







Vice Adm. Robin R. Braun Chief of Navy Reserve Commander, Navy Reserve Force

Rear Adm. Eric Coy Young Commander, Navy Reserve Forces Command

Rear Adm. Mark Leavitt Commander, Naval Air Force Reserve Deputy Commander, Naval Air Forces

> Lt. Cmdr. Kimberly Brubeck Force Public Affairs Officer

**Lt. Meg Ferguson** Naval Air Force Reserve Public Affairs Officer

Chief Mass Communication Specialist
Joshua Treadwell
TNR Contributor

Chief Mass Communication Specialist (SW) Sarah Langdon Public Affairs Leading Chief Petty Officer

Mass Communication Specialist 1st Class
(AW) Heather Hines
Public Affairs Leading Petty Officer

Mass Communication Specialist 2nd Class
(SW) Jacob D. Galito
Staff Writer

Mass Communication Specialist 3rd Class Hannah Brim Staff Writer

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

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

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

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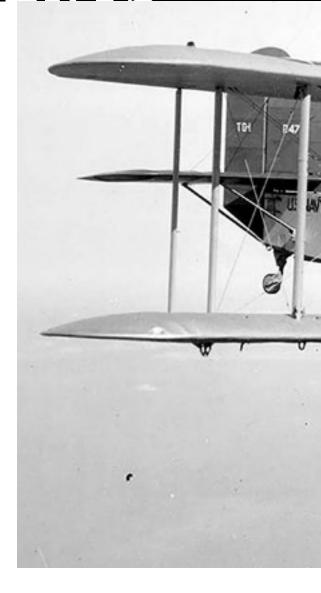
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# U.S. NAVY RESERVE 1915-2015

**100 YEARS** 



ALL CONTACT INFORMATION AND HYPERLINKS ARE CONSOLIDATED

IN ONE CONVENIENT LOCATION AT:

www.navyreserve.navy.mil/Pages/Almanac.aspx

# WELCOME ABOARD



Chief of Navy Reserve

Shipmates,

Welcome to the 2015 edition of The Navy Reservist Almanac. On March 3, 2015, we will mark the 100th anniversary of the Navy Reserve. During this Centennial year, we will feature events across the nation to highlight the Navy Reserve's extraordinary Sailors, past and present, and their contributions to the nation's defense. We not only celebrate a century of Reserve Sailors serving our Nation, but also a year in which we will build on our history and heritage and set our course for the future. The Navy Reserve offers tremendous opportunities to serve and significant benefits for Sailors and their families. Whether planning your next AT or gathering information on VA home mortgage options, this almanac is an indispensable resource. Inside you'll find information detailing benefits you and your family are eligible for through your service such as the Post 9/11 GI Bill, TRICARE Reserve Select, Thrift Savings Plan, and Servicemembers Group Life Insurance. Important tools highlighted include Navy COOL which shows Sailors how to meet civilian certification and license requirements related to their rating, designator, and occupation. It also explains Career Navigator, Career Waypoint, and the RC2AC program - all of which are all designed to maximize and enhance each Reserve Sailor's ability to serve and succeed in both their Navy and civilian careers. By becoming familiar with and taking advantage of the information contained within this issue, you will take control of your future by becoming fully prepared on both a professional and personal level.

One other important program for those who have been mobilized is the Returning Warrior Workshop (RWW). RWWs are sponsored by our Reserve Component Commands throughout the country and are designed to afford Sailors the opportunity to spend quality time with a loved-one while learning about the many resources and benefits available to them as they adapt to life after deployment. See www. yellowribbonevents.org to sign up for the next Navy Reserve RWW in your area! 2015 will be an exciting and challenging year as the Navy continues to look to Reserve Sailors for the experience both civilian and military that we bring to the Fleet. What is more, as the Navy introduces new missions and capabilities, the Navy Reserve will be there increasing operational readiness and strengthening the maritime defense of our nation.

As we enter our second century of service, Navy Reserve Sailors will continue to be valued for their readiness, innovation and agility in whatever task or mission the Navy or our nation requires. I have great confidence in our future because of today's Reserve Sailors - the finest our Force has ever known. It is an honor and privilege to serve with you and I look forward to the opportunities that 2015 will bring!



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



### Shipmates,

Happy New Year! It is such an honor to be your Force Master Chief during such an important milestone year - the Navy Reserve Centennial. This year we will recognize and celebrate our service of history and professionalism since the birth of our organization March 3rd, 100 years ago. I can't wait to attend many of, and hear about, all the Centennial events going on this year, and I have no doubt you will promote our Force, its rich heritage, and our continued commitment to serving with excellence in every role we are called upon to fill.

Last year was a very exciting time for the Navy Reserve force, and you all should be extremely proud of all you accomplished. In my first year as the Navy Reserve Force Master Chief I had the privilege of speaking with Sailors, families, and employers all over the globe and I've loved hearing about the great things each one of you are doing. I visited you in more than 25 locations — from NOSCs in San Jose, Sacramento and Alameda, to those in Miami, Tampa and West Palm Beach. I traveled to Puerto Rico and Pearl Harbor and, across the board — I was continually humbled and impressed by the quality and commitment of our Sailors. I have no doubt that you as Citizen-Sailors will continue to succeed and achieve as we move into the New Year.

2014 saw many great initiatives that improved programs to enable you to work more efficiently. We rolled out NROWS Build 1.25, medical accessibility, and Enhancement for Drill Management (EDM), and made improvements to the Career Development Board (CDB) program. The CDB initiatives were based

on a question asked by a Sailor to Vice Admiral Braun during one of her trips and is a great example of how our Sailors can positively impact the day to day processes of our Navy Reserve with their ideas.

Serving together with each other in our communities is part of what makes us special as a force. We can look out for each other and support each other both on drill weekends, during annual training, in the community and beyond. Being a shipmate is not just who we are, but it is what we do. I can't emphasize enough the importance of taking care of each other. Support each other, listen to each other and speak up when you sense or see something is wrong.

Readiness must be our focus. "Ready Now" has to mean that we must prepare for the "next thing" when our Navy needs us. The world's security environment is constantly changing and it's vital that we maintain the quality of skill and level of readiness required to ensure that we can answer the call when it comes.

Every one of you is important and the strength of our Navy Reserve Force, and our ability to support the mission, depends on the health, well-being and readiness of all of you.

Keep up the great work and I look forward to hearing from you throughout the year!

