selected as an AJPME student, you are expected to complete the program. If you must drop out, CNRFC N7 will not fund re-enrolling or rolling you back into another AJPME class unless the reason for dropping out or rolling back is directly related to support of the Navy, i.e. recall or mobilization, and there was no way 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.



For more information, contact the Reserve component JQS service manager at: (901) 874-4371 or email: Mill_RC_JQS_Manager@navy.mil.

You can also find more information at <http://www.public.navy.mil/bupers-npc/officer/Detailing/jointofficer/Pages/default.aspx>.

Contact Information:

CNRFC N7 JPME

Commander, Navy Reserve Forces Command ATTN: N7
1915 Forrestal Drive
Norfolk, Virginia 23551-4615

757-322-6615

cnrfc_jpmepackage@navy.mil

Other Resources Include:

CNRFC N7 Webpage

<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/Pages/default.aspx>

JPME Webpage

<https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/pme/SitePages/Home.aspx>

CNRFC N7 Facebook page

www.facebook.com/#!/pages/CNRFC-N7/219602132941

Joint Forces Staff College

www.jfsc.ndu.edu/current_students/registration_info.asp#ajpme

Air War College

www.au.af.mil/au/awc/

Air Command and Staff College

www.au.af.mil/au/acsc/

Air Force JPME I Distance Learning

www.au.af.mil

Army War College

www.carlisle.army.mil/

Army Command and General Staff College

<http://usacac.army.mil/cac2/cgsc/about.asp>

Marine Corps War College

www.mcu.usmc.mil/mcwar/SitePages/Home.aspx

Marine Corps Command and Staff College

www.mcu.usmc.mil/csc/SitePages/Home.aspx

Marine Corps Command and Staff College

Distance Education Program

www.tecom.usmc.mil/cdet/SitePages/csc.aspx

Naval War College JPME I Distance Learning

www.usnwc.edu/Academics/College-of-Distance-Education/Web-Enabled-Program.aspx

Naval War College

www.usnwc.edu/

CITIZEN
RESERVE
HARD WORK
WARFIGHTER

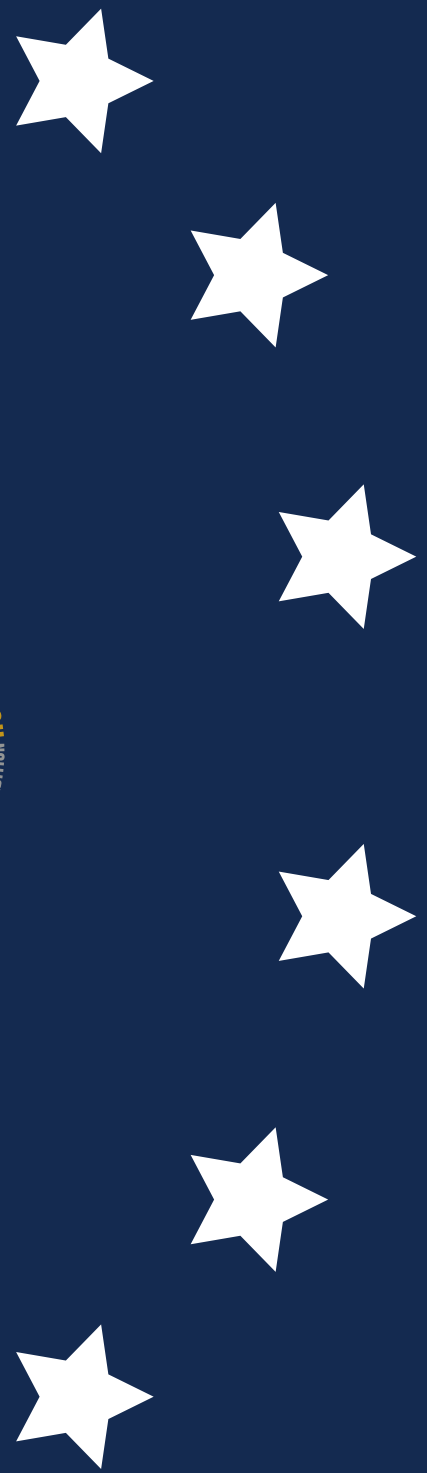
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CITIZEN

SAILOR
READY
MILITARY
COURAGE
MILITARY
PROUD
TRADITION
FAMILY
HONOR
SERVE



MOBILIZATION/DEMOBILIZATION





MOBILIZATION

ABOUT

U.S. Fleet Forces (USFF) validates Navy-wide Individual Augmentee requirements (billets) in support of Overseas Contingency Operations and assigns them to either the active or Reserve component to fill. Reserve requirements are called mobilizations (MOBs). MOB requirements are sent to the Navy Reserve Forces Command N35, who oversees the sourcing process of all MOB billets, ensuring they are filled by Sailors who meet the requirements, based on designator/rating, pay grade, security clearance, and other qualifying factors.

The Ready Mobilization Pool (RMP) was implemented in 2009 to manage the mobilization of Reserve Officers. In 2010, Reserve enlisted personnel were added to the pool, coinciding with an increase in the number of mobilizations across the entire Reserve Force which had reached their highest level since 2003. With the draw down in Afghanistan, the U.S. Navy is reducing the number of on-call Reserve Sailors negating the need for the RMP. As a result, starting on January 1, 2014, the Navy Reserve Force RMP will no longer be used to involuntarily source Reserve Sailors for mobilizations.

After December 31, 2013 Reserve Sailors who are not in a managed community, deploying unit, or MOB-exempt unit, will be looked at en masse for mobilization, when no qualified volunteers are available.

ELIGIBILITY

Both officer and enlisted Reserve Sailors are eligible to volunteer for mobilizations. Prior to volunteering, the member should ensure that they are volunteering for a billet they are fully qualified for and that they have chain of command approval. Mobilization opportunities are sent out through GovDelivery, however 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, Security Clearance
- ★ Navy Enlisted Code (NEC)/ Navy Officer Billet Classification (NOBC)

What is the role of the NOSC?

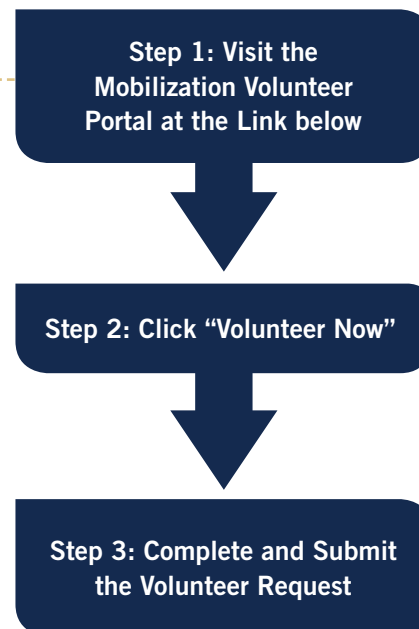
The NOSC is the Reserve Sailor's primary point of contact for mobilization preparation once they receive their orders. Upon receipt of orders, Reserve Sailors should contact their Mobilization Department to start the pre-mobilization process.

To volunteer for mobilization, complete the following steps:



Reserve Sailors interested in receiving Mobilization Billet Advertisements can sign up through GovDelivery at www.navyreserve.navy.mil. Click on the red envelope in the upper right hand corner 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 equal opportunity for mobilization.



For more information visit:
<http://www.public.navy.mil/ia/pages/cnrfcmobvol.aspx>
or www.thenavyreserve.navy.mil and click on the RMP newsletter under "Hot Topics"
or email: CNRFC_mobvol@navy.mil.



YELLOW RIBBON REINTEGRATION PROGRAM

ABOUT

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 Small Business Administration and 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.

YELLOW RIBBON PROGRAM

Transition Assistance Program (TAP)

TAP 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.

