

# the Naval Reservist

Vol. 27, No. 11

Support to the Fleet... Ready and Fully Integrated

November 2002

## Security first, says President

WASHINGTON—President Bush signed fiscal 2003 Defense Appropriations and Military Construction Appropriations acts into law on Oct. 23 in a White House ceremony. The President noted that security of the American people is the first commitment of the American government.

"Our nation faces grave new dangers, and our nation must fully support the men and women of our military who confront these dangers on our behalf," Bush said in remarks before signing the two bills.

The fiscal 2003 defense appropriation of \$355 billion reflects a \$37 billion increase over fiscal 2002 spending.

Continued on page 3

## Units to conduct readiness standdown

NEW ORLEANS—All Naval Reserve units will have a chance to examine and improve their mobilization readiness in December by taking part in a Force-wide "Readiness Standdown."

Naval Reserve Forces Command and Naval Air Force Reserve will provide more guidance over the next month, ensuring that all units have the tools and resources they need to maximize readiness of their people.

"This standdown will help individual Reservists to prepare," said CAPT Tom Blakeney, deputy chief of staff for plans and policy, Naval Reserve Forces Command.

Continued on page 2



**WEAPONS LOADING**—Naval Reservist AOAN James Sleibaugh of VP-65 carries a bomb hoist during squadron training exercise in September at NAS Pt. Mugu, Calif.



Photo by Ted Carlson of Fotodynamics

**READINESS**—LT Rob Molina of VAW-78 provides airborne intercept control for an opposed strike during a CVWR-20 deployment to El Centro, Calif., where squadrons of the Naval Reserve Tactical Air Wing honed their tactical air skills in September. See more on page 5.

## Reserve fighter squadron to embark ROOSEVELT

FORT WORTH, Texas—In October, Naval Reserve Strike Fighter Squadron 201 (VFA-201) mobilized to support active Navy Carrier Air Wing EIGHT (CVW-8).

A week earlier, Reservists assigned to VFA-201 were going about their everyday civilian lives as airline pilots, industry executives, airline mechanics and firefighters. At day's end, they came home to their roles as spouses and parents. But all that has changed.

The entire Reserve squadron is now on active duty with CVW-8. The wing is scheduled to deploy aboard aircraft carrier USS Theodore Roosevelt (CVN 71) early next year in support of the war on terrorism.

VFA-201 members have joined CVW 8 at Naval Air Station Fallon, Nev., for pre-deployment training. They will also undergo at-sea training aboard Roosevelt before deploying early next year.

Should operational commitments require President Bush to quickly call upon ready forces, the Navy determined that the best option was a one-time mobilization of the Naval Reserve Hornet squadron to maximize CVW 8's capabilities.

The Texas-based Reserve squadron replaces active Navy squadron VFA-22, which in turn is temporarily replacing active Navy squadron VFA-102 in CVW-9. VFA-102 is currently transitioning to the F/A-18E/F Super Hornet and their train-

ing cannot be accelerated.

Almost 100 Reservists assigned to VFA-201 have been mobilized thus far, bringing the squadron's full-time complement to more than 200 experienced men and women. Almost all of the Reserve officers and many of the Reserve enlisted personnel were previously active duty members before joining the Naval Reserve.

Commissioned in July 1970, VFA-201 "Hunters" over the years have flown F-8 Crusaders, F-4 Phantoms and F-14 Tomcats before transitioning into their present F/A-18 Hornets in 1999. For more about VFA-201, go to [www.vfa201.navy.mil/](http://www.vfa201.navy.mil/).

—Donald Ray, NAS JRB Fort Worth Public Affairs

## Reservists to fly C-37 Gulfstream

The "Starlifters" of VR-1 accepted the Navy's first C-37 Gulfstream aircraft Oct. 11 at Naval Air Facility Washington, D.C.

"The Gulfstream V makes excellent economic sense," said RADM David Kloepfel, Commander, Naval Air Force Reserve. "With this airplane, we can fly further, faster, more reliably and with a greater payload of people and equipment than ever before."

Continued on page 5

## Unit leaders get additional drill time

NEW ORLEANS—Time is a premium, especially on drill weekends, often with not enough time to get everything done. Naval Reserve leaders have come up with an innovative way to allow for extra drill time each month this fiscal year. Additional Training Period (ATP) and Reserve Management Period (RMP) guidance is in COMNAVRESFORCOM messages 071902Z OCT 02 and 010001Z OCT 02.

Additional training falls under Inactive Duty Training (IDT) funding. Forcewide RMP use is a pilot program allowing Naval



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## Sailors Matter



**FORMC(AW/NAC)**  
**Tom Mobley**  
Force Master Chief

In the past few months, the Naval Reserve Force has taken giant steps toward streamlining the order writing and travel process.

These efforts have historically been a stumbling block for Reservists ready to take on AT, ADT and IDTT orders. New procedures tap into the latest technology and are an ongoing

part of efforts to provide improved customer service for all Naval Reservists.

The New Order Writing System, or NOWS, allows Web-based processing of orders in a very timely manner. This easy-to-use system gives Reservists a chance to identify when they want to train, to submit requests up the chain of command for approval and have orders processed and prepared in a timely manner. NOWS is also a key component in acquisition of travel itineraries via the Internet. More about NOWS is available at [www.navresfor.navy.mil/navresfor/Now/index.html](http://www.navresfor.navy.mil/navresfor/Now/index.html).

COMNAVRESFOR is exploring every opportunity to improve customer service for all Naval Reservists. The success of NOWS leads us to explore other business processes for continued improvements in service to Reservists and the Fleet.

If you have suggestions on how COMNAVRESFOR can continue to develop procedures to serve the Reserve Force better, please share them with me.

*T. W. Mobley*

T. W. MOBLEY  
Force Master Chief, U.S. Naval Reserve

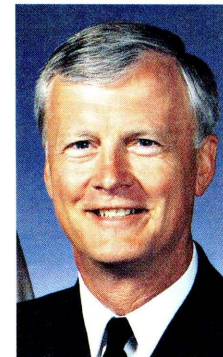
# Focus on the Force

News and Views from Naval Reserve Leadership

## What's New

Issue	Summary	References
<b>Change in Title for Three Fleet Commanders</b>	SECDEF directed that the title Commander-In-Chief shall be reserved solely for the President of the United States. On Nov. 1, these titles will change: • CINCLANTFLT will become Commander, U.S. Atlantic Fleet • CINCPACFLT will become Commander, U.S. Pacific Fleet • CINCUSNAVEUR will become Commander, U.S. Naval Forces Europe	OPNAVNOTE 3111
<b>Manpower &amp; Personnel Policy for FY 03</b>	Naval Reserve Force policy will continue support of Operations <i>Noble Eagle</i> and <i>Enduring Freedom</i> as well as other requirements and providing management for the enlisted and officer community.	ALNAVRESFOR 030/02
<b>Tuition Assistance Policy Change</b> (for active duty members)	Navy will now pay 100 percent of tuition costs and fees for course enrollments by active duty Sailors in off-duty time, with specified stipulations.	NAVADMIN 349/02
<b>Resumption of Anthrax program</b>	DoD has ordered threat-based resumption of the program, which services will implement for personnel deploying to high-threat areas for extensive time.	NAVADMIN 351/02 <a href="http://www.anthrax.osd.mil">www.anthrax.osd.mil</a>
*VIEW MESSAGES ONLINE—Reservists can view messages on the Internet. For Navy ALNAVs and NAVADMINS, go to <a href="http://www.bupers.navy.mil">www.bupers.navy.mil</a> and select "messages." For Reserve Force ALNAVRESFORs, go to <a href="http://www.navres.navy.mil/navresfor/n01a_com/admin/alnavres.html">www.navres.navy.mil/navresfor/n01a_com/admin/alnavres.html</a> .		