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



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



# PAY-POINTS-RETIREMENT



# ACTIVE DUTY PAY CHART

Pay YEARS OF SERVICE															
Grade	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
								IONED OI							
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	8648	8826	8967	9223	9476	9768	10059	10351	11269	12044	12044	12044	12044	12106
0-6	6187	6797	7243	7243	7271	7582	7623	7623	8057	8822	9272	9722	9977	10236	10738
0-5	5158	5810	6212	6288	6539	6689	7019	7262	7575	8054	8281	8507	8762	8762	8762
0-4	4450	5151	5495	5572	5891	6233	6659	6991	7221	7354	7430	7430	7430	7430	7430
0-3	3913	4435	4787	5219	5470	5744	5921	6213	6365	6365	6365	6365	6365	6365	6365
0-2	3381	3850	4434	4584	4679	4679	4679	4679	4679	4679	4679	4679	4679	4679	4679
0-1	2934	3054	3692	3692	3692	3692	3692	3692	3692	3692	3692	3692	3692	3692	3692
С	OMMIS	SIONED	OFFICI	ERS WIT	'H MORE	THAN	OUR YE	ARS ENL	ISTED 0	R WARRA	NT OFFI	CER ACT	IVE DUT	Y SERVI	CE
0-3E	-	-	-	5219	5470	5744	5921	6213	6459	6601	6793	6793	6793	6793	6793
0-2E	-	-	-	4584	4679	4828	5079	5273	5418	5418	5418	5418	5418	5418	5418
0-1E	-	-	-	3692	3942	4088	4237	4384	4584	4584	4584	4584	4584	4584	4584
							WARRA	ANT OFFI	CERS						
W-5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
W-4	4043	4350	4474	4597	4809	5018	5230	5549	5828	6094	6312	6524	6836	7092	7384
W-3	3692	3846	4004	4056	4221	4547	4886	5045	5230	5420	5762	5993	6131	6278	6477
W-2	3267	3576	3672	3737	3949	4278	4442	4602	4799	4952	5091	5258	5367	5454	5454
W-1	2868	3177	3260	3435	3643	3948	4091	4290	4487	4641	4783	4956	4956	4956	4956
								NLISTED							
E-9	-	-	-	-	-	-	4885	4996	5135	5299	5465	5730	5955	6191	6552
E-8	-	-	-	-	-	3999	4176	4285	4417	4559	4815	4945	5167	5289	5591
E-7	2780	3034	3150	3304	3425	3631	3747	3953	4125	4242	4367	4415	4577	4665	4996
E-6	2405	2646	2762	2876	2995	3261	3365	3566	3627	3672	3724	3724	3724	3724	3724
E-5 E-4	2203	2351	2465	2581	2762	2951	3107	3126	3126	3126	3126	3126	3126	3126	3126
E-4 E-3	2020	2123 1938	2238	2351	2452	2452	2452	2452	2452	2452 2055	2452	2452 2055	2452	2452	2452
E-2	1734	1734	1734	1734	1734	1734	1734	1734	1734	1734	1734	1734	1734	1734	1734
E-1	1547	-	1734	-	-1734	-	1734	1/34	1/34	1/34	-	-	-	1734	
	1347														

# DRILL WEEKEND PAY CHART

YEARS OF SERVICE															
Pay															
Grade	<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	1177	1196	1230	1263	1302	1341	1380	1503	1606	1606	1606	1606	1614
0-6	825	906	966	966	969	1011	1016	1016	1074	1176	1236	1296	1330	1365	1432
0-5	688	775	828	838	872	892	936	968	1010	1074	1104	1134	1168	1168	1168
0-4	593	687	733	743	785	831	888	935	963	980	991	991	991	991	991
0-3	522	591	638	696	729	766	789	828	849	849	849	849	849	849	849
0-2	451	513	591	611	624	624	624	624	624	624	624	624	624	624	624
0-1	391	407	492	492	492	492	492	492	492	492	492	492	492	492	492
(	COMMISSIONED OFFICERS WITH MORE THAN FOUR YEARS ENLISTED OR WARRANT OFFICER ACTIVE DUTY SERVICE														
0-3E	-	-	-	696	729	766	789	828	861	880	906	906	906	906	906
0-2E	-	-	-	611	624	644	677	703	722	722	722	722	722	722	722
0-1E	-	-	-	492	526	545	565	584	611	611	611	611	611	611	611
							WARRA	NT OFFIC	ERS						
W-5	-	-	-	-	-	-	-	-	-	-	-	959	1007	1043	1084
W-4	539	580	597	613	641	669	697	740	777	813	842	870	911	946	985
W-3	492	513	534	541	563	606	651	673	697	723	768	799	817	837	864
W-2	436	477	490	498	527	570	592	614	640	660	679	701	716	727	727
W-1	382	424	435	458	486	526	545	572	598	619	638	661	661	661	661
							ΕN	NLISTED							
E-9	-	-	-	-	-	-	651	666	685	707	729	764	794	825	874
E-8	-	-	-	-	-	533	557	571	589	608	642	659	689	705	746
E-7	371	405	420	441	457	484	500	527	550	566	582	589	610	622	666
E-6	321	353	368	383	399	435	449	475	484	490	497	497	497	497	497
E-5	294	313	329	344	368	394	414	417	417	417	417	417	417	417	417
E-4	269	283	298	314	327	327	327	327	327	327	327	327	327	327	327
E-3	243	258	274	274	274	274	274	274	274	274	274	274	274	274	274
E-2	231	231	231	231	231	231	231	231	231	231	231	231	231	231	231
E-1	206	206	206	206	206	206	206	206	206	206	206	206	206	206	206

# RESERVE RETIREMENT

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 nonregular (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).

### 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 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 Reserve Sailors to start receiving retired pay earlier than age 60 (see the National Defense Authorization Act of 2008).

### Notification of Change of Address

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.





# RESERVE RETIREMENT POINTS

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

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

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

★ 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 Common 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.

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

★ Effective 2006, active duty time will electronically transmit to your 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 reporting/detaching dates to PERS-912 for accreditation.

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

★ 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.

### When will I see my points online?

★ 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).

### How do I change my address if I am a retiree?

★ 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, of any change of address. Toll free number: 1-800-321-1080

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

★ No other participation can be earned while on active service.

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

★ 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.



# **PROCESSQUIK**

Commander Navy Reserve Force ProcessQuik is the Navy Reserve's interactive process library, a one-stop shop for core business processes and supporting documentation.

The ProcessQuik site, located on the Navy Reserve CAC-enabled private website, is designed to provide Reserve Sailors with convenient access to roles and responsibilities, and associated instructions, forms, and manuals that support consistent mission delivery.

ProcessQuik streamlines and standardizes processes, aiding you in your next turnover experience and eliminating the need to update paper based processes or procedure binders.

No matter where you work, ProcessQuik allows you to access best practices and lessons learned.

### Reserve Pay Processes

Gain instant access to a number of financial management processes. An example of the resources available on ProcessQuik, the Drill Pay Process, outlines the steps needed to ensure Reserve Sailors are paid for all Inactive Duty Training periods. See your role in the given process and find the information needed to assist you in getting the job done.

### Customize ProcessQuik

Customize your ProcessQuik experience by using your MyProcess page to create shortcuts to the business processes important to you. Once added to your MyProcess page, easily retrieve the information you need by simply clicking on the title. This will take you directly to the process page where you can find the interactive process map and supporting information you need to do your job.

### Process Areas

Over 300 processes and supporting materials are available in the areas of:

- **★** Assignments
- ★ Pay
- Travel
- Orders Generation

- ★ Medical/Dental
- Mobilization
- Training



# SERVICE-MEMBERS GROUP LIFE INSURANCE

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, Coast Guard, or member of the Ready Reserve (Selected Reservist) or National Guard and scheduled to perform at least 12 periods of inactive training per year.
- ★ Member, cadet, or midshipman of the Reserve Officers Training Corps (ROTC) engaged in authorized training.

# **FAMILY** SERVICE-MEMBERS GROUP LIFE INSURANCE

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

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

### Cost/Rates

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

- $\star$  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.
- ★ You should contact your Personnel office for any changes to Basic SGLI or Family SGLI coverage.

### 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.
- ★ If you are covered under full-time SGLI, you are eligible to insure your spouse, regardless of whether your spouse is on active duty, retired, or is a civilian.

### Coverage

FSGLI provides up to a maximum of \$100,000 of insurance coverage for spouses, not to exceed the servicemember'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.

### 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.



# ENHANCEMENT FOR DRILL MANAGEMENT

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

EDM is accessible 24/7 by all Navy personnel with a CAC and a CAC-enabled computer. EDM has improved accuracy and timeliness of drill participation records resulting in correct capture of retirement points for the individual Reserve Sailor and has increased pay accuracy associated with rescheduled regular IDT periods, flexible IDT periods, additional IDT periods for pay or nonpay, and funeral honors.