TAP offers a wide range of services to help with issues related to leaving active duty. Program staff members provide many of the services and coordinate 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 TAP briefings



Contact Information:

RWW: www.facebook.com/pages/Returning-Warrior-Workshop/

YRRP:

www.yellowribbon.mil

www.yellowribbonevents.org

866-504-7092

Military One Source TAP: 1-800-342-9647

<http://www.militaryonesource.mil/>





RETURNING WARRIOR WORKSHOP

ABOUT

Sailors who have recently returned from a mobilization or deployment as an Individual Augmentee (IA) 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 five Reserve Component Commands (RCC) and held at a three-star hotel away from military bases to ensure a safe, relaxed atmosphere for Sailors and guests to focus on the reintegration process. IA Sailors attend the event on ADT travel orders paid for by the Yellow Ribbon Reintegration Program. Attire for all attendees is civilian business casual. All lodging, meals, and travel expenses are covered at the RWW and include: dinner Friday night, three meals on Saturday, and breakfast and lunch on Sunday. Travel is by personal vehicle and mileage will be paid at the current government rate up to 400 miles. The host RCC will work to pair returning Sailors with an RWW nearest to their residence.

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 that were not present prior to deployment are safely discussed. Sailors learn that they are not alone and they learn how to move forward.

Returning Warrior Workshops THREE GOALS:

Honor returning Sailors for their sacrifice, standing in harm's way to protect our country and its citizens. They also honor the Sailor's guest for supporting them and meeting the challenge of keeping the home and family strong in the Sailor's absence.

Facilitate personal and interpersonal growth through the reintegration process.

Educate returning Sailors and their guests about the many resources and benefits available to them following deployment.



Training Topics:

- ★ Warrior Transition
- ★ Spiritual Balance and Well Being
- ★ Telling Your Story
- ★ Improving the Process
- ★ Transformational Growth
- ★ Military Families
- ★ Combat Operational Stress
- ★ Financial Management
- ★ Couples Communication
- ★ Why I Want to Go Back
- ★ Stress Management



For more information visit: <http://www.yellowribbonevents.org/Default.aspx> for all scheduled events by service and deployment phase and to register for an RWW.



FAMILY CARE PLAN

ABOUT

The nature of naval service dictates that Reserve Sailors must be ready to deploy throughout the world on short notice and be able to fully execute their military and professional duties. A Family Care Plan helps Reserve Sailors develop a workable plan for family care, establish procedural requirements and outline legal options.

Requirements

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 servicemember is unavailable.

A Family Care Plan is required for:

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

A plan may also be required for family members who have limited proficiency of the local language, or are unable to drive or otherwise gain access to basic life-sustaining facilities (i.e. food, 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 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).

Military Couples

- ★ 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 the home station for four months following delivery (adoption). This provision is to assist the servicemember in developing a Family Care Plan and to establish a pattern of childcare.

References:

http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/readiness/Pages/FamilyCarePlan.aspx

Family Care Plan
DODINST 1342.19

U.S. Navy Family Care Policy
OPNAVINST 1740.4D



ACTIVATION AND MOBILIZATION CHECKLIST

REQUIRED DOCUMENTS FOR YOU AND YOUR FAMILY

PAY/DIRECT DEPOSIT/ALLOTMENT

- Voided personal check or deposit slip (displaying bank address/telephone, bank routing/account numbers)
- Bank account information (bank address/telephone, bank routing/account numbers) for each desired allotment
- Copy of current mortgage(s) (with principal/interest/tax/insurance breakdown) and documentation of one month's average utilities, OR copy of house or apartment rental agreement and documentation of one month's average utilities
- Copy(s) of current child support agreement(s)
- If [Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC) (Clinical), Nurse Corps (NC)] certified copies or proof of the following:
 - ★ Current License/certificate – Current BCLS, ACLS, PALS, etc.
 - ★ Current demographic information if MC – Internship
 - ★ Residency – Board certification in specialty or board certification qualifications

SERVICE RECORD/PSD

- Certification of discharge/separation (DD-214) for all former periods of active duty
- Your birth certificate or passport (for those deploying OUTCONUS)
- Birth, adoption or guardianship certificates for family members
- Social Security Numbers for self and family members
- Certified copy of marriage certificate for present marriage
- Certified copies of documentation terminating any previous marriage (divorce/annulment/spouse's death certificate)
- Certification of full-time enrollment for self and college-age dependents from school registrar
- Signed statement from licensed physician for dependent parent/children over twenty-one years of age who are incapacitated
- Current DON Family Care Plan Certification (NAVPERS 1740/6)
- Verify emergency Contact Information on Electronic Service Record

LEGAL

- Location of current valid will
- Copy of current power(s) of attorney
- Documentation to support potential legal issues, such as loss of college tuition assistance, loss of security deposit on lease, loss of employee medical benefits

- Social Security Numbers for self and family members

SECURITY CLEARANCE

- Certified copy of naturalization papers
- Names/addresses of personal/professional references (minimum of three each required)
- Names/addresses/dates of employment for the past ten years (or since graduation from high school)
- Names/addresses/dates of high school and college
- Addresses and dates of all previous residences
- Names/dates/places of birth for your parents and your spouse's parents

MEDICAL

- Verify Defense Eligibility Enrollment Reporting System (DEERS) information for self and family members
- Copy of most recent eyeglass prescription and extra set of eyeglasses. (**NOTE: Contact lenses may not be authorized depending upon duty assignment.)
- Extra hearing aid/batteries
- Documentation of significant medical/dental conditions not documented in military medical/dental records
- Copy of prescription(s) issued by physician (or other documentation of approved medications); minimum 90 days supply of medications
- Documentation to support enrollment of exceptional family member in available Navy/DOD programs
- Documentation of enrollment in TRICARE Dental Program
- Complete appropriate medical screening documents:
 - ★ NAVMED 1300/4, Expeditionary Medical and Dental Screening for Individual Augmentee and Support Assignments of Overseas Contingency Operations
 - ★ NAVMED 1200/5 11, Area of Responsibility theater-specific medical screening forms
 - ★ NAVPERS 1300/21, Medical Suitability Certification
 - ★ NAVPERS 1300/22, Expeditionary Screening Checklist

PERSONAL

- Driver's license (to support issuance of government license)
- For those authorized POV travel, vehicle registration/insurance documentation
- Documentation to support any claim delay and/or exemption
- Completed and mailed application for registration and absentee ballot. Federal Post Card Application (FPCA, SF 76), Federal Write In Ballot (FWAB, SF 186)

**NOTE: If the requirements listed above for Service Record/PSD and Security Clearance are reflected in your service record, you need not bring additional documents.

MEDICAL





TRICARE RESERVE SELECT

ABOUT

TRICARE Reserve Select is a premium-based health care plan that qualified Selected Reserve members 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.



2014 Monthly Rate (Beginning January 2014)

Member Only:
\$51.68 per month

Member & Family:
\$204.29 per month



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.



To locate a facility near you, visit www.dmdc.osd.mil/rsl. For more information, and to update your record, visit www.milconnect.dmdc.mil.



TRICARE DENTAL PROGRAM

ABOUT

The TRICARE Dental Program is a voluntary, premium-based dental insurance plan for:

- ★ 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

ELIGIBILITY

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're 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.

Dental Coverage

The TRICARE Dental Program offers comprehensive dental coverage which includes:

- ★ Diagnostic and preventive services (exams, cleanings, fluorides, sealants, and X-rays)
- ★ Basic restorative services (fillings, including tooth-colored [white] fillings on back teeth)
- ★ Endodontics (root canals)
- ★ Periodontics (gum surgery)
- ★ Oral surgery (tooth extractions)
- ★ Prosthodontics (crowns, dentures)
- ★ Orthodontics (braces)
- ★ Scaling and root planing (deep cleaning) for diabetics at no cost
- ★ Additional 3rd cleaning for women during pregnancy

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 to you.



For more detailed information about covered services, limitations and exclusions visit:

www.tricare.mil/dental

Reserve Sailors who are on active duty, or covered by TAMP, are covered by active duty dental benefits.