## Commander's View



**VADM John Totushek**  
Commander,  
Naval Reserve Force

Dear Shipmates,  
As world events evolve, our attention turns to readiness. We as Naval Reservists must be ready—in more ways than military readiness. We must hone our military skills—and it is imperative that we prepare our families, employers and our personal lives as well.\*

Make plans now as if you are going to be mobilized. Think through what needs to be done. Prepare checklists. Make sure your will and financial plans are up to date. If you think you will need help with your employer, speak to a representative of the Employers Support of the Guard and Reserve (ESGR). Reps can help with legal issues and communication between employer and Reservist. Each unit should have a member designated as an ESGR representative who maintains contact with the local chapter.

Each unit should also have an Ombudsman designated. If you do not have one, push it up the chain of command. These trained volunteers work with the CO and the LCPO to take care of families, especially in times of mobilization. They are vital to our loved ones when we are called.

Our policy will continue to be to accept volunteers and those who have not already served in the Global War on Terror. There may be instances, however, where some may need to serve again because of their unique sets of skills. I expect these cases to be very few.

An update on our continued process to deliver the best possible service to our drilling Reservists and the Fleet:

Last month we hosted the Louisiana Quality Award Review Team at headquarters. That visit will result in a comprehensive review by a team experienced in looking at organizations and measuring them against the state's best performing entities. My hat is off to the COMNAVRESFOR Inspector General team who led the effort putting together a great application that got the process started. We will report the results in the next couple of months.

Remember, this is not about winning an award; it is about a continued process for improvement.

Lastly, I thank each of you for what you are doing for the Navy and nation during this pivotal time in our history.

You are making a difference, and you make me very proud to serve alongside you.

*J. B. Totushek*

J. B. TOTUSHEK  
Vice Admiral, U.S. Naval Reserve

\* Note: Last year's November issue included four pages of valuable mobilization resources. Check pp. 7 and 8 of this issue for a recap of readiness resources.

## Readiness Standdown

Continued from page 1

"Each Reservist can do a lot to improve his or her own readiness," said Blakeney. "Get familiar with the mobilization checklist. Make sure your medical and dental exams are current."

Specific taskings will be given to drilling Reservists, unit commanding officers and all Echelon IV commands to ensure that after the "Readiness Standdown," Naval Reservists have a better understanding of their personal mobilization readiness, and will be better prepared.

Completion of the standdown does not mean that a Reservist will be mobilized. When mobilizations started in September 2001, the Naval Reserve Mobilization Cell found that information in databases regarding individual Reservists—training, medical exams, etc.—was not always accurate.

"We ran across some consistent problems in the first round of mobilization, and this standdown gives everyone an opportunity to address those areas," Blakeney explained.

More information will be provided on Naval Reserve Web sites and through the chain of command.—COMNAVRESFOR Public Affairs



Photo by JO2 Jennifer Valdivia

**LOOKOUT—Airman Michele Daniele, a non-prior service Naval Reservist, looks out from USS ROBERT G. BRADLEY (FFG 49) during her unit's tour of BRADLEY, USS O'BANNON (DD 987) and USS JOHN F. KENNEDY (CV 67) in Mayport, Fla. This marked the first time that four new members of Fleet Support Unit 1208 had seen a Navy ship. Unit training officer OSC Gary F. Donate explained, "We cover subjects through videos and photos in classes at Naval and Marine Corps Reserve Center Orlando, but hands-on experience lets new Sailors put to use what they've learned." Training new Sailors is a major focus of the Naval Reserve Force.**

## Active duty Navy, Reserve recruiting merge for 'Total Force' success

MILLINGTON, Tenn.—Navy Recruiting Command (CNRC) and Naval Reserve Recruiting Command (CNRR) consolidated Oct. 1, to establish a unified, efficient Navy recruiting force.

RADM George E. Voelker, Commander, Navy Recruiting Command, assured key players from both commands at a conference in Millington, Tenn., that this was a means to unify and establish Total Force recruiting for the Navy.

Navy Recruiting Command is taking a phased approach in combining resources of the two recruiting forces, according to Sheila Johnson, a CNRC operations research analyst. One of

the first steps is shared communications for the consolidated command. The first move of this task was accomplished in September, when Reserve recruiting staff members were provided access to Navy Recruiting Command's network server.

There are no plans to transfer any Reserve personnel to active duty recruiting, nor are any personnel moves contemplated. Goals will not change for CNRC's active or Reserve recruiters. Reserve recruiting headquarters will remain in New Orleans, where it will now function as a Navy-recruiting major command under CNRC's direction, raising the number of recruiting ma-

for commands to five.

Field recruiters are not expected to see immediate changes due to the consolidation, according to Johnson. She explained that Reserve recruiters will still recruit for the Reserve Force, and active duty recruiters will continue to recruit exclusively for active duty Sailors. The idea of Total Force recruiting is now a reality for the Navy, enabling all recruiters to continue to ensure that the Navy is ready to answer the bell when the nation calls. For more information, go to [www.cnrc.navy.mil/](http://www.cnrc.navy.mil/).

—Navy Recruiting Command Public Affairs

**the Naval Reservist**

VADM John B. Totushek, USNR  
Commander, Naval Reserve Force

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(select the "Current Issue" button, then "Tips for Sending Materials"). Contributors may send news and images to [TheNavalReservist@COMNAVRESFOR](mailto:TheNavalReservist@COMNAVRESFOR).

**2001 DoD Thomas Jefferson First Place Award Winner**

NEWS ONLINE

• The Naval Reservist issues can be accessed at





**WARFIGHTING SKILLS**—Naval Reservists from SEAL Team Four train alongside active duty SEALs, rappelling from an H-3 helicopter during a Naval Special Warfare demonstration at Fort Story, Va., last year, in this Naval Reserve photo contest entry.

## President Bush

Continued from page 1

"Since Sept. 11, 2001, Americans have been reminded that the safety of many depends on the courage and skill of a few. We've asked our military to bring justice to agents of terror," Bush said.

"We're asking young Americans to serve in many places and at great risk. We owe them every resource they need to fulfill their missions," he said. "The best military in the world must have every advantage required to defend the peace of the world."

Bush said the legislation matches "increased funding with clear priorities." It provides for a 4.1 percent pay raise for service members, increases in full-time support positions for Reserve components, and continues to reduce out-of-pocket housing expenses for service members not living on military bases. It also increases operations and maintenance funds by more than \$5 billion and adds \$11 billion over last year's budget for weapons procurement, bringing that total to \$72 billion.