### How does it work?

- $\star$  Reserve Sailor logs into NSIPS and accesses the EDM module to request an IDT action (i.e. request to reschedule regular IDT period(s) and/or schedule an additional IDT).
- ★ The Unit CO, or designated representative, receives notification of a submitted request in NSIPS for their adjudication.
- $\star$  If approved, the request is electronically forwarded to the assigned NRA for final approval and the generation of an electronic individual Inactive Participation Record (IPR).
- ★ Disapproved requests are returned to the Sailor, and the Sailor is notified via a system generated email notification.

- The Reserve Sailor performing the IDT must be electronically mustered in NSIPS. This can be done by any E6 and above member of the Navy, active or Reserve.
- ★ Once mustered, the electronic Individual IPR is sent to the Unit CO, or designated representative, and the NRA for certification.
- ★ The Individual IPR is then recorded for pay and/or retirement point accrual processing in core NSIPS.

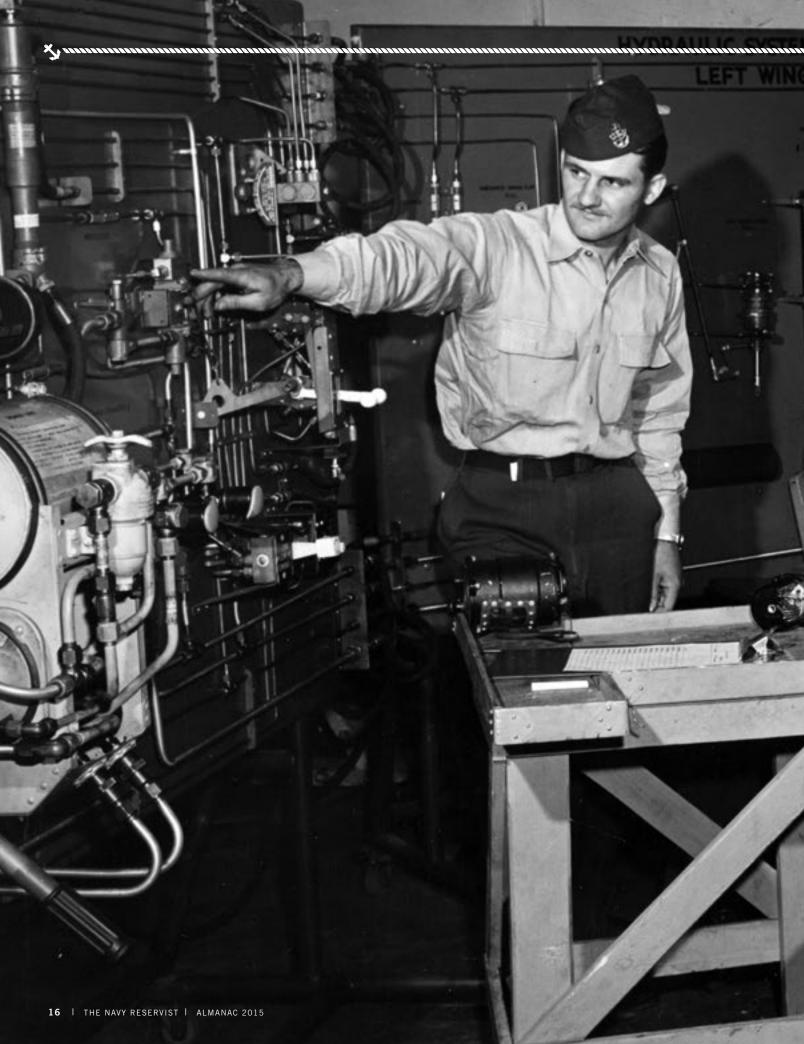
### How do you access EDM?

- 1. Access EDM, which resides in NSIPS, by logging into your NSIPS Electronic Service Record account at the following link: https://nsips.nmci. navy.mil/nsipsclo/jsp/index.jsp
  - 1a. SELRES and VTU members that are new to NSIPS, must first use the NSIPS Self-Service (New Users) link to get an ESR account.
  - 1b. New NRA or System Administrator user roles, must first request an NSIPS account via the New User SAAR Validation (Supervisor) link.

User training is available through JPAs on the NSIPS page (Command Job Performance Aids link).

JPAs may also be used as step-by-step references.







# CAREER NAVIGATOR

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

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

### Career Waypoints

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

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

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

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

### Navy e-Learning

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

- ★ Log in to Navy Knowledge Online (NKO) at https://www.nko.navy.mil/
- ★ CAC and CAC-enabled computer required
- ★ From the LEARNING tab, click on Navy e-Learning>Online Courses

### Navy Credentialing Opportunities Online (Navy COOL)

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

- ★ Log in to NKO at https://www.nko.navy.mil/
- ★ CAC and CAC-enabled computer required
- ★ From the LEARNING tab, click on College and Credentialing, then click on the icon for Credentialing Opportunities Online

### Joint Services Transcript (JST)

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

- ★ Log in to NKO at https://www.nko.navy.mil/
- ★ CAC and CAC-enabled computer required
- ★ From the LEARNING tab, click on Joint Services Transcript

### Electronic Service Record (ESR)

The ESR contains personal, training, education, awards and performance information. When required by regulation, some ESR data is printed as NAVPERS forms and filed in your OMPF. Your ESR, 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. All AC, FTS, and SELRES personnel are required to establish a self-service ESR account within NSIPS per NAVADMIN 043/09.

- ★ Log in to NSIPS ESR at https://nsips.nmci.navy.mil
- ★ CAC and CAC-enabled computer required

### Electronic Training Jacket (ETJ)

The ETJ provides a view of career information documented in Navy personnel databases, such as training and education (including Navy e-Learning, Navy



Enlisted Classification (NEC) codes, and college courses), qualifications and certifications, career history, advancement status, and awards.

- ★ Log in to Navy Knowledge Online (NKO) at https://www.nko.navy.mil/
- ★ CAC and CAC-enabled computer required
- ★ From the LEARNING tab, click on 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.

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

- ★ Log in to BUPERS Online at https://www.bol.navy.mil/
- ★ CAC and CAC-enabled computer required
- ★ Click on Official Military Personnel File (OMPF) My Record

### Physical Readiness Information Management System (PRIMS)

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

- ★ Log in to BUPERS Online at https://www.bol.navy.mil/
- ★ CAC and CAC-enabled computer required
- ★ Click on 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 https://awards.navy.mil

### Career Management System/Interactive Detailing (CMS-ID)

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

- ★ Login to CMS/ID at https://www.cmsid.navy.mil
- ★ CAC and CAC-enabled computer required

### SELRES Change of Designator

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

- ★ BUPERSINST 1001.39F: Administrative Procedures For Navy Reservists
- ★ MILPERSMAN 1212-010: Lateral Transfer And Change Of Designator Codes Of Regular And Reserve Officers
- ★ MILPERSMAN ARTICLE 1212-020: Redesignation Procedures For Limited Duty Officers (LDOS) And Chief Warrant Officers (CWOS) Within Their Respective Community





# CONTINUUM OF SERVICE

The Continuum of Service provides opportunities for a lifetime of service by combining full-time and active duty with part-time Reserve duty 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 informed decisions about their careers while ensuring the Navy receives the greatest support through continued service. To ensure the warfighting readiness of the Total Force, barriers to service will continue to be removed, and all Sailors will be better able to navigate their careers from recruitment to retirement.