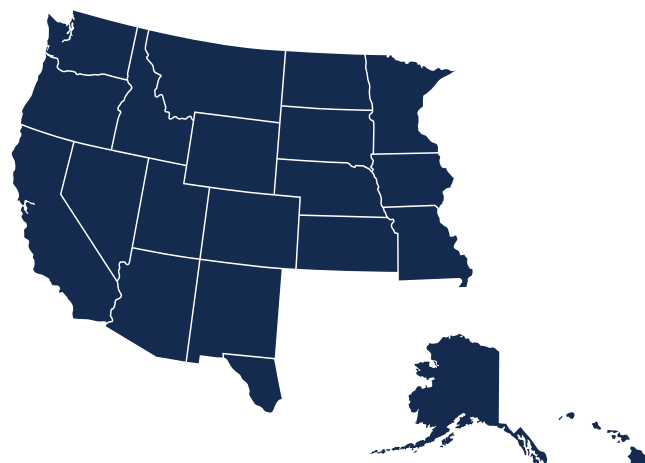


TRICARE REGIONAL MAP

Tricare WEST

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

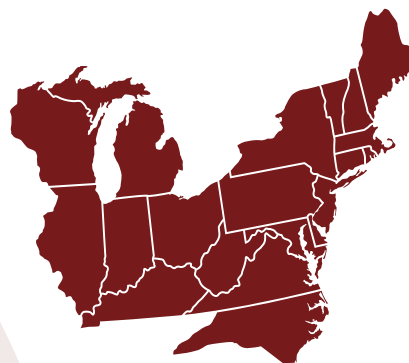
The West Region includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa (excluding Rock Island Arsenal area), Kansas, Minnesota, Missouri (except the St. Louis area), Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Texas (the southwestern corner, including El Paso),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



Tricare NORTH

Regional Contractor: Health Net Federal Services
1-877-TRICARE (1-877-874-2273)
www.hnfs.com

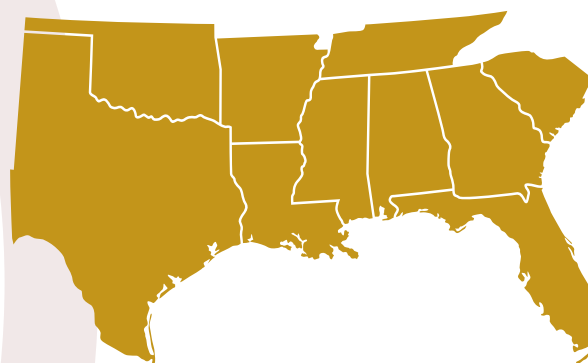
The North Region includes Connecticut, Delaware, the District of Columbia, Illinois, Indiana, Iowa (Rock Island area), Kentucky (except Fort Campbell), Maine, Maryland, Massachusetts, Michigan, Missouri (St. Louis Area), New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island,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



Tricare SOUTH

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

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



Tricare OVERSEAS

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

For OVERSEAS regional map go to:
<http://www.tricareoverseas.com/ContactUs/default.html>
The TRICARE overseas areas include: TRICARE Europe, TRICARE Latin America and Canada (TLAC) and TRICARE Pacific.

TRAVEL





GOVERNMENT TRAVEL CHARGE CARD PROGRAM

ABOUT

The Government Travel Charge Card Program (GTCC) provides travelers with a safe, effective, convenient, and commercially available method to pay for expenses associated with official travel.

Use of the GTCC is mandatory for all DoD personnel, with few exceptions.

- ★ The travel card is intended for official travel related use only and should not be used for personal purchases or to cover another traveler's expenses. Using the GTCC saves costs due to tax exemption status in select states, improves organization cash management and provides financial readiness.
- ★ Travelers may also be reimbursed for automated teller machine (ATM) expenses associated with official travel (i.e., withdrawal fees, access fees).

GTCC TRAVELER DOS AND DON'TS

For travel assistance, contact your NOSC or squadron or call the Navy Reserve Travel Help Desk 24/7 at 1-800-537-4617.

Some states provide tax exemption on individually billed travel accounts. Identify if GSA SmartPay Tax Exemption Status applies to your TDY location and ensure appropriate forms are provided as proof to merchants (lodging/car rental): www.smartpay.gsa.gov/about-gsa-smartpay/tax-information/travel-card

DO

- ★ Obtain travel advances for official travel through an ATM
- ★ Track your expenses while traveling so you have accurate information for filing your travel voucher
- ★ Keep all receipts
- ★ File your travel voucher within five calendar days after you complete your trip, or every 30 days if you are on continuous travel
- ★ Submit payment in full to the Charge Card Vendor (CCV) for each monthly bill by the due date, regardless of reimbursement status
- ★ Follow your GTCC contractor's dispute process for charges which are not valid
- ★ Contact GTCC customer service if you have questions about your monthly GTCC bill
- ★ Be aware that failure to pay your bill in a timely manner can result in suspension or cancellation of your card
- ★ Immediately report a lost or stolen card to the GTCC contractor and follow up with your Agency Program Coordinator (APC)

DON'T

- ★ Use your travel card for personal use
- ★ Obtain travel advances through an ATM which exceed your expected 'out of pocket' expenses for a trip
- ★ Allow your monthly bill to become overdue. This could result in suspension or cancellation of your card
- ★ Wait for receipt of your monthly billing statement to file your travel claim. A summary of your travel charges is available 24X7 on the Government Travel Charge Card Electronic Access System, CitiDirect, for registered users at: www.home.cards.citidirect.com/CommercialCard/Cards.html

***Military personnel who violate and misuse the travel card can be prosecuted under Article 92 of the Uniform Code of Military Justice (UCMJ) for failure to obey a lawful order or regulations, as well as any other applicable article of the UCMJ based on the nature of the misconduct involved.**



TRAVEL ORDERS/AUTHORIZATIONS & VOUCHERS/CLAIMS

ABOUT

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 workflow 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 accounts 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 Application in NROWS

- ★ Traveler submits an 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, this document serves as the traveler's Approved Orders.

2. Approved Transportation Authorization

- ★ DTS automatically email notifies 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 will purchase airline tickets and reserve 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 in Station (PCS) and Back-to-Back (B2B) orders. Transportation and vouchers for these type of orders will be completed using legacy processes.

What are common misconceptions or mistakes Sailors make when trying to use these programs?

Common NROWS mistakes:

- ★ Forgetting to save and submit the application
- ★ Travel dates do not correspond with the order dates
- ★ Manually entering an airport instead of selecting available airport from drop down menu
- ★ Selecting "POV not advantageous to government" when choosing POV as the travel mode
- ★ Traveler must depart and return to home of record unless on another set of orders

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 all estimated anticipated expenses
- ★ Forgetting to adjust lodging and per diem daily rate to account for government lodging and provided meals
- ★ Calling airlines and rental car agencies directly to make reservations. All air and rental car transportation must be procured by a Commercial Travel Office (CTO)
- ★ Missing detailed justification for flagged items

Common DTS Voucher mistakes

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

What is the role of the NOSC?

The 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.

NROWS/DTS Helpdesk: 1-800-537-4617

BENEFITS





POST 9/11 GI BILL & TRANSFERABILITY

ABOUT

The Post 9/11 GI Bill is a benefit program that provides educational assistance to those Reserve Sailors with qualifying active duty service on or after September 10, 2001. The Post 9/11 GI Bill can cover all in-state tuition and fees at public degree granting schools. It also provides for a housing stipend while in school. These benefits can be transferred to a spouse or children, but require an additional service obligation of four years.

ELIGIBILITY

Eligibility requires a minimum six years of service and a minimum of 90 days of aggregate active duty service for Reserve Sailors after September 10, 2001, or at least 30 days of continuous active duty service if discharged due to a service-connected disability since this date. To transfer the benefit to a spouse or child, you must obligate an additional four years via a Page 13 in NSIPS. Your NOSC can help you do this. You must have received an honorable discharge to be eligible for the Post 9/11 GI Bill.

Determining Actual Benefits:

Sailors are eligible for 36 months of full-time benefits unless they have utilized education benefits under the Montgomery GI Bill (MGIB) prior to converting to the Post 9/11 GI Bill. In this case they will be entitled to the months they have remaining under MGIB. If a Sailor has exhausted all 36 months of MGIB they may still be eligible for 12 months of the Post 9/11 GI Bill if they possess the required qualifying active duty service. See chart on the next page to determine the percentage of the benefit you've earned.

Transferability:

Transferability of the Post 9/11 GI Bill requires an additional service obligation of four years. This is recorded in NSIPS via a Page 13. Your NOSC can help you submit this successfully.

- ★ Benefits can only be transferred by Reserve Sailors on active duty or Selected Reservists to qualified dependents enrolled in DEERS.
- ★ Reserve Sailors must be in a pay status (drilling Reserve Sailor or on active duty) to transfer the benefit. Retirees and Sailors in the IRR are not eligible to transfer benefits.
- ★ Sailors and spouses who have received transferred benefits have 15 years from the member's date of last discharge from active duty to utilize the benefits. Dependent children using transferred benefits have until their 26th birthday to use benefits, regardless of the member's discharge date.