"We want people who wear the uniform to know America appreciates their service," the President said. To much applause, Bush said the new acts should send "a clear signal to friend and foe alike that it doesn't matter how long it takes to defend our freedom, the United States of America will stay the course." — Kathleen T. Rhem, American Force Press Service

## RADM Hall serves as Assistant SECDEF for Reserve affairs

WASHINGTON—Thomas F. Hall became the nation's fourth Assistant Secretary of Defense for Reserve Affairs (OASD/RA) during a Pentagon ceremony in October.

President George W. Bush nominated Hall to be Assistant Secretary of Defense for Reserve Affairs and the Senate confirmed Hall on Oct. 2.

As OASD/RA, Hall serves as principal staff assistant to the Under Secretary of Defense for Personnel and Readiness and the Secretary and Deputy Secretary of Defense. He is responsible for overall supervision of all Reserve component affairs in the Department of Defense. Hall has an extensive background in the Navy and in Reserve issues. He formerly served as Director of Naval Reserve, retiring in 1996 as a Rear Admiral. Afterwards, he became chief operating officer and executive director of the Naval Reserve Association. For more information, go to [www.defenselink.mil/ra/](http://www.defenselink.mil/ra/). —DoD Public Affairs

## SECDEF describes guidelines for troop commitment

WASHINGTON—Defense Secretary Donald Rumsfeld recently described the guidelines that help him decide when to recommend to President Bush to commit American military forces.

"Certainly, if lives are going to be put at risk, whether they're U.S. lives or the lives of other foreign nationals, there must be a darn good reason," Rumsfeld said during the briefing. He also suggested all elements of national power be employed before, during and after any possible use of force. He said the proposed action has to be achievable.

"It has to be something that the United States is truly capable of doing," the secretary said. "We need to understand that we have limitations. There are some things that this country and other countries simply can't do." Officials must decide at the outset what constitutes success, so they know when they have succeeded, he said.

Rumsfeld said if the engagement

is worth doing, "then we need to recognize that, ultimately, lives could be put at risk. Leaders need to be willing to invest the political capital necessary to marshal support necessary to sustain the effort for whatever period of time conceivably could be required," he added.

"It's important to make a judgment as to when diplomacy has failed and act forcefully during the pre-crisis period to try to alter behavior and prevent a conflict," Rumsfeld said.

He also said it's vital to not "dumb down" an operation by promising at the outset not to do certain things. In previous conflicts, leaders have made pledges such as not to commit ground troops or not to bomb below 15,000 feet.

"Those promises, those declarations, it seems to me, have the net effect of simplifying the task for an enemy, and it makes the task for the coalition much more difficult," he said.

Rumsfeld said American leaders must be "brutally honest" with themselves and the American people to avoid making a mission seem easier than it will be.

"Preserving U.S. credibility requires that we promise less or at least no more than we believe we can deliver," he said. "And remember—it's a great deal easier to get into something than it is to get out of it."

The secretary stressed these issues are guidelines he considers, but not rules that could inhibit U.S. actions.

"There may be times when national security requires that the U.S. act without clear answers to some of these questions," he said. "These questions that I've posed to myself I think of as guidelines, not a perfect checklist and certainly not hard and fast rules."

For more about the Department of Defense, go to [www.defenselink.mil](http://www.defenselink.mil).

—Kathleen T. Rhem, American Forces Press Service

## Travel Corner

Information for traveling Reservists

By LCDR Bill Tower, Director, Force Travel

### New Rules on Rental Car Agreements

Effective Oct. 1, a new agreement negotiated by the Military Traffic Management Command shifts liability for car damages back to rental car companies—the general policy prior to Nov. 1, 2001.

This rule change, however, has no bearing on damages caused by a member's gross negligence—or for damages incurred while driving for reasons other than "official purpose" or beyond the scope of employment. Damages caused by recklessness or unofficial travel will be paid by the member—not the military command or car company.

Briefly, official purposes include: travel to duty sites, lodging, dining, church, similar places required for the traveler's health, subsistence and comfort, etc. Gross negligence or recklessness would include driving under the influence of drugs, excessive speeding or intentional damage. These are just examples and are not intended to be exclusive.

### Order Writing

In the first week of October during shutdowns for Tropical Storm Isidore and Hurricane Lili, a bug in the New Order Writing System (NOWS) delayed order processing for a group of Reservists. Those personnel had to travel on memorandum orders and were required to purchase their own tickets.

Please do not purchase your own tickets if NOWS is functioning properly. Personnel purchasing their own tickets without authorization from COMNAVRESFOR N33 run the risk of not being reimbursed for travel expenses.

Reservists can access the NOWS application online at <https://nows.cnrf.navy.mil/>. Reserve Activities can access the Citrix® portion at <https://nowcitrix.cnrf.navy.mil/>. A wealth of information is available on the NOWS Web page at [www.navres.navy.mil/](http://www.navres.navy.mil/).

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# Opportunities

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# Opportunities

## Indoctrination Courses Online

Navy indoctrination courses for petty officers and chief petty officers are now available online. The latest versions of these required courses are currently in distribution to all naval commands on compact disc (CD); they can also be found on CNET's Web site [www.cnet.navy.mil](http://www.cnet.navy.mil) (select the "professional development" link).

### Senior Enlisted Academy Non-Resident Course

Thanks to new interactive multimedia technology and the Internet, Senior Enlisted Academy Non-Resident Course (E-8 and E-9) is now offered through the Naval Reserve Professional Development Center in New Orleans. Master chief and senior chief petty officers combine distance learning and a two-week AT in-resident class to complete the course. Apply for a future session at the NRPRODEVCCEN Web site at [www.NRPDC.nola.navy.mil](http://www.NRPDC.nola.navy.mil).

### Naval Reserve Professional Development

The Naval Reserve Professional Development Center also offers the following courses: Career Information, Command Master Chief, Leadership Training Continuum (LTC for PO1, CPO), NR Advanced Management Seminar, NR Information Systems Administrator, NR Pre-Mobilization Training, New Order Writing System, Reserve Center Commanding Officer, Reserve Instructor Training, Reserve Liaison Officer, Reserve Medical Administration, Reserve Pay and Personnel Management, Reserve Training Administrator, Supply and Fiscal Support, Damage Control Trainer, Training and Administration of the Reserves.

For schedule information, go to [www.NRPDC.nola.navy.mil](http://www.NRPDC.nola.navy.mil).

### U.S. Merchant Marine Academy Courses

The Global Maritime and Transportation school offers the following courses for Reserve enlisted and officers:

Boatswains Mate (BM/SM/SN/SA), Information System Technologist (IT), Quartermaster (QM/SM/SN/SA), Supply Rate Training (SK/SH), Transportation & Storage of Hazardous Materials, Military Sealift Command Indoctrination, Firefighting & Damage Control, Machinery Repairman (MR), Electricians Mate (EM), Machinist Mate (MM), Engineman (EN), Electronics Technician (ET), Hull Technician/Steelworker (HT/SW), Construction Mechanic and Utilitiesman.

For class schedules and other information, call (516) 773-5127 or go to [www.usmma.edu/gmats](http://www.usmma.edu/gmats).