### NAVET Affiliation Physicals

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

### Affiliation Bonus for NAVETs

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

### Active Component (AC) to Reserve Component (RC) Transitions/Lane Changes

Career Waypoint (C-WAY) 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 direct conversion in another rate for which they are qualified. 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

### SELRES Delayed Affiliation Program (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)

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:

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

### 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
- Indefinite recall (officer)/Augmentation (enlisted)
- SELRES to FTS

**Definite (temporary) Recall to Active Duty.** This program gives RC officer and enlisted Sailors the opportunity to perform active duty recall orders to fill specific AC or FTS billets for a period of 1-3 years. Personnel remain in the RC and compete for promotion with other RC members while on definite recall orders and then return to their previous status at the completion of orders.

★ MILPERSMAN ARTICLE 1320-150: Active Duty Navy Definite And Indefinite Recall Program For Reserve Officers



★ MILPERSMAN Article 1320-155: Active Duty (ACDU) Navy communities via a semi-annual board. Selected applicants will Definite Recall Program For Reserve Enlisted

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

- ★ NAVADMIN 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
- ★ MILPERSMAN Article 1320-150,:Active Duty Navy Definite And Indefinite Recall Program For Reserve Officers

### SELRES to FTS

SELRES officers apply for transfer and redesignation to the FTS

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

★ NAVADMIN 163/12: Implementation Of DOD Policy Allowing Reserve Component Leave Carryover

### Pay/Benefits Guide

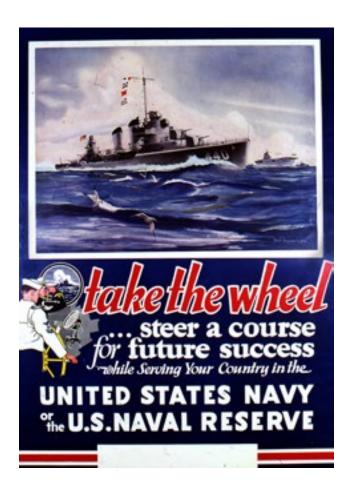
The Pay and Benefits Guide is provided to educate AC and RC members on all pay and benefits associated with their service. Service members who are better educated on their pay and benefits are more likely to stay Navy, resulting in more successful retention and recruiting.



# **OFFICER** SERVICE RECORD MANAGEMENT

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

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



### Submission/Correction Criteria

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

- ★ The document is the "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, handwrite in the upper left corner.

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

### 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-32 5720 Integrity Drive Millington, TN 38055-3201

### Submission of Awards

- ★ Check to see that the award has been entered into the Navy Awards website at https:// awards.navy.mil. Select 'personal awards,' then 'personal awards query' on the right.
- ★ If it is reflected accurately in NDAWS, print your full SSN in the upper right corner of the award, and send a copy to PERS-313 (Navy Personnel Command, PERS-313, 5720 Integrity Dr. Millington, TN 38055), or ask your command to mail it. That's it!
- ★ If it has not been entered into Navy Awards, or is in error, ask your admin office to contact



the Navy Awards authority for your command for assistance. The NDAWS authority will authenticate the award with the assistance of you & your command by following the policy guidance provided on the Navy Awards website.

### 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.

# FLY with the U.S. NAVY



Americans between the ages of 20 to 27 with two-year college credits or the equivalent thereof should Jee the nearest U.S. Navy Recruiting Office

# APPLY

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 at your own expense.

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.

### STEP 1

Review your record! Check your record before every APPLY cycle and every promotion board.

- ★ If you go on active duty or are still on active duty when 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 3 months of your last promotion, do so.

### STEP 2

APPLY registration and dream sheet selection. 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. You may APPLY for up to 35 billets.

### STEP 3

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", must consider for command; "75" should be considered for command; "50" should be considered for a billet; "25" may be considered for a billet; "O" no confidence.

### STEP4

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 vou 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. 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.
- ★ 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.

### FY-16 APPLY Timeline

- $\star$  Exact deadlines will be established in the annual 5400 notice and must be met.
- ★ Eligibility for post-board actions requires members to register and indicate at least one billet choice on the dreamsheet.
- ★ Failure of members with an expiring PRD or returning from active duty, to register will result in transfer to the voluntary training unit!



# **JOAPPLY**

The monthly JOAPPLY online application process is for Junior Officers (O4 and below) 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.

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

(GREEN) PHASE Typically the first 14 days of each month, you can submit up to seven applications as part of your "dreamsheet". You can modify your dreamsheet until the application cycle closes. It is recommended that you apply for seven 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 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 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 Inactive Duty Training Order Writer (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.

★ You will be required to create/update your profile, verify your current and past assignments and projected rotation date (PRD), and update your qualifications. This information is essential and must be accurate in order for program managers and/or CNRFC assignment coordinators to make informed decisions/selections.

- ★ Registration can be done at any time, but must be done before submitting an application.
- ★ 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 Code (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 (three JOAPPLY cycles) to apply for new billets.

If you are in a cross-assigned status, you may apply for a local assignment regardless of the 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.

# JOINT DUTY ASSIGNMENT

There are two types of Joint Duty Assignments (JDAs): Standard and Experienced-based. The Navy Reserve currently has over 300 billets on the Joint Duty Assignment List (JDAL), which have been designated as Standard Joint Duty Assignments (S-JDAs) in order to meet DoD policy and mission requirements.

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

### Background

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

### S-JDA for RC officers who perform duty periodically

- ★ Reserve Officers who perform duty periodically and are assigned to a JDAL position may have time credited toward joint duty; the majority of RC officers performing duty periodically will normally follow either the 3-year or 2-year paths to earn the equivalent of full joint tour credit.
- ★ For officers O-6 and below, the expected initial period of assignment to a JDAL position is 3 years. To encourage tour-length stability, officers O-6 and below must serve a minimum of 2 years in an S-JDA to qualify for any of the tour credit combinations.
- Officers failing to meet the minimum 2-year requirement may request their time served be accrued under the E-JDA path. (S-JDAs under this section do not translate into points for each year completed; officers must meet all requirements for S-JDA/E-JDA and annual participation requirements to receive full joint duty credit.
- Minimum annual participation requirements while serving in a JDAL position are; 66 days (typically 24 days of inactive duty training (e.g., 48 drill periods), 12 days of annual training, and 30 additional days of duty or any other combination of duty) or 36 days (typically 24 days of inactive duty training (e.g., 48 drill periods) and 12 days of annual training).
- After completion of the S-JDA tour, officers failing to meet the 66- or 36-day annual participation requirement may request their time served (number of days divided by 30.4) be accrued under the E-JDA path. Officers have one year from the end date of their joint experience to self-nominate for E-JDA credit.
- ★ Officers must contact the certifying officials (at respective COCOMs) to ensure that the points/days are captured each year. Without this validation/ input, the required credit cannot be input into the Joint Manpower Information System (JMIS) and qualifications cannot be awarded. The contact information can be found on the orders received when assigned to the JDAL billet.

### Joint Qualification Levels

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





# CROSS ASSIGNMENT \*

Cross Assigned (CA) Sailors are critical and valuable members of the Navy Reserve Force and provide support to commands, in both strategic and operational capacities. Our ability to more effectively and efficiently manage the CA population represents an important investment in our Sailors and is paramount to our ability to support the missions of our supported commands.