For questions on the Post 9/11 GI Bill email:
cnrfc_post911gibill@navy.mil

To transfer benefits go to: www.dmdc.osd.mil/milconnect/faces/index
Click on the Q&A tab > Education Benefits (left side) > Transfer your education benefits
www.gibill.va.gov
www.dmdc.osd.mil/milconnect

NOTE: Children of a member of the Armed Forces who died in the line of duty on or after September 10, 2001, may be eligible for Post 9/11 GI Bill benefits under the Marine Gunnery John David Fry Scholarship Program.



Factors to consider:

The leading cause for disapproval of transferability is failure to have the correct Page 13 documented in the NSIPS ESR. You must also have four years remaining on your contract at the time the request is made.

YELLOW RIBBON PROGRAM

The Post 9/11 GI Bill can cover all in-state tuition and fees at public degree granting schools, but may not cover all private degree granting schools and out-of-state tuition. The Program provides additional support in those situations. Institutions voluntarily enter into an agreement with the VA to fund uncovered charges. The VA matches each dollar of unmet charges the institution agrees to contribute, up to the total cost of the tuition and fees.

Good To Know:

- ★ A Sailor who reenlists on December 1, 2013 for four years but waits until February 1, 2014 to apply for transferability does not have four years remaining on their contract.
- ★ The Post 9/11 transfer obligation runs from the application date – not the reenlistment date.
- ★ Sailors desiring to transfer Post 9/11 GI Bill benefits should not delay their applications after reenlisting.
- ★ Transferability of education benefits is not an authorized condition for a short term extension.
- ★ If you are eligible for a college fund under other GI Bill programs, you will continue to receive your college fund payments.
- ★ If you participated in the \$600 buy-up under the MGIB or Reserve Education Assistance Program, you will not receive that additional benefit under the Post 9/11 GI Bill.
- ★ If a member is eligible for two or more VA education benefit programs, there is a statutory limit of 48 months of combined benefits with one exception. If dual military members both transfer education benefits to the same child, that child can use more than 48 months of combined benefits.
- ★ Individuals who contributed \$1,200 to the MGIB and convert it to the Post 9/11 GI Bill may be reimbursed some or all of this contribution. Only the individual making the contribution can receive this money, not dependents. It will be paid out when the member exhausts his/her 36th month of Post 9/11 GI Bill benefits with the monthly housing stipend payment.

Individuals serving an aggregate period of active duty after September 10, 2001 of:	Percentage of maximum benefit payable
At least 36 months	100%
At least 30 continuous days and 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%



VETERANS AFFAIRS LOANS

ABOUT

The VA helps service members, veterans, and eligible surviving spouses become homeowners. As part of their mission to serve you, 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.

ELIGIBILITY

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

Minimum requirements include:

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



IMPORTANT DOCUMENTS:

DD-214

Your DD-214 is your proof of military service. It shows the nature of your discharge, dates of service, and current classification. The DD-214 is one of the most important documents you'll get when you leave military service. You'll need it to claim military benefits including VA loans, the GI Bill, and medical services provided by the VA.

OR

Certificate of Eligibility

Certificate of Eligibility (VA Form 26-1880) 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.

For more information go to:
Home Loans: <http://benefits.va.gov/homeloans/index.asp>
Find your regional loan center:
http://benefits.va.gov/HOMELOANS/contact_rlc_info.asp

NAVY-MARINE CORPS RELIEF SOCIETY

ABOUT

NMCRS is a private non-profit charitable organization sponsored by the Department of the Navy. 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 active and Reserve component Navy and Marine Corps personnel
- ★ Eligible family members of the personnel listed above to include active and Reserve component personnel who died on active duty or in a retired status
- ★ Reserve Sailors on extended active duty greater than 30 days.

NMCRS provides financial assistance to eligible recipients in the form of interest-free loans and grants to meet emergency needs.

NMCRS also offers the following services:

- ★ Food Lockers at some locations
- ★ Infant Layettees - "junior seabags" and Budget for Baby Seminars
- ★ Thrift Shops



THRIFT SAVINGS PLAN

ABOUT

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees and members of the uniformed services, including the Ready Reserve. It was established by Congress in the Federal Employees' Retirement System Act of 1986 and offers the same types of savings and tax benefits that many private corporations offer their employees under 401(k) plans.

The TSP is a defined contribution plan, meaning that the retirement income you receive from your TSP account will depend on how much you and your agency (if you are eligible to receive agency contributions) put into your account during your working years and the earnings accumulated over that time.

ELIGIBILITY

Most employees of the United States Government are eligible to participate in the Thrift Savings Plan. You are eligible if you are:

- ★ A Federal Employees' Retirement System (FERS) employee (generally if you were hired on or after January 1, 1984)
- ★ A Civil Service Retirement System (CSRS) employee (generally if you were hired before January 1, 1984 and did not convert to FERS)
- ★ A member of the uniformed services (active duty or Ready Reserve)
- ★ A civilian in certain other categories of Government service

In addition to being covered by an eligible retirement system, you must also be:

- ★ Actively employed by the Federal Government as a civilian employee or as a member of the uniformed services
- ★ In pay status, in order to contribute
- ★ Working full or part-time

Your Agency or Service Plays an Important Role in the TSP

Your agency or service is responsible for determining your retirement coverage and reporting to the record keeper the dollar amount of contributions to your account each pay period. It also distributes TSP materials and answers your questions about the TSP.

While you are employed, your agency or service is your primary TSP contact. You should inform your agency or service representative about any changes or corrections to personal information that might affect your TSP account to include address changes.

After you separate from Federal service, you will no longer go through your agency or service but rather you will contact TSP.gov directly.

Beneficiary Participants

Spouse beneficiaries of deceased civilian or uniformed services TSP participants will have a TSP account set up in their own name, if their share of the account is \$200 or more.

If you are not certain which retirement system you are covered under, you should check with your personnel or benefits office.



The TSP has certain rules and forms that apply specifically to you. For more information or to set up your account, go to:
<https://www.tsp.gov> or call: 1-877-968-3778



EMPLOYER SUPPORT

i ABOUT

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). 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.

✓ ELIGIBILITY

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.*

Statutory Authority

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.

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.

Service Members

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

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

Ombudsman Services

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



ESGR's national customer service center is available from 8 a.m. to 6 p.m. (EST), Monday through Friday by calling 800-336-4590, option 1.

Access an ESGR USERRA Assistance Request Form located at www.esgr.mil or send questions via email to USERRA@osd.mil.





FLEET & FAMILY SUPPORT PROGRAM

i ABOUT

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

Programs Available:

- ★ 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

✓ ELIGIBILITY

As long as a Reserve Sailor or dependent has a military ID or dependent ID you are eligible.

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

Deployment Readiness

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

- ★ Deployment Programs
- ★ Individual Deployment Support
- ★ Life Skills Education
- ★ Mobilization/Repatriation
- ★ Ombudsman Support
- ★ Relocation Assistance Program (RAP)

Career Support and Retention

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

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

Crisis Response

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

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



Contact info:

FFSC Naval Station Norfolk
 7928 14th Street, Suite 102
 Norfolk, VA 23505-1219
 757-444-2102
 After hours: 1-800-FSC-LINE or 757-444-NAVY
 Mon-Fri 8:00 – 4:30

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



NAVY RESERVE CHAPLAINS

ABOUT

Whatever their backgrounds, beliefs and duties, Sailors, Marines and Coast Guardsmen have religious needs that must be met. The job of the Religious Ministry Team – made up of Navy Chaplains and Religious Program Specialists – is to be there, serving the everyday spiritual needs of these exceptional men and women, guiding them through life's trials and tribulations and doing the same for their families back home.

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

Who can call a chaplain?

Any Reserve Sailor or family member.

You can call a chaplain about...

- ★ Stress in relationships or within the Navy
- ★ Marriage/relationship issues
- ★ Deployment/mobilization – whether for the first time or multiple deployments
- ★ Reintegration with family or Sailor after mobilization
- ★ Religious/spiritual questions
- ★ Moral/ethical issues
- ★ Anything you need to share in confidence!