### Northern Edge '03 in Alaska

Naval Reservists on Annual Training are needed to support the Pacific Fleet at Elmendorf AFB. Six public affairs professionals are needed through March 2003: two PAOs (1655, O-5 and O-3), two JO1s and two JO2s.

In this field exercise, billeting will be in BOQ/BEQ. For uniform requirements and other information, e-mail LCDR Jeff Gordon at [GordonJD@cpf.navy.mil](mailto:GordonJD@cpf.navy.mil).

### Medical Training for Fleet Hospital Units

Fort Indiantown Gap Medical Company Training Site offers critical combat life-saving skills training exercises using state-of-the-art medical technology. Training offered year-round on the 17,000-acre Pennsylvania site includes simulated terrorist attacks.

For details go to Web site [www.ftig.state.pa.us/](http://www.ftig.state.pa.us/).

### DoD Joint Course in Communication

Defense Information School (DINFOS) announces the FY 03 class scheduled for the DoD Joint Course in Communication, an eight-week course offered through the University of Oklahoma. Officers, non-commissioned officers and civilians can pursue graduate-level education focusing on communication theory and research. Appli-

cation details are outlined in DINFOS message 062300Z AUG 02. Point of contact is Robert M. Hood, e-mail [HoodR@dinfos.osd.mil](mailto:HoodR@dinfos.osd.mil), phone (301) 677-4243 or DSN 622-4243. Course details are also posted online at [www.ou.edu/deptcomm/dodjcc/](http://www.ou.edu/deptcomm/dodjcc/).

### Troops to Teachers

The U.S. Dept. of Education and Dept. of Defense have teamed up to bring qualified service members into teaching careers. To participate, retired or drilling Reservists need a bachelor's degree or one year of college with six years of vocational experience. Selectees may receive up to \$5,000 for certification expenses plus \$5,000 bonus for assignment to schools serving low-income families. Other considerations and requirements apply. Go online to [www.ProudToServeAgain.com](http://www.ProudToServeAgain.com) for more information.

### Civilian-Military Job Information Online

Service members can find information online describing certifications or licenses required to take a job in a wide variety of civilian career fields.

The DANTES Web site describes how well members' training and experience in military jobs prepare them for the tests and what added work members might need to do. Members can search the based on their occupational specialty or service code.

The site at <http://voled.doded.mil/dantes/cert/index.htm> also contains links to information from the Department of Labor and the Bureau of Labor Statistics on what civilian jobs correspond to military specialties.

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For more opportunities, Naval Reservists may browse the Force's Web site and its related links at [www.navres.navy.mil/navresfor/](http://www.navres.navy.mil/navresfor/).

### Quick Tip

## How can Reservists expedite direct deposit of their pay?

Here are tips to help you make you sure you get paid as quickly as possible for your Reserve service:

- Ensure your direct deposit information is up-to-date in the two different computer systems that process your pay: one for drill (inactive duty pay), another for active duty pay.
- For Reserve drill pay issues, bring a deposit slip from your checking or savings account to your Naval Reserve Activity—and make sure this information is kept updated.
- For AT or ADT pay issues, bring a deposit slip with you each time you execute orders. Request the Personnel Support Detachment (that you check in with) verify your account and routing information.

—PNC(SW) Darren M. Darby of COMNAVRESFORCOM 11A

## Leading Change

tell others about us

By CAPT Jean Roberts, COMNAVRESFOR ESC PAO

More than ever, family members, employers and community members need to understand our role in national security and why their support is critical to our success.

Because family and employers are important and represent huge retention factors, VADM Totushek has challenged each of us to "Do One Thing" to share the Naval Reserve's story.

Here are some ideas reported from Reservists across the nation:

1. Start an aggressive mentoring program at your Reserve Center or unit.
2. Speak with community groups, such as the Chamber of Commerce and Rotary.
3. Ensure that your Reserve Center has an active Ombudsman Program (for families).
4. Make sure *The Naval Reservist* (formerly *Naval Reservist News*) is displayed on a central bulletin board in your center or is available for quick reference.
5. Speak with employers about their rights and responsibilities as outlined by the ESGR.
6. Arrange for legal units to help prepare Reservists for mobilization (so that families will feel confident they have essential information such as wills and powers of attorney).
7. Host an Open House for family members, because their support is invaluable.

## Reservists can enroll in Long Term Care Insurance

The Federal Long Term Care Insurance Program protects insured individuals from the potentially high cost of long term care.

Long term care could be needed when an individual can no longer perform daily tasks such as getting dressed, eating, or bathing. Open enrollment period for federal employees commenced July 1 and extends through Dec. 31.

Members of the Selected Re-

serve and active duty military are eligible to enroll, as well as their qualifying family members (current spouses of living employees and annuitants, adult children 18 and older, parents, parents-in-law, and stepparents) and certain former members of the uniformed services.

Retired Reservists who have not reached 60 years of age and members of the IRR, including

those in the VTU, are NOT eligible for the insurance.

Eligible members may enroll online at [www.ltcfeds.com](http://www.ltcfeds.com) or by calling 1-800-LTCFEDS and requesting an enrollment package. The TDD number for the hearing impaired is 1-800-843-3557. All questions should be addressed to the contractor at the above Web address or telephone numbers.

—PNC(SW) Darlene Anderson, COMNAVRESFOR N121

## Reserve officer career guide available online

NEW ORLEANS - An easy to follow guide is now available for Naval Reserve officers. The guide helps officers determine their most effective career paths within the Reserve community.

The Naval Reserve provides an opportunity to pursue a military career full of rich experiences and personal growth. You, however, control the journey by making the most out of every opportunity through your own initiative, dedication, and perseverance.

The guide contains basic guidance in identifying career path options and provides important information to assist officers in making wise decisions while planning their careers. The guide also provides an inventory of professional and military skills that officers should systematically attain along their career path in order to increase effectiveness and mobilization readiness.

For more, go to [www.navres.navy.mil/navresfor/n1/manpower.html](http://www.navres.navy.mil/navresfor/n1/manpower.html).—By COMNAVRESFOR Public Affairs

## Cyber Sailor

useful web sites

- **BUPERS Publications**  
[www.bupers.navy.mil/periodicals/](http://www.bupers.navy.mil/periodicals/)  
Access to Web-based versions of all publications offered by the Bureau of Naval Personnel to include "Link/Perspective," the merged magazines offering career guidance to officers and enlisted personnel.
- **Reservists and TRICARE**  
[www.tricare.osd.mil/reserve](http://www.tricare.osd.mil/reserve)  
Resource for medical benefits offered to Reservists and their families, complete with the latest news releases, points of contact and benefits brochures.
- **Daily Navy News Update**  
[www.news.navy.mil/search/dnulist.asp](http://www.news.navy.mil/search/dnulist.asp)  
A brief summary of top Navy news is updated daily.
- **Navy and Marine Corp News**  
[www.mediacen.navy.mil/tv/nmcn/index.htm](http://www.mediacen.navy.mil/tv/nmcn/index.htm)  
The latest weekly television newscast with information about the Navy via computer. This is the Internet ver-







VFA-201 F/A-18 Hornet drops four MK-83 one thousand-pound bombs on a column of abandoned armored vehicles in the Chocolate Mountain live-impact range of Southern California.