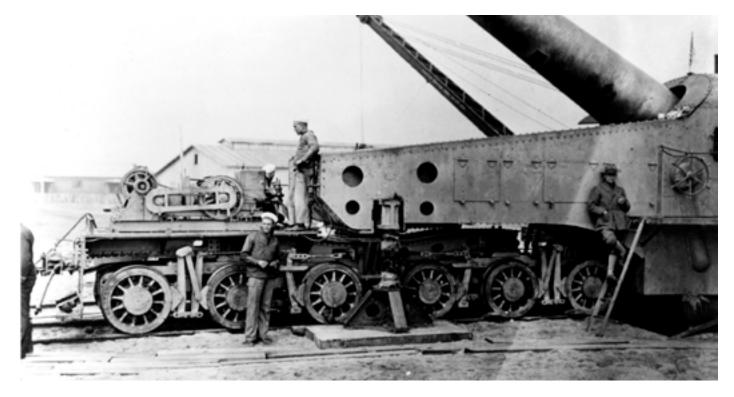
Since January 2014, in support of a CNR Strategic Initiative, there have been twelve fundamental changes and improvements to CA policy and processes, with the goal of improving efficiency, strengthening current systems and tools, educating stakeholders, and providing better support to CA Sailors. Specific improvements include:

- ★ Formalization/codification of CA requirements (RESPERSMAN 1300-060)
- 8 CA training modules for various stakeholders
- Additional Inactive Duty Training Order Writer (IDT/OW) notifications
- IDTT funding business rules and approval process improvements/ transparency
- OSU leadership billets
- CMS-ID quarterly assignment cycle and additional local assignment phase
- CMS-ID & JO APPLY local transfer functionality (for CA and IAP Sailors)

- CMS-ID & JO APPLY increase in number of applications (7 applications per Sailor, each cycle)
- ★ CA module for the Navy Reserve Unit Management (NRUM) Course

It is the responsibility of every Reserve Sailor to understand how the cross assignment process works. One of the most important and critical components to the success of the CA program remains constant and pro-active communications at all levels, which ultimately prepares and empowers Sailors. Unit-level CA best practices are listed below:

- ★ Educate Sailors (officer and enlisted) on manpower tools and assist with applications.
- ★ Assign a cross assignment coordinator to manage and maintain CA Sailors.
- ★ Assign unit career counselor(s) immediately develop CMS-ID and JO-APPLY "experts".
- ★ Support leadership roles and a good structure that will work for your unit.
- ★ Establish early communications with CAI Sailors and maintain throughout their PRD.
- ★ Encourage all CAO Sailors to engage with UMUICs immediately.
- ★ Manage RUAD, constantly. Review billet assignments and career progression.







# CORRESPONDENCE COURSES

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

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

- ★ Automated crediting of retirement points for correspondence courses completed through Navy Knowledge Online, the Naval Education and Training Command non-resident training course website, and any other system which automatically awards retirement points for completion of electronically delivered training, have ceased.
- ★ Non-pay retirement points for completion of correspondence courses will be credited at the rate of one point per 4 hours of instruction. Courses which contain less than 4 hours of instruction are not eligible for retirement point credit. Commander, Navy Reserve Forces Command (N7) will maintain an Assistant Secretary of the Navy (ASN) approved list of authorized courses. If a course is not currently listed on the master course list, it may be submitted to COMNAVRESFORCOM (N7) for routing to and possible approval by ASN for addition to the master list.

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

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





# OFFICER LEADERSHIP TRAINING

In accordance with ALNAVRESFOR 005/11 all drilling SELRES officers (pay and non-pay) are required to attend leadership training once every five years.

- $\star$  Officers who have not attended a leadership course in the last five years are required to attend one of the qualifying leadership classes NLT September 30, 2016. Class quotas are filling up quickly and mobile training teams (MTTs) are also available. Please contact your NOSC training department to schedule one of the qualifying courses which are listed in the reference above as well as in MILPERSMAN 1301-906. For any additional questions, please go to the CNRFC N7 webpage (https:// private.navyreserve.navy.mil/CNRFC/N-Codes/N7/Pages/default.aspx) and click on the "ALNAVRESFOR 005-11, RC Leadership Training Policy Message."
- ★ Members should work through their chain of command and NOSC training department to secure quotas to the appropriate leadership course. Class schedules can be found on Catalog of Navy Training Courses (CANTRAC).



# JOINT-QUALIFIED OFFICER (JQO)

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.

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 Qualification 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.

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

Officers must be in the grade of O-4 or above to be designated a JQO (aka JQS Level III) after having completed JPME Phase II and a Full Joint Tour or obtained equivalent joint experience points. However an O-3 officer may

apply for designation as Joint Qualification Level II after having completed at least 18 points of joint experience and JPME Phase I. A full joint tour is obtained by meeting the time requirements in a Standard Joint Duty Assignment List (JDAL) billet (S-JDA) or by the Experience based self-nomination process (E-JDA) for periods that amount to at least 36 points.

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).

As of September 2013, RC officers have one year from the end date of their joint experience to selfnominate for E-JDA credit.

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

### Joint Professional Military Education for Reserve Component Personnel

### JPME-1 Education

### How does CNRFC N7 select students?

Students are selected via formal selection board. A thorough review of application packages is conducted, during which primary items including strength of record as indicated by PSR and OSR, jobs held in the past, strength of letter(s) of recommendation, and return on investment are considered. Return on investment is measured according to how many years of service, members have remaining upon completing the class, as well as members' potential for service in a joint billet.

### In-Residence

All in-residence school quotas are filled via a competitive process. CNRFC N7 solicits applications and subsequently convenes a board to determine selectees. Funding is provided by ADT-Schools. Members should look for current solicitation messages on the CNRFC N7 JPME webpage, under JPME Announcements. CNRFC N7 also advertises through message traffic, GovDelivery, and Facebook.

Members interested in being directly notified when solicitation periods for applications open, should email cnrfc\_jpmepackage@navy.mil to be placed on "GovDelivery" subscription for JPME opportunities. By doing so, members will receive an email copy of solicitation messages as soon as they are released.

While in attendance at service colleges, members' unit RUADs do not change, and upon graduating members should expect to return to their previously-assigned unit unless they have applied for a change.

### 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 in duration and some do offer the opportunity for a master's degree in addition to 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 OSR, making you more desirable for mobilizations requiring this education.

### JPME Operational Support (OS) Course

- ★ OS courses are held at the Navy War College in Newport, R.I.
- ★ CNRFC N7 will facilitate getting you into an in-residence two-week seminar in Newport. There are 3 classes, Strategy and War (upon completion, members receive 100% credit for that module), Theater Security Decision Making (upon completion, members receive approximately 50% credit for that module and must complete the module via distance learning), and Joint Maritime Operations (upon completion, members receive approximately 30% credit for that module and must complete the module via distance learning).

### JPME-1 Distance Learning

- ★ Navy, Marine Corps and Air Force registration is handled directly through the school.
- ★ The Marine Corps program lists three options for completing the course: in-residence, blended and online.
- ★ If selected by CNRFC N7, members shall ensure they choose the online option as CNRFC N7 does not fund the other options.
- ★ Army distance learning requires coordination with CNRFC N7 department.

### 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.
- $\star$  No current requirement for SELRES to take a JDAL billet on graduation per instruction.
- $\star$  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**

- ★ This is the method most Reserve Sailors use to get their JPME-2 credit. 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 at the Joint Forces Staff College in Norfolk, Va.
- ★ If you are an FTS or SELRES on active duty, your command must pay for the in-residence TAD portion.
- ★ Members interested in AJPME should email cnrfc\_jpmepackage@navy.mil and inquire about the board schedule as there have been some changes in the solicitation and selection schedule in the recent past. Members must be aware that these quotas are subject to the same application and selection process as all other JPME opportunities funded by CNRFC N7. The course dates can be found on the Joint Forces Staff College website.
- ★ 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, CNFRC 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.

# NAVY KNOWLEDGE ONLINE

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

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

### Navy eLearning (NeL)

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

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



2015 - 2025

# OUR COURSE TO THE FUTURE NAVY RESERVE VISION

continue to be valued for their readiness, innovation and agility in whatever task or mission the Navy or our nation requires. This will be an 'All Hands' effort and there are great opportunities ahead." "It is fitting that this new Vision not only celebrates a century of Reserve Sailors serving our Nation, but also builds on our history and heritage to set a course for the future. Navy Reserve Sailors will

Vice Admiral R.R. Braun, USN, Chief of Navy Reserve

# Mission

Deliver strategic depth and operational capability to the Navy, Marine Corps, and Joint Force.