What do they offer?

- ★ A wide spectrum of counsel, advice, and pastoral care for service members and their families.
- ★ Keep 100% of your communications with us in complete confidence unless you direct otherwise.
- ★ Naval Officers who understand the challenges of Navy life and religious ministers available to help you grow in your faith.
- ★ Religious ministry that is faith specific, and we facilitate religious ministry for faiths other than our own.
- ★ Advise leaders at all levels in the Naval Service regarding morale, ethics, and spiritual well-being.



How do I contact a Navy Reserve Chaplain?

Many Navy Reserve units have a chaplain, or a chaplain that covers your unit. If your unit does not have a chaplain, a chaplain in another unit at the NOSC where you drill may be available. Nearby Reserve or Guard chaplains from other services may also be resources.

Don't know who your nearest command chaplain is? Request chaplain support through Navy311:

1-855-NAVY-311
(1-855-628-9311)

Email: NAVY311@NAVY.MIL

Text: navy311@navy.mil in the "to" line

Web: www.navy311.navy.mil

All active and Reserve Sailors, Marines, Coast Guardsmen and their family members can request chaplain support and are guaranteed a response within 24 hours.

To find more information about chaplain support and services for mobilizing Sailors and their families visit: <http://www.ia.navy.mil/>



LEGAL ASSISTANCE

ABOUT

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.

Region Legal Service Offices can provide assistance in the following areas:

- ★ Consumer/Financial Affairs
- ★ Crime Victim Information and Advice
- ★ Disaster Relief Support and Advice
- ★ Family Law
- ★ Foreclosure Advice and Counseling
- ★ Immigration
- ★ Notary Services
- ★ Powers of Attorney
- ★ Landlord/Tenant Matters
- ★ Servicemembers Civil Relief Act
- ★ Small Claims Court Matters
- ★ Victim Assistance
- ★ Wills & Estate Planning

ELIGIBILITY

Reserve Sailors on active duty for more than 30 days are entitled to legal assistance. As resources permit, Reserve Sailors on active duty for single periods of two days or less may be provided legal assistance in emergency cases. The same applies to family members.

For the purpose of enhancing the readiness of Reserve personnel for mobilization, pre-mobilization legal counseling and assistance may be provided to active duty or Reserve personnel consistent with mobilization readiness needs. Pre-mobilization assistance typically consists of drafting or updating wills, advance medical directives, and powers of attorney. Other assistance may be provided if it relates to recall or mobilization. Examples of such assistance include advice concerning rights under the Servicemembers Civil Relief Act (SCRA) <https://www.dmdc.osd.mil/appj/scra/> or the Uniformed Services Employment and Reemployment Rights Act (USERRA) <http://www.esgr.mil/USERRA/USERRA-for-Service-Members.aspx>. Pre-mobilization legal assistance services are not authorized for dependents, with the exception of dependents of Reserve personnel with mobilization orders for more than 30 days.

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



For more information on Legal resources go to:
<http://www.jag.navy.mil/contact.html>

Eligible Reserve Sailors may receive legal assistance from any other Service (Army, Air Force, Marine Corps) legal assistance office. To locate the nearest legal assistance office go to: **<http://legalassistance.law.af.mil/content/locator.php>**

MOBILIZED RESERVE SAILORS

are also eligible for continued legal assistance after demobilization. This entitlement is available when mobilized for more than 30 days. It provides legal assistance to Reserve Sailors and dependents after release from active duty, for more than twice the length of active duty, subject to the availability of legal resources.



INSPECTOR GENERAL

ABOUT

The Navy Reserve office of the Inspector General (IG) plays a critical role in helping the Navy Reserve maintain the highest level of integrity and public confidence.

The IG inquires and reports on matters which affect the discipline and efficiency of the Navy. Matters which are appropriate for the IG to look into may be broadly placed under the heading of fraud, waste, abuse and mismanagement.

The IG is committed to:

- ★ Providing candid, objective and uninhibited internal analysis and independent advice
- ★ Emphasizing integrity, ethics, efficiency, discipline and readiness — afloat and ashore
- ★ Performing with the highest standards of ethical leadership
- ★ Being an advocate of quality of service for Sailors, Marines, civilian employees and their families
- ★ Always exercising fairness, impartiality, and timeliness in accomplishing their mission



For more information visit: <http://www.ig.navy.mil>
 or contact the Office of the Inspector General at:
 (866) 237-2298 or email at:
 NWOR_NAVRESFORHOTLINE@navy.mil.

[IG]

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 Commander
- ★ Filing a NAVPERS 1626/7, Report and Disposition of Offenses (better known as a Report Chit)
- ★ Communicating with elected officials
- ★ Filing a NAVPERS 5354/2, Navy Equal Opportunity Formal Complaint Form



OTHER BENEFITS

MILITARY LODGING

ABOUT

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. 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.

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.

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. Here 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® and Hawaii, and in areas with a large military presence, such as Japan, Korea 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.



For more information visit: www.dodlodging.net or
www.militaryonesource.mil or
www.AFVClub.com or call: 800-342-9647





OTHER BENEFITS CONT.

“SPACE-A” TRAVEL ON MILITARY FLIGHTS

ABOUT

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. You'll 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 can't reserve seats; available seats are offered to registered passengers before the flight.

As a Space-A passenger, you must have a flexible schedule. Often legs are 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.

ELIGIBILITY

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

THE INS AND OUTS

- ★ **Military Installations.** Space-A flights leave from military passenger terminals on installations throughout the United States and around the world. You must sign up for flights on a register maintained 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 find contact information for military terminals at <http://www.amc.af.mil/amctravel/index.asp>.
- ★ **Flights.** For security reasons, military flight information is not generally published online. The best way to find out about Space-A flights 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.
- ★ **Costs.** 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 isn't provided, but you may have an opportunity to buy a boxed meal before the flight.
- ★ **Signing up.** In order to fly Space-A, eligible passengers must register (sign up) at the military passenger terminal(s) from which they want to depart. Registration can be very competitive at some busy terminals, so be sure to sign up as early as you can. Uniformed service members on active duty orders must be on leave or liberty status when they sign up. Reserve Sailors not on active duty orders and traveling for leisure can sign up up to 60 days 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 necessary). Some terminals accept fax or email sign up, but procedures vary by terminal. When you get to your destination, be sure to register for a return flight.



For more information visit the Air Mobility Command website at:
<http://www.amc.af.mil/amctravel/index.asp>.



TRANSPORTATION SECURITY ADMINISTRATION (TSA) PRECHECK PROGRAM

ABOUT

TSA Pre™ expedited screening is available to members of the military at all participating TSA Pre™ airports when they use their Department of Defense (DoD) identification number when making flight reservations. Currently, as part of an intelligence-driven, risk-based approach to security, TSA offers TSA Pre™ expedited screening benefits to U.S. armed forces service members, including Reserve Sailors and National Guard members, who possess a valid Common Access Card (CAC) at 100 TSA Pre™ airports. Expedited screening process benefits include no longer having to remove shoes, 3-1-1 compliant bag from carry-on, Laptop from bag, Light outerwear, such as a jacket and belts.

ELIGIBILITY

Service members of the U.S. armed forces, including members of the U.S. Coast Guard, National Guard and Reserves, are eligible for expedited screening benefits. Eligible service members do not need to be in uniform to participate in TSA Pre™. Family members, ages 12 and under can process through expedited screening as well.



For more information visit the TSA website at:
<http://www.tsa.gov/tsa-precheck/military-members>.

HOW IT WORKS

- 1. Locate your Known Traveler Number.** The ten digit DoD ID number located on the back of the Common Access Card (CAC) is the Known Traveler Number (KTN) which is used when making flight reservations.
- 2. Book Travel with your Known Traveler Number.** For TSA Pre™ eligibility, ensure that your KTN is entered into the “Known Traveler Number” field when booking flight reservations or when updating your Defense Travel System (DTS) profile for official travel.

INFORMATION, TICKETS AND TOURS (ITT)

ABOUT

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? Whether you and your family like sporting events, shows, amusement parks, museums or historic sites, you can explore dozens of opportunities for fun and relaxation through your Information, Tickets and Tours (ITT) 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 Services. 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.

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 Sailors 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.

LOOKING TO BE ENTERTAINED?