## Tactical Air Wing trains for real-world ops

Reservists of Commander, Carrier Air Wing Reserve TWENTY (CVWR-20) deployed to Naval Air Facility El Centro, Calif., Sept. 4-19 for a Strike Fighter Advanced Readiness Program (SFARP).

The SFARP provided CVWR-20 Aircrew and Maintenance personnel training in all phases of Strike Warfare, from building-up and loading of high-explosive ordnance to the actual delivery of fused ordnance on target, on time.

Advanced tactics included simulation of real-world operations similar to those being executed in Operation *Enduring Freedom*. Wing Reservists flew close-air support with Navy SEALs from the Naval Strike and Air Warfare Center and Army Rangers, and executed night strike coordination armed reconnaissance under control of CVWR-20 Forward Air Controllers (Airborne).

CVWR-20 air crew dropped more than 1,950 bombs, from CBU-99 Rockeye cluster bombs to Mk-84 2000-lb. high explosive bombs to Laser Guided Training Rounds (LGTRs) in seven days of flying. Air wing strikes were planned and flown

against opposition forces that included VMFT-401 from Yuma, Ariz., and Royal Dutch Air Force F-16s detached to NAF El Centro, providing a real-world, fourth-generation adversary. A squadron bombing competition was held during the detachment, with VFA-201 winning first place with a Circular Error Probability (CEP) of 35 feet using Mk-76 practice bombs.

This detachment also marked a first for NAF El Centro. The SFARP stretched the base and its facilities to the maximum because of the 605 personnel who deployed in support of the exercise. The base was also supported by AIMD personnel from NAS JRB Fort Worth, Texas, and ordnance personnel from USS Dwight D. Eisenhower (CVN 69). With 800-plus heavy bombs that needed to be built and loaded, the CVWR-20/AIMD/NAF El Centro ordnance team came together to surpass all previous records for ordnance by well over 50 percent. Numbers were kept "low" because the mobilization of VFA-201 cut the detachment short by three days.

—LCDR David Lowe, CVWR-20 AOPS/SFTI/LS01



CVWR-20 ground crew (above) accomplish pre-flight final checks on an F/A-18 strike fighter. Flying in formation (at left) low over rugged desert terrain near Yuma, Ariz., are CVWR-20 squadrons: VAW-78 "Slugs" from NAS Norfolk, Va.; VFA-204 "River Rattlers" from NAS JRB New Orleans; VFA-203 "Blue Dolphins" from NAS Atlanta, Ga.; VFA-201 "Hunters" from NAS JRB Fort Worth, Texas and VFC-13 "Saints" from NAS Fallon.



Photos by Ted Carlson of Fotodynamics



# Unit leaders get additional drills

Continued from page 1

A unit commanding officer can issue the RMP to whomever is doing administrative work, such as fitness reports and evaluations, orders or awards.

"RMPs can be used for day-to-day operation of the unit, accomplishing unit administration, training preparation, support activities and maintenance functions," said LCDR David Herschel, director of financial management for Naval Reserve Forces Command. The new program for this year provides two officer RMPs and one enlisted RMP drill monthly to the majority of the force. Herschel said RMPs can be used incre-

mentally with two restrictions: there can be no more than one per day, and they cannot be combined with any other drills, including regular IDT.

Volunteer Training Units (VTU) and units already authorized ATPs are not eligible for the new RMP program.

Eligible units are responsible for overseeing the program and ensuring the correct type of drill period is documented on muster sheets. More information and Web tools are available on the finance Web pages, within the Naval Reserve Forces Command Web site, at [www.navres.navy.mil/navresfor/navsurf/staff\\_codes/NO1B/ATPRMP.htm](http://www.navres.navy.mil/navresfor/navsurf/staff_codes/NO1B/ATPRMP.htm).

—COMNAVRESFOR Public Affairs

## Reservists launch mentoring program for junior Surface Warfare Officers

Senior Naval Reserve surface leaders have created a new Naval Reserve Surface Warfare Mentoring Program, designed to provide career guidance and leadership advice by partnering senior Surface Warfare Officer (SWO) mentors with junior SWO Reserve officers.

Naval Reservists can look for announcements at drill sites nationwide in early FY 03 with information on how to participate in the program or become a mentor.

"It has long been acknowledged that there is no formal approach to mentoring our SWO-designated officers through their careers," said RADM Bob Clark, Commander, Naval Reserve REDCOM Mid-Atlantic.

"Some SWO officers are fortunate enough to serve with seniors who take the time to

forge relationships and provide guidance and advice concerning promotion and job responsibilities. Others, though equally capable and deserving, have been left to fend for themselves."

### Career Guidance

According to RADM Clark, the goal is to give "all Naval Reserve SWOs a better sense of how their Navy career should progress, what milestones they should attain at various levels, and then to give them the tools to make appropriate career decisions for themselves."

Reserve Surface Warfare Officers serve in a wide and diverse range of billets, including afloat, staff and hardware units. They support their Active Component Gaining Commands in a myriad of ways from direct local contributory support to remote project tasks.

All Reserve SWO officers—junior officers in particular—will now be afforded with several tools to manage their careers to maintain their own proficiency which will contribute to their own and to the Navy's overall benefit."

In the program, efforts will be undertaken to communicate with officers leaving active duty, advising them of possibilities of continuing their career as a Reserve officer. Full use of the Internet will also be employed to communicate within the community, including a Web page and a quarterly newsletter.

The core of the program, however, will be at regional and local Reserve Centers, where members of the NR SWO Mentoring Program will be available to all SWOs for career advice.

—CAPT Tom Rathbone, REDCOM Northwest



**HONORS**—A Pearl Harbor bugler plays "Taps" during the 60th anniversary service at Pearl Harbor Dec. 7, 2001, at the USS Arizona memorial in this Naval Reserve Photo Contest winning shot by PH2 Darin Russell.

### November Observances

- Veterans Day - Nov. 11
- Thanksgiving - Nov. 28

### • Military Family Appreciation Month

NAVADMIN 350/02

### • National American Indian and Alaska Native Heritage Month

NAVADMIN 343/02


For more information on observances, see [www.persnet.navy.mil/pers00h/observances.html](http://www.persnet.navy.mil/pers00h/observances.html).

## REDCOM Roundup

news summaries about Naval Reservists from around the nation


By JOC Cleve Hardman

### REDCOM Northeast


 NEWPORT, R.I.—Naval Reservists from Mobile Inshore Undersea Warfare Unit 202 have returned home after a six-month deployment in support of Operations *Noble Eagle* and *Enduring Freedom*. The unit provided security from shore through the use of sensors and other equipment in inshore areas throughout the world.

—Naval Station Newport Public Affairs

### REDCOM Mid-Atlantic


 WASHINGTON—CAPT William D. Masters, Jr., succeeded RADM James B. Plehal as commander of Naval Reserve Security Group Command. Masters, who has been selected for promotion to Rear Admiral, takes command of the unit that includes approximately 1,000 cryptologists in 26 Reserve units across the United States.—LTJG Kip Wright, Naval Reserve Security Group Command

### REDCOM Southeast

 CHARLOTTE, N.C.—Sailors from NAVMAR-CORESCEN Charlotte provided assistance recently at the 84th annual American Legion national convention. Reservists provided color guard, manned an exhibit hall booth and greeted visiting veterans.