### Vision

A ready and agile Force, whose military and civilian skills are deliberately leveraged to support mission accomplishment.

## Strategic Imperatives

# KEEP PACE WITH NAVY'S FUTURE CAPABILITIES:

We will be integrated with the Navy's newest platforms, capabilities and missions.

# MAINTAIN A READY FORCE FOR TOMORROW:

We will remain operationally proficient, ensuring a ready, highly trained, and surge-capable Force.

# ACTIVELY EMPLOY EACH SAILOR'S UNIQUE CAPABILITIES:

We will align and employ our Sailors' military and civilian skills with future requirements.

# DELIVER TECHNOLOGICALLY ADVANCED SOLUTIONS:

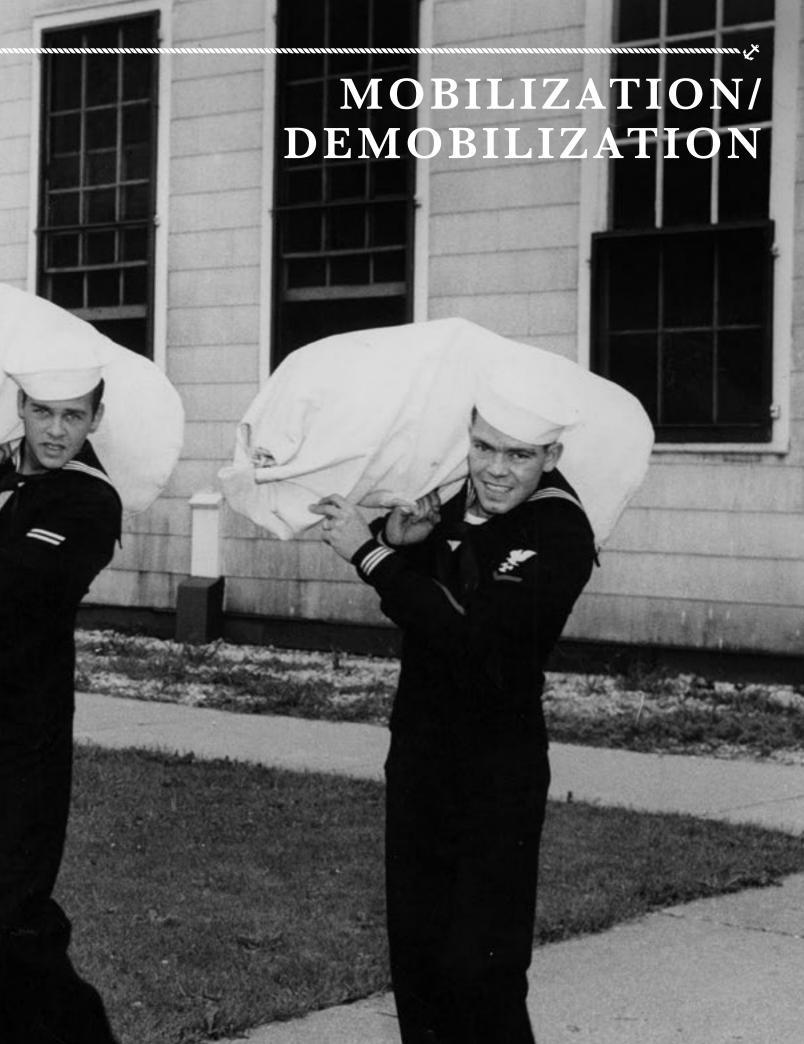
We must consolidate and modernize the systems used to enable and manage Sailor readiness, while improving Sailor access to those systems.

## **DEVELOP TRANSFORMATIONAL LEADERS:**

We will train and retain the best of our nation; inspirational leaders of all paygrades, with diverse skillsets, who will deliver tomorrow's Navy Reserve. Annual Strategic Initiatives will enable us to focus efforts on those issues that have the biggest impact on Reserve Sailors, driving progress to achieve our vision.







### **MOBILIZATION**

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

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

### What is the role of the NOSC?

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

*Your* Naval reserve

Both officer and enlisted Reserve Sailors are eligible to volunteer for mobilizations. Prior to volunteering, Sailors should ensure that they are volunteering for a billet for which they are fully qualified and for which they have chain of command approval. Mobilization opportunities are advertised via GovDelivery. The screening process contains five sections, based on the mobilization billet requirements. CNRFC N35 includes billet information in all mobilization billet advertisements to include:

- Rate/Designator
- Expiration of Service (EOS)
- Rank

- ★ Navy Enlisted Code (NEC)
- ★ Navy Officer Billet Classification (NOBC)
- ★ Security Clearance

### How To Volunteer For A Mobilization in 3 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.





### YELLOW RIBBON REINTEGRATION PROGRAM

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

Through YRRP events, service members and loved ones connect with local resources before, during, and after deployments. Reintegration during post-deployment is a critical time for members of the Guard and Reserve, as they often live far from military installations and members of their units. Commanders and leaders play a critical role in assuring that Reserve service members and their families attend YRRP events where they

### RETURNING WARRIOR WORKSHOP

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 is paid at the current government rate for up to 400 miles. The host RCC will work to pair returning Sailors with an RWW nearest to their residence.

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.

### 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



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

### FAMILY CARE PLAN

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

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

### A Family Care Plan is required for

- ★ Single parents
- $\star$  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:

- $\bigstar$  Upon birth, adoption, or assumption of legal guardianship of an elderly/disabled family member
- ★ Upon change of previous caregiver
- ★ Upon reporting to a new duty station

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

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

### **TAMP**

Pre-Activation and Transitional Assistance Management Program (TAMP) Medical Benefits for Members Activated in support of Contingency Operations.

### Pre-Activation Benefits

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

### Demobilization

You may receive TAMP when you deactivate from active duty after serving more than 30 consecutive



days in support of a contingency operation.

### If mobilized in support of a Contingency Operation:

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

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

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

- ★ You may qualify to purchase Tricare Reserve Select
- $\star$  If you do not qualify for TRICARE Reserve Select, you can purchase the Continued Health Care Benefits Program
- ★ You can accept employer-sponsored health insurance
- ★ You can search for civilian health plans via the Health Insurance Marketplace

### **ACTIVATION & 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
- $\Box$  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 collegeage 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 1200/511, Area of Responsibility theaterspecific 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.





### TRICARE DENTAL PROGRAM

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

For Sailors that need an annual dental exam for dental readiness, civilian

dentists who participate in the TRICARE Dental Program will complete the DD Form 2813 at no additional cost.

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

### 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





### TRICARE RESERVE SELECT

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.

### 2015 Monthly Rate

Member Only: \$50.75 per month Member & Family: \$205.62 per month

### **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, 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**

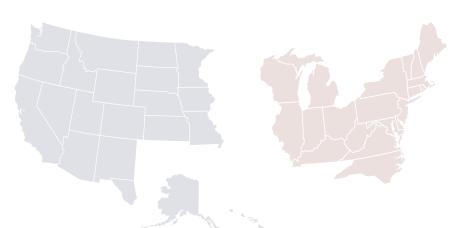
**Regional Contractor: Humana Military** 1-800-444-5445 www.humana-Military.com

The South Region includes Georgia, Louisiana, Mississippi, 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

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









### GOVERNMENT TRAVEL CHARGE CARD PROGRAM

The Government Travel Charge Card (GTCC) program is intended to provide Navy travelers a safe, effective, convenient and commercially available method to pay for authorized travel expenses incident to official travel.