Your closest ITT office has tickets for local attractions and events such as sport fishing and whale watching at Camp Pendleton, and day trips to New York City leaving from Fort Belvoir. You can also find tickets for sporting events, concerts, theme parks (including Disney World), and much more.

For more information follow the link to the Service ITT websites through Military One Source at:
<http://www.militaryonesource.mil/mwr>.



FUNERAL HONORS

ABOUT

The rendering of Military Funeral Honors for an eligible veteran is free of charge and mandated by law. An honor guard detail for the burial of an eligible veteran shall consist of not less than two members of the Armed Forces. One member of the detail shall be a representative of the parent Service of the deceased veteran. The honor detail will, at a minimum, perform a ceremony that includes the folding and presenting of the American flag to the next of kin and the playing of Taps. When available taps will be played by a bugler, however there are so few buglers available that the military services may choose to provide an electronic recording of taps. The veteran's parent Service representative will present the flag.

ELIGIBILITY

Those eligible for Military Funeral Honors:

- ★ Military members on active duty or in the Selected Reserve
- ★ Former military members who served on active duty and departed under conditions other than dishonorable
- ★ Former military members who completed at least one term of enlistment or period of initial obligated service in the Selected Reserve and departed under conditions other than dishonorable
- ★ Former military members discharged from the Selected Reserve due to a disability incurred or aggravated in the line of duty

DoD Instruction 1300.15 states:

4.1. Commanders at all levels must support paying a final tribute to comrades in arms, and must respond expeditiously and sensitively to requests for military funeral support. Rendering military funeral honors reflects the high regard and respect accorded to military service and demonstrates military professionalism to the Nation and the world.

4.2. The provision of military funeral honors is designated a Total Force mission. Active-duty personnel and Reserve component members, including members of the National Guard in Title 32 status, may perform this mission.

A properly proportioned flag will fold 13 times on the triangles, representing the 13 original colonies. The folded flag is emblematic of the tri-cornered hat worn by the Patriots of the American Revolution. When folded, no red or white stripe is to be evident, leaving only the blue field with stars.



Navy Casualty Personnel Phone Numbers:

Toll free: 800-368-3202

Commercial: 901-874-2501

Navy Casualty's mailing address:

*Bureau of Naval Personnel
Casualty Assistance Division
(N135C)*

5720 Integrity Dr.

Millington, TN 38055-6210

For more information on the Navy's Funeral Honors program, contact the Casualty Assistance Calls Officer at your Navy Operational Support Center, or visit: www.NPC.NAVY.mil/commandsupport/casualtyassistance.



POLICY BOARD

ABOUT

The Navy Reserve Policy Board (NRPB) is your voice to make the Navy Reserve a better place for you and your shipmates. They are a team of SELRES and FTS officers and enlisted who meet quarterly to consider policy recommendations. One third of the Board changes annually, based on a solicitation for new members, with the newest members coming aboard the following January.

What to expect:

The Navy Reserve Policy Board logs, staffs, and analyzes each policy submission ensuring that it is completely understood prior to making a recommendation. Depending on the complexities of the issue, the amount of time it takes for the Board to review and recommend a decision may range from two to 10 months. During the process, submitters are contacted at least once a quarter with an update on the progress of their submission.

Once a recommendation is analyzed the Board will make one of three recommendations, each one of which will follow a path:

1

Concur (submission can be implemented internally by the staff of the Chief of Naval Operations (CNO) or Chief of Navy Reserve (CNR)): The recommendation is briefed to the CNR or Commander, Navy Reserve Forces Command, (CNRFC). If approved, changes to policy are tracked and the submitter informed.

2

Concur (requires a change in law, regulation, or policy beyond the jurisdiction of either the CNO or CNR): The recommendation will be forwarded with the Board's recommendation to the Secretary of the Navy's National Navy Reserve Policy Board for further deliberation and action.

3

Non-concur: When the Board does not make a recommendation to change policy, the submitter is notified of why current policies, as is, are the optimal balance for the interests of the Navy, the mission, and the Sailor. In many of these cases, they also will suggest resources or other avenues to help address the challenge that inspired the original submission.



Want to Make a Policy Change?

To make a recommendation, go to: <https://private.navyreserve.navy.mil> (CAC required) and click on "Want to Make a Policy Change?" All submissions are tracked and routed to the appropriate Board for deliberation. The unique collaborative nature of all three policy boards ensures that every Sailor's issue receives the correct level of attention.

The Navy's National Navy Reserve Policy Board (NNRPB) is responsible for making Reserve policy recommendations to the Secretary of the Navy. The NNRPB collaborates with national service organizations and DOD entities to address those issues impacting Sailors that may require changes in federal statutes or military regulations. Additionally, the NNRPB may suggest changes that affect all military services by forwarding policy change recommendations to the Joint Reserve Forces Policy Board, which advises the Secretary of Defense.



NAVY RESERVE SOCIAL MEDIA

Get the latest information from the Navy Reserve first by following us on Facebook, Twitter and by going to the official webpage of the Navy Reserve, www.navyreserve.navy.mil.



Facebook

Navy Reserve
www.facebook.com/U.S.NavyReserve

Naval Air Force Reserve
www.facebook.com/CNAFR

Force Master Chief of the Navy Reserve (FORCM Mitchell)
www.facebook.com/forcemasterchiefmitchell



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Commander, Navy Reserve Forces Command
[@cnrfc1](https://twitter.com/cnrfc1)

Force Master Chief
[@FORCM15](https://twitter.com/FORCM15)

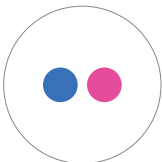


Commander, Navy Reserve Forces Command Blog

<http://commandernavyreserveforcescommand.blogspot.com/>

Rear Adm. Bryan Cutchen, Commander, Navy Reserve Forces Command, writes a monthly blog about the Sailors he meets, current issues and topics affecting the Reserve Force.

Comments and questions are highly encouraged as the Admiral reads and responds personally.

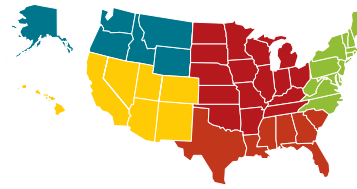


Flickr

Check out our latest photos from around the Navy Reserve at:
www.flickr.com/photos/navyreserve

RC PHONE DIRECTORY

If any information in this Navy Reserve RC Phone Directory is in error, please Email TNR at cnrfc_pao@navy.mil with the correction.



Chief of Navy Reserve
(703) 693-5757

Office of the Chief of Navy Reserve
(703) 693-5757

Commander, Navy Reserve Forces Command
(757)445-8500

Force Equal Opportunity Advisor and EO Hotline Chief Steven Sawyer
1-877-822-7629
(757) 322-5679