—REDCOM Southeast Public Affairs

### REDCOM Mid-South

 COLUMBUS, Ga.—Naval Reserve Seabees from Naval Reserve Center Columbus built a foundation for the Moving Vietnam Memorial Wall exhibit at Fort Benning, Ga. The Seabees, from Naval Seabee Support Unit Three, also put up a walkway, wall and landscaping for the exhibit that is a one-third replica of the original wall in Washington, D.C.

—NAVRESFCEN Columbus Public Affairs


was named "Best in Show" for their public affairs efforts in support of the commissioning of USS Winston S. Churchill (DDG 81).—REDCOM Mid-West Public Affairs

COLUMBUS, Ohio—Naval Reservists from Afloat Training Group Mayport, Detachment 201, participated in general shipboard damage control training at NAVMAR-CORESCEN Columbus recently. The training afforded an opportunity for personnel in Columbus to provide training for those who will train others at their own Reserve Center.—JO1 Scot Long, NMCRC Columbus



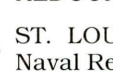
**HEROES HONORED**—On Sept. 11, 2002, Fleet Logistics Support Squadron (VR) 52 renamed a C-9 aircraft in honor of victims on board United Airlines Flight 93. The airliner crashed in Somerset County, Penn., after a heroic struggle in which passengers, at the cost of their own lives, prevented the hijacked aircraft from reaching its intended target in Washington, D.C. The newly christened "Spirit of Somerset County" is currently deployed to Naval Air Station Sigonella, Italy, providing logistic support to U.S. and allied military units throughout the Mediterranean operating area.

### REDCOM South


 AUSTIN, Texas—Nearly 300 Naval Reservists of the Naval Mobile Construction Battalion 22 unit engaged in simulated guerrilla aggressor forces during Operation Lone Star, conducted at Camp Swift, Texas.

INGLESIDE, Texas—Five Naval Reserve Force ships of Mine Warfare Readiness Group ONE returned home after four and a half months underway. The ships participated in intensive mine warfare training, drills, exercises and operations in the Gulf of Mexico and along the U.S. East Coast.—Commander, Mine Warfare Public Affairs

### REDCOM North Central

 ST. LOUIS—St. Louis hosted the annual Naval Reserve Supply Corps Workshop. The event offered an exchange of ideas in successful business practices introducing new ideas to attendees with a specific focus on joint operational logistics. Planning is already underway for the 2003 workshop scheduled for Salt Lake City, Utah.

### REDCOM South West

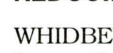
 SAN DIEGO—Naval Reserve Senior Chief Petty Officer Alan L. Wilson will be inducted into the prestigious Navy Combat Aircrew Roll of Honor. Wilson flew as a door gunner and crew chief while serving in combat in Vietnam from June 1967 through June 1968. He is now assigned to Fleet Logistics Support Wing Squadron (VR) 57 at Naval Air Station North Island.

—VR-57 Public Affairs

CAMP PENDLETON, Calif.—Naval Reserve Seabees of Amphibious Construction Battalion One engaged in an annual field exercise at Camp Pendleton. The four-day exercise afforded Reserve Seabees from 17 detachments an opportunity not only to work with the active duty Seabees, but also to complement their gaining command.

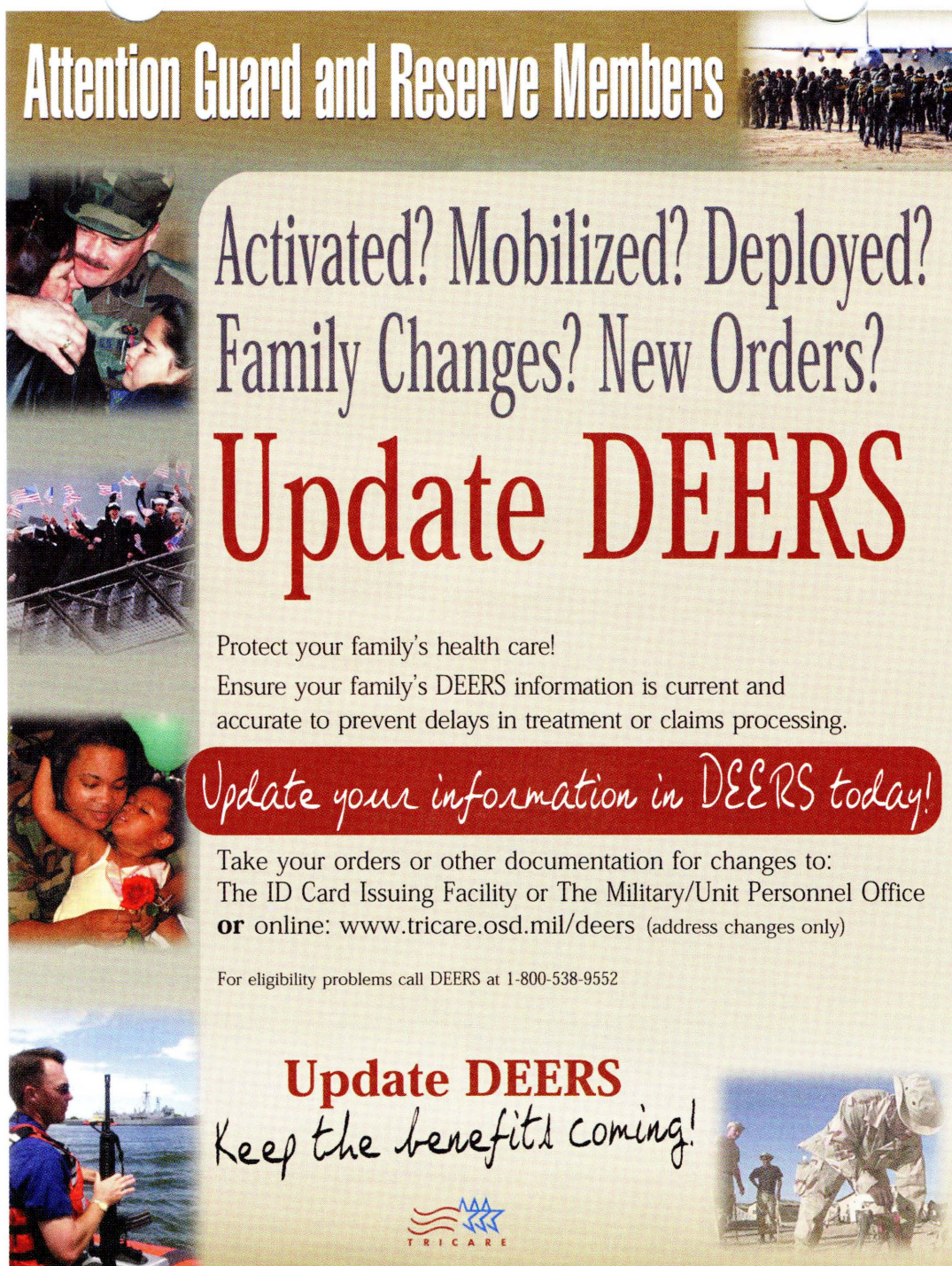
—JOC(SW/FMF) Scott Thornbloom, San Diego Public Affairs Center

### REDCOM North West

 WHIDBEY ISLAND, Wash.—Airman Masahiro Iino, a Naval Reservist drilling at NAR Whid-



# Attention Guard and Reserve Members



## Activated? Mobilized? Deployed? Family Changes? New Orders? Update DEERS

Protect your family's health care!  
Ensure your family's DEERS information is current and accurate to prevent delays in treatment or claims processing.