The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel (military or civilian). The GTCC reduces the need to issue traditional travel advances for expenses, and provides financial readiness to DoD personnel (military or civilian).

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/travelcard

\*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.

### DO

- ★ Select split disbursement within DTS
- 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
- 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 24/7 on the Government Travel Charge Card Electronic Access System, CitiDirect, for registered users at: www.home.cards.citidirect.com/CommercialCard/ Cards.html



### TRAVEL ORDERS/ **AUTHORIZATIONS** & VOUCHERS/CLAIMS

The Navy Reserve Order Writing System (NROWS) is the single, enterprise-wide Web-based application for putting a Reserve Sailor on annual training (AT), active duty training (ADT) and inactive duty training travel orders (IDTT). It incorporates the orders application process with an automated approval 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 account and the Government Travel Charge Card (GTCC).

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

### 1. Create an application in NROWS

- \* Requirement owner assigns Sailor to requirement and resource owner approves assignment.
- ★ Traveler completes order application in NROWS.
- ★ The traveler saves and routes the application for approval.
- ★ NROWS automatically emails the traveler when their application is approved or disapproved.
- $\star$  Once approved, the 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.
- $\star$  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 types of orders are completed using legacy processes.

### What is the role of the NOSC?

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

### Common misconceptions and mistakes

### Common NROWS mistakes:

- ★ Forgetting to save and submit the NROWS application
- ★ Travel dates do not correspond with the order dates
- ★ Manually entering an airport instead of selecting available airport from drop down menu
- ★ Incorrectly selecting "POV not advantageous to government/POV advantageous to government" when choosing POV as the travel mode
- Traveler must depart and return to home of record unless on consecutive 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, provided meals, and flat rate per diem.
- ★ Calling airlines and rental car agencies directly to make reservations. All air and rental car transportation must be procured by the 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; CTWSATO E-invoice; rental car and hotel receipts; receipts for expenses over \$75.00; currency conversion table, if applicable)
- ★ Missing detailed justification for flagged items





### POST 9/11 GI BILL & TRANSFER-**ABILITY**

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

### 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. The only qualifying active duty periods are mobilization, Active Duty for Training (ADT), Active Duty for Special Work (ADSW), and Active Duty for Operational Support (ADOS).

### Expiration of Entitlement

The Post 9/11 GI Bill entitlement expires 15 years from the date of the Sailor's last release or discharge from active duty of at least 90 consecutive days other than for training. Reserve Sailors who do not have a single period of qualifying active duty service of 90 consecutive days will have their entitlement expire 15 years from the date of release or discharge from the active duty period during which they have reached the required 90 days of aggregate qualifying active duty service. Dependent children can use the entitlement between the ages of 18 and 26 only.

### 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

Individuals serving an aggregate period of active duty after September 10, 2001 of:	% 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%

12 months of the Post 9/11 GI Bill if they possess the required qualifying active duty service.

### Transferability

To promote recruiting and retention, Sailors who are eligible for the entitlement are allowed to transfer a portion or all of their unused entitlement to their spouse and/or children who are enrolled in the Defense Eligibility Enrollment System (DEERS) and are eligible for identification card benefits. Transferability requires an agreement to serve four additional continuous years of service or service to statutory limits, whichever service period is less, for all Sailors. All Sailors are required to have a NAVPERS 1070/613 Administrative Remarks page agreeing to serve the required additional years of service prepared by their command in their electronic service record (ESR). The primary reason for denial of a transferability request is failure to obligate service. The additional service obligation must reflect in the ESR prior to submitting a request to transfer the entitlement. Enlisted Sailors need to consult with their command career counselor to ensure their current obligated service is sufficient to meet the required additional service obligation or to discuss other options. Enlisted Sailors have 30 days after a 4-year reenlistment to submit a transferability request. Shortterm extensions are not authorized for the purpose of transferability. Once the additional service obligation page reflects in the ESR, Sailors can complete and submit the electronic transfer election using the Transfer of Education Benefits (TEB) web application located at https://www.dmdc. osd.mil/milConnect. Sailors are responsible to check the status of their application for approval or disapproval within two-business day of the application submission date.

### YELLOW RIBBON PROGRAM

This program allows institutions of higher learning to voluntarily enter into an agreement with the VA to fund tuition and fee expenses that exceed the tuition and fee amounts payable under the Post-9/11 GI Bill.



### NAVY RESERVE **CHAPLAINS**

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. Chaplains are available to any Reserve Sailor or family member.

### You can call a chaplain about...

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

### INSPECTOR GENERAL

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

- $\star$  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

- ★ Deployment/mobilization whether for the first time or multiple deployments
- ★ Marriage/relationship issues
- ★ Religious/spiritual questions
- ★ Moral/ethical issues
- ★ Anything you need to share in confidence!

### What do they offer?

- ★ Provide a wide spectrum of counsel, advice, and pastoral care for service members and their families.
- ★ They keep 100% of your communications in complete confidence unless you direct otherwise.
- ★ 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 can also facilitate religious ministry for faiths other than their own.
- ★ Advise leaders at all levels in the Naval Service regarding morale, ethics, and spiritual well-being.

### 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

### VETERANS AFFAIRS LOANS

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.

### NAVY-MARINE CORPS RELIEF SOCIETY

NMCRS is a private non-profit charitable organization sponsored by the Department of the Navy.

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

The mission of the NMCRS is to provide, in partnership with the Navy and Marine Corps, financial, educational, and other assistance to members, eligible family members, and survivors when in need; and to receive and manage funds to administer these programs.

- ★ 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

### Eligibility

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

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

### Important Documents

- ★ DD-214. Your DD-214 is your proof of military service. It shows the nature of your discharge, dates of service, and current classification. The DD-214 is one of the most important documents you'll get when you leave military service. You'll need it to claim military benefits including VA loans, GI Bill, and medical services provided by the VA.
- ★ Certificate of Eligibility (VA Form 26-1880): 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.





### THRIFT SAVINGS PLAN

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.

### 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.



## EMPLOYER SUPPORT OF THE GUARD AND RESERVE

Employer Support of the Guard and Reserve (ESGR) informs and educates servicemembers and their civilian employers regarding their rights and responsibilities governed by the Uniformed Services Employment and Reemployment Rights Act (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
  - \*A fter 8 hours rest plus normal travel time from the military training site to the place of civilian employment.



### Statutory Authority

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

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

### USERRA requires employers to provide the following:

- $\star$  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:

- $\star$  The employer had advance notice of the employee's service
- $\star$  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.





### FLEET & FAMILY SUPPORT PROGRAM

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

### Eligibility

Reserve Sailors or dependents with a military ID or dependent ID

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

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

### Available Programs

- ★ Emergency Preparedness and Response
- ★ Crisis Intervention and Response
- ★ Personal and Family Wellness Education and Counseling
- ★ Military and Personal Career Development

- ★ Financial Education and Counseling
- ★ Spouse Employment
- ★ Deployment Support for Sailors and their Families
- ★ Exceptional Family Member Support

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

### Deployment Readiness

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

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



### POLICY BOARD

The Navy Reserve Policy Board (NRPB) is your voice to make the Navy Reserve a better place for you and your shipmates. It is a team of SELRES and FTS officers and enlisted who meet quarterly to consider policy recommendations from across the force.

### 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 complexity 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, and through conclusion, submitters are normally 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:

**CONCUR** (for submissions actionable by the staff of the Chief of Naval Operations (CNO) or Chief of Navy Reserve (CNR)):

The recommendation is briefed to CNR or Commander, Navy Reserve Forces Command, (CNRFC). Upon approval, changes to policy are tracked through completion.

CONCUR (for submissions which require 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.