Naval District Washington RCC
(240) 857-4880

Region Mid-Atlantic RCC
(757) 444-7295

Avoca, Pa.
(570) 457-8430

Baltimore, Md.
(410) 752-4561

Bangor, Maine
(207) 974-1301

Buffalo, N.Y.
(716) 807-4769

Charlotte, N.C.
(704) 598-0447

Earle, N.J.
(732) 866-7288

Ebensburg, Pa.
(814) 472-5083

Eleanor, W. Va.
(304) 586-0326

Erie, Pa.
(814) 866-3073

Fort Dix, N.J.
(609) 562-1567

Greensboro, N.C.
(336) 254-8671

Harrisburg, Pa.
(888) 879-6649

Lehigh Valley, Pa.
(610) 264-8823

Long Island, N.Y.
(631) 264-2532

Manchester, N.H.
(603) 537-8023

New London, Conn.
(860) 625-3208

Newport, R.I.
(401) 841-4550

New York City, N.Y.
(718) 892-0312

Norfolk, Va.
(757) 318-4500

Pittsburgh, Pa.
(412) 673-0801

Plainville, Conn.
(860) 747-4563

Quincy, Mass.
(617) 753-4600

Raleigh, N.C.
(866) 635-8393

Richmond, Va.
(804) 271-6096

Roanoke, Va.
(866) 527-6595

Rochester, N.Y.
(585) 247-6858

Schenectady, N.Y.
(518) 399-2134

Syracuse, N.Y.
(315) 455-2441

White River Junction, Vt.
(802) 295-0050

Wilmington, Del.
(302) 998-3328

Wilmington, N.C.
(910) 777-2510

Region Southeast RCC
(904) 542-2486 x123

Amarillo, Texas
(866) 804-1627

Atlanta, Ga.
(678) 655-5925

Augusta, Ga.
(706) 733-2249

Austin, Texas
(512) 458-4154

Bessemer, Ala.
(205) 497-2641

Charleston, S.C.
(843) 794-2620

Columbia, S.C.
(803) 751-9251

Columbus, Ga.
(706) 322-4670

Corpus Christi, Texas
(361) 728-5506

El Paso, Texas
(915) 565-3993

Fort Worth, Texas
(817) 782-1805

Greenville, S.C.
(864) 277-9775

Gulfport, Miss.
(866) 502-1271

Harlingen, Texas
(956) 425-0404

Houston, Texas
(832) 380-7400

Jacksonville, Fla.
(904) 542-3320

Meridian, Miss.
(601) 679-3610

Miami, Fla.
(305) 628-5150

New Orleans, La.
(504) 678-8205

Orlando, Fla.
(407) 240-5939 x 2117

Pensacola, Fla.
(850) 452-1341

Puerto Rico
(787) 439-3921

San Antonio, Texas
(210) 225-2997

Shreveport, La.
(318) 746-9657

Tallahassee, Fla.
(904) 576-6194

Tampa, Fla.
(813) 828-1971

Waco, Texas
(254) 776-1841

West Palm Beach, Fla.
(561) 687-3960

Region Midwest RCC
1-847-688-4916

Akron, Ohio
(330) 491-3450

Battle Creek, Mich.
(269) 968-9216

Chattanooga, Tenn.
(423) 698-8955

Chicago, Ill.
(847) 688-3760

Cincinnati, Ohio
(513) 221-0138

Columbus, Ohio
(614) 492-2888

Decatur, Ill.
(217) 875-1733

Des Moines, Iowa
(515) 285-5581

Detroit, Mich.
(586) 239-6289

Fargo, N.D.
(701) 232-3689

Green Bay, Wis.
(920) 336-2444

Indianapolis, Ind.
(317) 924-6389

Kansas City, Mo.
(816) 923-2341

Knoxville, Tenn.
(865) 545-4720

Little Rock, Ark.
(501) 771-0880

Louisville, Ky.
(502) 375-3329

Madison, Wis.
(608) 249-0129

Memphis, Tenn.
(901) 874-5256

Milwaukee, Wis.
(414) 744-9764

Minneapolis, Minn.
(612) 713-4600

Nashville, Tenn.
(615) 267-6345/6352

Oklahoma City, Okla.
(405) 733-2674

Omaha, Neb.
(402) 232-0090

Peoria, Ill.
(309) 697-5755

Rock Island, Ill.
(309) 782-6084

Saginaw, Mich.
(989) 754-3091

Sioux Falls, S.D.
(605) 336-2402

Springfield, Mo.
(417) 869-5721

St. Louis, Mo.
(314) 263-6490

Toledo (Perryburg), Ohio
(419) 666-3444

Tulsa (Broken Arrow), Okla.
(918) 279-3700

Wichita, Kan.
(316) 683-3491

Youngstown, Ohio
(330) 609-1900

Denver, Colo.
(720) 847-6205

Fort Carson, Colo.
(719) 526-2964

Guam
(671) 339-6724

Las Vegas, Nev.
(702)632-1455

Lemoore, Calif.
(559) 998-3778

Los Angeles, Calif.
(323) 980-7131

Moreno Valley, Calif.
(951) 656-1199

North Island, Calif.
(619) 545-2610

Pearl Harbor, Hawaii
(808) 471-0091

Phoenix, Ariz.
(602) 484-7292

Ventura County, Calif.
(805) 982-6106

Reno, Nev.
(775) 971-6289

Sacramento, Calif.
(916) 387-7100

Salt Lake City, Utah
(801) 736-4200

San Diego, Calif.
(858) 537-8040

San Jose, Calif.
(408) 294-3070

Tucson, Ariz.
(520) 228-6289

Region Northwest RCC
(425) 304-3338

Anchorage, Alaska
(907) 384-6525

Billings, Mont.
(406) 248-2090

Boise, Idaho
(208) 422-6236

Cheyenne, Wyo.
(307) 773-6500

Everett, Wash.
(425) 304-4777

Helena, Mont.
(406) 449-5725

Kitsap, Wash.
(360) 627-2203

Portland, Ore.
(503) 285-4566

Spokane, Wash.
(509) 327-3346

Springfield, Ore.
(541) 915-2391

Whidbey Island, Wash.
(360) 257-2922

Commander, Naval Air Reserve
(619)-767-7379

VP-62
(904) 542-4461

VP-69
(360) 257-696

Fleet Logistics, Support Wing
(817) 825-6438

VR-1
(240) 857-3410

VR-51
(808) 257-3289

VR-53
(240) 857-9029

VR-54
(504) 678-3061

VR-55
(805) 989-8755

VR-56
(757) 433-4030

VR-57
(619) 545-6920

VR-58
(904) 542-2380 x110

VR-59
(817) 782-5411

VR-61
(360) 257-6595

VR-62
(904) 542-8557

VR-64
(609) 754-1890

ETD Pacific
808-448-9278

ETD Sigonella
011-39-095-86-5289

Tactical Support Wing
(817) 782-5295

VAQ-209
(240) 857-7828

VAW-77
(504) 390-6288

VFA-204
(504) 678-3491

VFC-12
(757) 433-4919

VFC-13
(775) 426-3644

VFC-111
(305) 429-2654

HSC-85
(619) 545-7218

HSC-84
(757) 445-0861

HSL-60
(904) 270-6906

VP-30 SAU
(904) 542-3060

VAQ-129 SA
(360) 257-2276

VAW-120 SAU
(757) 444-5072

VFA-125 SAU
(559) 998-1841

HSC-3
(619) 545-8196

HS-10
(619) 545-6600

VFA-106
(757) 433-9081

VFA-122
(559-998-3482

Operational Support Offices and Reserve Force Operations Allied Command Transformation (ATO)
(757) 747-4071