*Update your information in DEERS today!*

Take your orders or other documentation for changes to:  
The ID Card Issuing Facility or The Military/Unit Personnel Office  
**or** online: [www.tricare.osd.mil/deers](http://www.tricare.osd.mil/deers) (address changes only)

For eligibility problems call DEERS at 1-800-538-9552

### Update DEERS

*Keep the benefits coming!*



Reservists should visit their nearest ID Card-issuing facility and their unit personnel shop to ensure that DEERS information for all of their family members is current and correct.



**ESGR**  
EMPLOYER SUPPORT OF THE GUARD AND RESERVE  
1-800-336-4590

About ESGR ESGR News Programs & Related Sites ESGR Resources Information for Nat'l Guard & Resv Members Info Online Forms

**Quick Links**

- St. Louis Conference
- The Law: USERRA
- Committee Contacts
- Fact Sheets
- e-essentials
- FAQ for Employers
- FAQ for Nat'l Guard & Reserve Members
- Register Your Employer
- Show Your Support
- 2002 Freedom Award Winners
- Download ESGR Employer Resource Guide
- Reward Your Employer



Maine Governor Angus S. King Jr. signs a Statement of Support for the National Guard and

ESGR's Web site can be accessed at [www.esgr.org](http://www.esgr.org).

## Some service members eligible for wartime pay, benefits

WASHINGTON—Some active duty and Reserve component troops may qualify under federal law for extra duty pay and benefits for their contributions in the war on terrorism.

For example, Guardsmen and Reservists called to active duty by President Bush on Sept. 14 in the wake of Sept. 11 terrorist attacks on the New York World Trade Center and the Pentagon are eligible for a variety of contingency benefits, said Navy CAPT Chris Kopang, DoD director of compensation. Such pay and benefits were last enacted during Kosovo military operations. Military commanders and unit personnel offices determine service members' eligibility for contingency pay and benefits.

### Reserve contingency pay and benefits

- **Full basic allowance for housing**, determined at the with or without dependents rate, as appropriate, immediately upon call-up.
- **Contiguous U.S. cost-of-living allowance**, or CONUS

lease from active duty, reserve component members and their dependents retain military medical and dental benefits for 30 days or until they are covered by a civilian employer's health plan, whichever is earlier.

### Contingency Deployment Benefits

When active and Reserve troops deploy on contingency operations, they may also qualify for:

- **Family separation allowance**: \$100 a month if member has dependents.
- **Quality of life hardship pay**: Troops get an extra \$50, \$100, or \$150 a month, depending on where they serve. Troops getting the most money are stationed in harsh, austere areas considered as lacking quality of life found at stateside or similar environs.
- **Imminent danger pay**: Troops receive \$150 each month if they are deployed in an area designated as dangerous by individual combatant command-

## Family Focus

notes from your ombudsman

By Yonna Diggs, Naval Reserve Force Ombudsman-at-Large

### Pre-Deployment Planning

As the nation's defense mission rapidly changes, Reserve Ombudsman must be aggressive in developing a Pre-Deployment Plan to meet the needs of their families. Many resources are available to help you put together an effective plan. Here are some ideas:

**Spouse Day Workshops.** Talk with your Commanding Officer about conducting this workshop. It is a good idea to have staff available to process ID Cards. You may also want a TRICARE Representative available to talk about health-care. Legal would also be an asset to discuss legal concerns and questions.

**Partner with social, civic and private organizations** in your area. This is particularly true when there are no military bases in close proximity to where families live. Find out points of contact, hours of operation and services provided so that this information can be used when referring your families.

**Update your resource files.** Remember, outdated information is no good. Don't try to 'reinvent the wheel.' Check with your local hospitals, social service agencies and churches. They usually have a staff person who has a resource file that they may share with you.

**Use your newsletters** as a way of keeping families updated with useful information. Also, your newsletters can be a way of training families on certain deployment subjects.

**Keep your command roster updated** so that if you need to contact your families, this can be done in an expedient manner and in insure that every family will be provided optimum support.

**Familiarize yourself with helpful Web sites** that can assist families with deployment information. Here is a site that I would highly recommend that offers great deployment information: [www.lifelines2000.org/services/deployment/index.asp](http://www.lifelines2000.org/services/deployment/index.asp)

Thanks for a successful year. You have done an outstanding job and I look forward to working with you in the future. To contact me or discuss other ideas, you may reach me at [Yonna.Diggs@cnet.navy.mil](mailto:Yonna.Diggs@cnet.navy.mil) or 1-800-675-5728.



HOME | LOG IN | ORIENTATION | CONFERENCING | ARTICLES | BROADCAST | LIFELINES

A Reserve Ombudsman can use resources online at Web site [www.lifelines2000.org/ombudsman/index.asp](http://www.lifelines2000.org/ombudsman/index.asp).

## Key Web Resources



The key Web resource for all Naval Reservists, featuring many pertinent links to valuable information, is the Force Web site at [www.navres.navy.mil](http://www.navres.navy.mil).



NEWS | IMAGES | PUBLICATIONS

Useful resources are linked to Web site [www.defenselink.mil](http://www.defenselink.mil).



# Readiness

## Reservists and families have access to resources for help and information

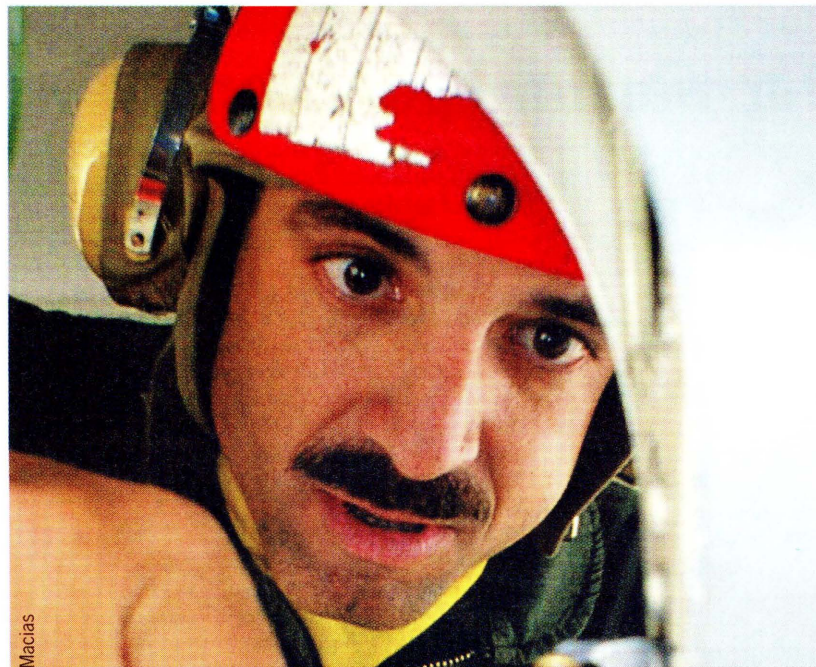
In the ongoing war on terrorism, Reservists are expected to be ready. Now is the time for all Reservists to ensure their families and employers are ready. Here is a list of resources to assist Naval Reservists and their families during that preparation:

- **Family Support Phone Line.** This toll-free phone line is a good "first contact" for family members of Reservists for information on benefits or to find an ombudsman. The toll-free number is 1-866-831-8582. The number is answered from 7:00 a.m. to 8:00 p.m. Central Standard Time.
- **The Naval Reserve Force Web site.** Recent events prompted a number of questions about the Naval Reserve, such as pay and benefits. The Force website has a frequently asked questions section and other detailed information, updated on a continual basis. Reservists can stay up-to-date with current recall information and volunteer for recall online. For more details go to [www.navres.navy.mil](http://www.navres.navy.mil).
- **Bureau of Naval Personnel (BUPERS).** Several useful resources include:
  - A "PERS-9 Mobilization Response Cell" is opened by the Naval Personnel Command for questions from Naval Reserve Activities, Navy Mobilization Processing Sites and individuals between 7:30 a.m. and 4:00 p.m. CST. Phone numbers are 1-800-346-0217, (901) 874-2283 or DSN 882-2283. E-mail address is [mobilization@persnet.navy.mil](mailto:mobilization@persnet.navy.mil).
  - Reservists can stay up-to-date with current recall information and can volunteer online to be recalled. Click the "Volunteer & Recall News" button at Web site [www.bupers.navy.mil/](http://www.bupers.navy.mil/).
  - Another helpful link is the Regular Navy Ombudsman Web site at [www.persnet.navy.mil/pers66/ombudsman1/start.htm](http://www.persnet.navy.mil/pers66/ombudsman1/start.htm).
- **Guide to Reserve Member Family Benefits.** Family members of Naval Reservists may face challenges when a loved one is away performing military service. This site provides a booklet (in a .pdf file) which outlines how to access military benefits and lets you know where you can obtain assistance when you have specific questions and problems. See [www.defenselink.mil/](http://www.defenselink.mil/). Click "Reserves 101" at the bottom of the page, then click "Family Readiness", then select "Benefits Handbook."
- **Office of the Secretary of Defense for Reserve Affairs.** This Web site is dedicated to today's Reserve force. It provides information about the policies, programs and initiatives that OSD/Reserve Affairs manages for the National Guard and Reserve Components of the United States Armed Forces. See [www.defenselink.mil/ra/](http://www.defenselink.mil/ra/).
- **U.S. Navy Fleet and Family Support Division.** This resource includes additional Web sites with useful information and materials for families in the aftermath of the New York and Pentagon tragedies and other traumatic events. See [www.bupers.navy.mil/pers66/indexnew.htm](http://www.bupers.navy.mil/pers66/indexnew.htm).
- **National Military Family Association (NMFA).** This association, known as "The Voice for Military Families," is dedicated to serving families of the seven uniformed services through education, information and advocacy. See [www.nmfa.org/](http://www.nmfa.org/).
- **Naval Services FamilyLine.** Naval Services FamilyLine is a volunteer, non-profit organization dedicated to improving the quality of life for every sea service family. FamilyLine answers questions about the military, refers spouses to helpful organizations and publishes and distributes free booklets and brochures which contain helpful information. See [www.Lifelines2000.org/familyline/home.asp](http://www.Lifelines2000.org/familyline/home.asp).
- **Pre-Deployment Reserve Family Readiness Guide.** Provided online by Lifelines2000, this guide outlines useful information on a variety of topics, such as dealing with emotions during pre-deployment, deployment and return. See Web site [www.lifelines2000.org/services/deployment/pre\\_deploy/fam\\_readiness\\_res.asp](http://www.lifelines2000.org/services/deployment/pre_deploy/fam_readiness_res.asp).
- **Chaplain Support.** In addition to local churches and synagogues, etc., help from Naval Reserve Chaplains and Religious Program Specialists can be obtained through local Naval Reserve Activities, or by calling the COMNAVRESFOR Chaplain's Office toll-free at 1-800-245-4546.

This listing and other valuable information will be posted on the Naval Reserve Force Web's site: [www.navres.navy.mil/navresfor/](http://www.navres.navy.mil/navresfor/).

A list of frequently asked questions (FAQs) can be found at <http://hq.cnrf.navy.mil/answertrack/mobilize.asp>.

—Compiled by ENS Patrick Evans, COMNAVRESFOR Public Affairs



Reservists and families can find a wealth of resources and information online at the Department of Defense's Lifelines Web site at [www.lifelines2000.org/](http://www.lifelines2000.org/).

## Readiness Checklist

documents you need for mobilization

BUPERSINST 1001.39D Chapter 22

The following documents — as applicable for you and your dependents — are required for mobilization readiness:

### FOR PAY, DIRECT DEPOSIT OR ALLOTMENT

- ☐ Voided personal check or deposit slip (displaying bank address or telephone, bank routing or 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/apartment rental agreement and documentation of one month's average utilities
- ☐ Copy(s) of current child support agreement(s).
- ☐ If Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC)(Clinical) or 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, and/or
  - ☐ Board certification in specialty or board certification qualifications

### FOR SERVICE RECORD/PERSONNEL SUPPORT DETACHMENT

- ☐ Certification of discharge/separation (DD-214) for all former periods of active duty
- ☐ Your birth certificate or passport (for OUTCONUS deployers)
- ☐ Birth, adoption or guardianship certificates for dependents
- ☐ Social Security numbers for self and dependents
- ☐ 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 school enrollment for self and college-age dependents from school registrar
- ☐ Signed statement from licensed physician for dependent parent/children over 21 years of age who are incapacitated
- ☐ Current Department of Navy Family Care Plan Certification (NAVPER 174016)

### FOR SECURITY CLEARANCE

- ☐ Certified copy of naturalization papers
- ☐ Names/addresses of personal/professional references (minimum of 3 each required)
- ☐ Names/addresses/dates of employment for past 10 years (or since graduation from high school/college)
- ☐ 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

### FOR LEGAL

- ☐ Location of current valid will
- ☐ Copy of current power(s) of attorney (for business arrangements/tax filing/child care/dependents/medical emergency care/household goods/POV storage)
- ☐ Documentation to support potential legal issues, such as loss of college tuition assistance, loss of security deposit on lease, loss of employee medical benefits, etc.

### FOR MEDICAL

- ☐ 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 and batteries
- ☐ Documentation of significant medical/dental conditions not documented in military medical or dental records
- ☐ Copy of prescription(s) issued by physician/dentist [or other documentation of approved medication(s)]. Bring a minimum 90-day supply of medications.
- ☐ Documentation to support enrollment of exceptional family member in available