NON-CONCUR (submissions for which the board does not make a recommendation to change policy): The submitter is provided an explanation of why the board did not concur with a change to current policy:

The board considers the optimal balance of the interests of the Navy, the mission, and the Sailor. In many of these cases, the board will suggest resources or other avenues to help address the challenge that inspired the original submission.

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.

### TSA PRECHECK **PROGRAM**

TSA Pre<sup>™</sup> expedited screening is available to members of the military at all participating TSA Pre<sup>™</sup> airports when they use their Department of Defense (DoD) identification number when making flight reservations.

### 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.

Currently, as part of an intelligence-driven, risk-based approach to security, TSA offers TSA Pre™ expedited screening benefits to U.S. armed forces

servicemembers, 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, and light outerwear, such as a jacket and belts.

### 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  $Pre^{TM}$  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.



### LEGAL ASSISTANCE

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

### Eligibility

Reserve Sailors on active duty for 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.

### Region Legal Service Offices can provide assistance in:

- ★ Consumer/Financial Affairs
- ★ Crime Victim Information and Advice
- ★ Disaster Relief Support/Advice
- ★ Family Law
- ★ Foreclosure Advice/Counseling
- **★** Immigration

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

For the purpose of enhancing the readiness of Reserve personnel for mobilization, premobilization 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.

### FUNERAL HONORS

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.

### 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 At the funeral, 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.

### **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. Activeduty personnel and Reserve component members, including members of the National Guard in Title 32 status, may perform this mission.

### MILITARY LODGING

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

### Eligibility

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

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

### AVAILABLE FACILITIES

Military lodging facilities run the gamut from modern resorts to mountain cottages. There are limited-service hotels built specifically for families arriving at a new duty station as well as full-service recreational facilities. Below are the types of facilities you can expect to find:

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

### INFORMATION, TICKETS AND TOURS (ITT)

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

### Eligibility

Generally, you can take advantage of ITT or leisure travel services if you can provide proof of Department of Defense affiliation, typically with an ID card

or a leave and earnings statement. Eligible service members and other individuals include active duty, Reserve members and retired service members; "Gray Area Retirees," National Guard and Reserve members who have retired but are not yet 60 years old; and their family members; DoD Civilians and non-appropriated fund personnel.

Whether you and your family 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 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.

### SPACE-A

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

### Eligibility

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

You'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 cannot reserve seats: available seats are offered to registered passengers often hours before the flight.

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

### 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 is not available, 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.



### Navy Reserve Force Phone Directory





### CHIEF OF NAVY RESERVE

(703) 693-5757

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

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

COMMANDER, INFORMATION DOMINANCE CORPS RESERVE COMMAND

(800) 544-9962

### **NAVREG NORTHWEST RCC EVERETT**

(425) 304-3338

**ANCHORAGE, AK** (907) 384-6487

BILLINGS, MT (406) 248-2090

**BOISE, ID** (208) 422-6289

CHEYENNE, WY (307) 773-6500

**DES MOINES, IA** (877) 285-5581

**EVERETT, WA** (425) 304-4777

**FARGO, ND** (877) 470-9833

**HELENA, MT** (406) 449-5725

KITSAP, WA

(360) 627-2203

MINNEAPOLIS, MN (612) 713-4600

OMAHA, NE (402) 232-0090

PORTLAND, OR (503) 285-4566

SIOUX FALLS, SD (877) 481-4728

**SPOKANE, WA** (877) 719-0101

**SPRINGFIELD, OR** (541) 463-7281

**WHIDBEY ISLAND, WA** (360) 257-2922

### NAVREG SOUTHWEST RCC SAN DIEGO

(619) 532-1842

**ALAMEDA, CA** (510) 814-2605

**ALBUQUERQUE, NM** (505) 853-2430

**DENVER, CO** (866) 864-2575

FORT CARSON, CO (866) 220-0666

**GUAM, GU** (671) 339-2668

**LEMOORE, CA** (559) 998-3778

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**MORENO VALLEY, CA** (951) 656-2145

**NORTH ISLAND, CA** (619) 545-2632

PEARL HARBOR, HI

(866) 729-0715

**PHOENIX, AZ** (602) 484-7292

**RENO, NV** (866) 401-1865

SACRAMENTO, CA (866) 254-6450

SALT LAKE CITY, UT

**SAN DIEGO, CA** (866) 843-0431

SAN JOSE, CA (866) 560, 6775

TUCSON, AZ (866) 392-9623

VENTURA COUNTY, CA

(805) 982-6106

### NAVREG SOUTHEAST RCC FORT WORTH

(800) 201-4199

(866) 804-1627

(512) 458-4154

CORPUS CHRISTI, TX (361) 728-5506

EL PASO, TX

(866) 684-8277

FORT WORTH, TX

**GULFPORT, MS** (866) 502-1271

**HARLINGEN, TX** (866) 797-9276

**HOUSTIN, TX** (832) 380-7400

**KANSAS CITY, MO** (866) 813-0498

LITTLE ROCK, AR (501) 771-1661

### NAVREG MID-ATLANTIC RCC GREAT LAKES

(866) 535-8538

**AKRON, OH** (330) 491-3450

**AVOCA, PA** (866) 527-6593

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**CINCINNATI, OH** (513) 221-0138

**COLUMBUS, OH** (614) 492-2891

**DECATUR, IL** (217) 875-1733

**DETROIT, MI** (586) 239-6289

**EBENSBURG, PA** (866) 527-6599

**ELEANOR, WV** (304) 586-0326



(866) 769-2356 **GREEN BAY, WI** 

(920) 336-2444

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INDIANAPOLIS, IN (317) 924-6389

**LEHIGH VALLEY, PA** (866) 527-6597

LOUISVILLE, KY (866) 586-3457

**MADISON, WI** (608) 249-0129

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**PEORIA, IL** (309) 697-5755

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### **NAVREG MID-ATLANTIC RCC NORFOLK**

(757) 444-7295

**BALTIMORE, MD** (410) 752-4561

**BANGOR, ME** (207) 974-1301

**BUFFALO, NY** (866) 689-9952

**CHARLOTTE, NC** (704) 598-0447

**EARLE, NJ** (866) 340-4593

FORT DIX, NJ (609) 562-1568

**GREENSBORO, NC** (866) 278-2371

LONG ISLAND, NY (631) 768-3250

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**ROANOKE, VA** (540) 563-9723

ROCHESTER, NY (866) 682-3061

SCHENECTADY, NY (866) 327-2483

**SYRACUSE, NY** (866) 280-1761

**WASHINGTON, DC** (240) 857-8947

WHITE RIVER JUNCTION, VT (866) 743-1590

**WILMINGTON, NC** (910) 777-2523

### NAVREG SOUTHEAST RCC JACKSONVILLE (904) 542-2486 X123

ATLANTA, GA (678) 655-5925

**AUGUSTA, GA** (706) 733-2249

BESSEMER, AL (866) 694-6259

CHATTANOOGA, TN (423) 698-8955

CHARLESTON, SC (843) 794-2620

COLUMBIA, SC (803) 751-9251

**COLUMBUS, GA** (706) 322-4670

**GREENVILLE, SC** (864) 277-9775

**JACKSONVILLE, FL** (904) 542-4051

**KNOXVILLE, TN** (866) 263-8614

**MEMPHIS, TN** (866) 422-6105

MIAMI, FL (866) 566-4538

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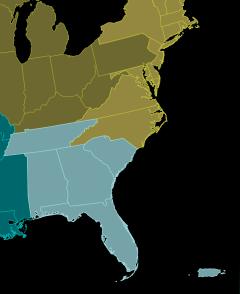
PENSACOLA, FL (866) 482-0026

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