Expeditionary Strike Group Seven
011-81-98-954-1605

Bureau of Medicine and Surgery
(703) 681-9025

Center for Naval Aviation Technical Training
(850) 452-9700

Comptroller of Navy
(202) 685-7000

Defense Intelligence Agency
(202) 231-4044

Defense Logistics Agency
(866) 204-4850

Destroyer Squadron Two
(757) 444-1452

Employer Support of the Guard and Reserve (ESGR)
(800) 336-4590

Expeditionary Strike Group Two
(757) 462-7245

Expeditionary Strike Group Three
(619) 556-1470

First Naval Construction Division
(757) 462-8225 x 222

Fleet Activities Chinhae, Korea
011-82-55-540-2852

Fleet and Industrial Supply Center Jacksonville, Fla.
(904) 542-1000 x144

Fleet and Industrial Supply Center Norfolk, Va.
(757) 443-1610

Fleet and Industrial Supply Center Pearl Harbor, Hawaii
(808) 473-7928

Fleet and Industrial Supply Center San Diego, Calif.
(619) 556-6234

Fleet Air Mediterranean
011-39-081-568-4184

Fleet Forces Command
(757) 836-3644

Fleet Intelligence Training Center Pacific (619) 524-5814

Headquarters US Marine Corps DSN: 278-9360

Joint Chiefs of Staff (703) 693-9753 (703) 695-1033

Joint Transformation Command for Intelligence (757) 836-7000

Judge Advocate General (202) 685-5190

Logistics Group Western Pacific 011-65-6750-2645

Marine Forces Reserve (504) 678-1290

Strategic Sealift Readiness Group (800) 535-2580

Military Sealift Fleet Reserve Support Command (202) 685-5155

Mine and Anti-submarine Warfare Command San Diego (619) 524-1032

Naval Air Force US Atlantic Fleet (757) 444-2928

Naval Air Forces/Naval Air Force US Pacific Fleet (619) 545-2017

Naval Construction Forces Command (757) 462-3658

Naval District Washington Headquarters (202) 369-7683

Naval Education and Training Command (850) 452-4000

Naval Facilities Engineering Command (202) 685-9499

Naval Health Care Newport, RI (401) 841-3771

Naval Hospital Bremerton, Wash. (360) 475-4000

Naval Hospital Camp Lejeune, N.C. (910) 451-3079

Naval Hospital Camp Pendleton, Calif. (760) 725-1288

Naval Health Clinic Charleston, S.C. (843) 743-7000

Naval Health Clinic Great Lakes, Ill. (847) 688-4560

Naval Hospital Jacksonville, Fla. (904) 542-7300

Naval Hospital Lemoore, Calif. (559) 998-4481

Naval Hospital Naples Italy 011-39-081-811-6000/1

Naval Hospital Oak Harbor, Wash. (360) 257-9500

Naval Hospital Pensacola, Fla. (850) 505-6601

Naval Hospital Yokosuka, Japan 011-81-46-816-5137

Naval Inspector General Hotline (800) 522-3451

Naval Medical Center Portsmouth, Va. (757) 953-5000

Naval Medical Center San Diego, Calif. (619) 532-6400

Navy Medicine Manpower Personnel Training and Education Command (301) 295-2333

Naval Meteorology and Oceanography Command (228) 688-4384

Naval Network Warfare Command (540) 653-5001

Naval Network Warfare Command (757) 417-6750

Naval Operational Logistics Support Center (717) 605-5790

Chief of Naval Operations (703) 697-5664

Naval Operations Office of the Chief of Chaplains (504) 678-1394

Naval Operations Office of Naval Intelligence (504) 678-1394

Naval Personal Development Command (757) 444-2996

Naval Sea Systems Command (202) 781-1748

Naval Training Support Center Great Lakes, Ill. (847) 688-3536

Naval Special Warfare Command (619) 437-2848

Naval Special Warfare Operational Support Group (619) 522-3232

Naval Station Rota Spain 011-34-956-82-2222

Naval Supply Systems Command (717) 605-3565

Naval Support Activity, Bahrain 011-973-39-14-6793

Naval Surface Force US Atlantic Fleet (757) 836-3057

Naval Surface Forces/Naval Surface Force US Pacific Fleet (619) 437-2950

Naval War College (401)-841-3304

Navy Criminal Investigation Service Espionage Hotline (800) 543-6289

Navy Emergency Preparedness Liaison Officer Program (504) 678-4264

Navy Expeditionary Combat Command (757) 462-4316

Navy Expeditionary Logistics Support Group (757) 887-7639

Navy Information Operations Command(NIO) Maryland (301) 677-0817

NIO Misawa, Japan 011-81-3117-66-2834

NIO Norfolk, Va. (757) 417-7112

NIO Pensacola, Fla. (850) 452-0400

NIO San Diego, Calif. (619) 545-9920

Navy Net-Centric Warfare Group (240) 373-3125

Navy Installations Command (202) 433-3200

Navy Munitions Command (757) 887-4834

Navy Personnel Command 1-877-807-8199

Naval Region Europe, Africa, and Southwest Asia 011-39-081-568-6777 DSN: 314-626-6777

Naval Region Guam (671) 355-1110

Naval Region Southeast (904) 542-2324

Naval Region Hawaii (808) 473-4505

Naval Region Japan 011-81-46-816-3155

Naval Region Korea 011-822-7913-7251

Naval Region Mid-Atlantic (757) 322-2800

Naval Region Singapore 011-65-67-50-2531

Naval Region Hawaii (808) 473-1168

Naval Region Midwest (847) 688-2884

Naval Region Northwest (360) 315-5123

Naval Region Southwest (619) 532-2925

Naval Support Activity, Washington, D.C. (202) 433-3963

Office of Naval Intelligence (301) 669-5557

Office of Naval Research (703) 696-5031

Puget Sound Naval Shipyard (360) 476-7683

Sealift Logistics Command Atlantic (757) 443-5758

Sealift Logistics Command Europe 011-39-081-568-3568

Sealift Logistics Command Pacific (619) 524-9600

Space And Naval Warfare Systems Command (619) 524-7323

Commander Submarine Force US Atlantic Fleet (757) 836-1341

Commander Submarine Force US Pacific Fleet (808) 473-2517

Submarine Group Nine (360) 396-6530

Submarine Group Ten (912) 573-3733

Submarine Group Two (860) 694-5683

Submarine Squadron Eleven (619) 553-8641

US Africa Command 011-49-711-729-4484

US Central Command (757) 836-4180

US European Command 011-49-711-680-113

US Fifth Fleet 011-973-724-383

US Fleet Forces Command (757) 203-5463

US Joint Forces Command (757) 836-6555

US Naval Forces Africa 011-39-081-568-4634

US Naval Forces Alaska (907) 463-2248

US Naval Forces Central Command 011-973-724-383

US Naval Forces Europe 011-39-081-568-4634

US Naval Forces Japan 011-81-46-816-1110

US Naval Forces Korea 011-822-7913-5795

US Naval Forces Marianas (671) 339-7133

US Naval Forces Southern Command (904) 270-7354 x4304

US Naval Special Warfare Command (619) 522-2825

US Northern Command (719) 554-5920

US Pacific Command (808) 477-9138 US Pacific Fleet (808) 474-8415

US Second Fleet (757)443-9850

US Seventh Fleet 011-81-6160-43-7440 x4090

US Sixth Fleet 011-39-081-568-4634

US Southern Command (305) 437-1261

US Strategic Command (402) 294-0246

US Third Fleet (619) 767-4296

US Transportation Command (618) 229-8269

Naval Reserve Intelligence Command

Reserve Intelligence Command Hdqtrs. Fort Worth, Texas (817) 782-7107

Naval Intelligence Reserve Region Northwest (360) 315-6001

Naval Intelligence Reserve Region Southeast Det New Orleans (504) 678-3411

Naval Intelligence Reserve Region Southeast - Ft. Worth (817) 782-6464

Naval Intelligence Reserve Region Southeast - Jacksonville (877) 882-7396

Naval Intelligence Reserve Region Southwest San Diego (800) 873-4139

Naval Intelligence Reserve Region Southwest Det Denver (720) 847-6240

Naval Intelligence Reserve Region Midwest (847) 688-6273

Naval Intelligence Reserve Region Midwest Det Minneapolis (847) 688-6273

Naval Intelligence Reserve Region Southeast Det Atlanta (678) 655-6380

Naval Intelligence Reserve Region Mid-Atlantic (757) 444-1352

Naval Intelligence Reserve Region Washington (240) 857-7878

Naval Intelligence Reserve Region Midwest Det Millington (847) 688-6273

Naval Intelligence Reserve Region Midwest Det Detroit (847) 688-6273

Navy Expeditionary Combat Command (757) 462-4316

Explosive Ordnance Disposal Group One (619) 437-3700

Explosive Ordnance Disposal Group Two (757) 462-8453

First Naval Construction Division (757) 462-3658

Naval Construction Forces Command (757) 462-3658

Maritime Expeditionary Security Force

Maritime Expeditionary Security Group One (619) 437-9808

Maritime Expeditionary Security Group Two (757) 396-0513

Chief of Naval Air Training

CAOSO (361) 961-3386

CNRF CNATRA/FRS PM (757) 322-6751

SUBMISSION GUIDELINES

PHOTO SUBMISSIONS

Due 5th of the month. High-resolution 300 dpi photos. Set camera on the highest setting (TIFF, FINE and/or HQ). Shoot photos of action supporting the story. Posed shots or “grip-n-grins” are the least desirable. If the story is about people receiving awards, show us what they do that garnered that award. Send us the original image. Do NOT tinker with it in Photoshop™ or other image-editing software. We will edit it to fit into our page layout requirements. Include outline information identifying the subjects and what they’re doing in the photo. Also credit the photographer.

STORY SUBMISSIONS

Due 5th of the month. Monthly columns: at least 500 words. More is okay, we’ll edit it. Feature stories: at least 800-1200 words and need supporting photos. Feature-based stories will compel the reader to read the entire story. We do not want a straight-news story written in inverted pyramid newspaper style.

QUESTIONS AND SUGGESTIONS

Please contact TNR staff at cnrfc_pao@navy.mil or call (757) 322-5652.

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RESERVE
MISSION 
PROUD
RETIREMENT 

INTEGRITY
NAVY
TRAINING
SAILOR
LOYAL 
TRADITION
SERVICE
FAMILY
DUTY