

Ready Now. Anytime, Anywhere.



February 1, 2012

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Delivering a Ready and Accessible Force

The full-time excellence of the more than 53,000 drilling Reserve Sailors is how the Navy Reserve carries out its mission to provide strategic depth and deliver operational capabilities to our Navy and Marine Corps team, and Joint forces, from peace to war. Reserve Sailors fit their Navy duties into busy lives already filled with civilian work, school and family obligations. They deliver knowledge, skills and experience with energy, enthusiasm and excitement.

FY-12 Temporary Early Retirement Authority

Reference: NAVADMIN 025/12

This NAVADMIN announces implementation of the Early Retirement Policy for Sailors with at least 15 years of active service as of 1 September 2012 who were not selected for retention by the Enlisted Retention Board (ERB). The Temporary Early Retirement Authority (TERA) signed into law on December 31, 2011, is a discretionary authority, not an entitlement. It is a temporary, voluntary program that services may use, upon authority by the Service Secretary, as part of a comprehensive force management strategy to shape the force. TERA offers voluntary early retirement at a reduced monthly retirement pay, to eligible members prior to completing 20 years of active service.

Since TERA is not an entitlement, eligible members desiring early retirement must apply for consideration and approval is not assured. Navy Personnel Command will contact every eligible Sailor or their command, to ensure that all eligible Sailors are aware of this benefit. Sailors offered early retirement will not be eligible for Involuntary Separation Pay (ISP), but they will remain qualified for Enhanced ERB Transition Benefits until their retirement date. Eligible Sailors desiring to apply for early retirement whose current End of Active Obligated Service (EAOS) as extended, or Soft EAOS (SEAOS), is prior to 1 September 2012 should submit a request for short term extension to COMNAVPERSCOM (PERS-81), via email to pers-81@navy.mil, for expedited processing and approval. Sailors who will not have completed 15 years of active service by their SEAOS, but who will complete 15 years of active service by 1 September, 2012, are also eligible.

Social Security Number (SSN) Reduction Plan

The Department of the Navy continues to implement guidance to better safeguard Personally Identifiable Information (PII) by reducing or eliminating the collection, use, display, and maintenance of the Social Security Number (SSN) whenever possible. Over the past eighteen months, The Department of the Navy (DoN) has implemented two phases of the SSN Reduction Plan and is now initiating procedures for phase three. This DoN-Wide effort requires senior leadership attention, cooperation and compliance from all Sailors, Marines, civilians, and contractors operating under a DoN contract.

Commands are now authorized to use the Electronic Data Interchange Personal Identifier (EDIPI) referred to as The Department of Defense Identification Number (DoD ID) but must follow strict guidelines for its use. To the greatest extent practicable, all DoN business processes shall transition to the DoD ID number. Unique identifiers shall be considered as an alternative to the use of the SSN whenever possible. Alternatives include but are not limited to: the DoD ID Number (EDIPI), System Specific Identifiers, use of Authoritative Data Sources, or Biometrics.

Memoranda, letters, spreadsheets, hard copy lists, electronic lists and surveys that collect, use or maintain the SSN must meet acceptable use criteria and all other required Privacy Act considerations. Commands will ensure that a review of these collections is conducted to determine that there is a legitimate authority and requirement for continued SSN use. If no authority or legal requirement exists, the collection and use of the SSN shall cease unless and until such authority is obtained. Effective 1 October 2015 all memoranda, letters, spreadsheets, hard copy or electronic lists and surveys that collect, use or maintain the SSN shall be eliminated unless justification for continued use of the SSN can be verified.

As business processes change to eliminate the use of SSN's, all DoN Directives and Instructions shall be updated. Command leadership must ensure that applicable personnel complete these changes as soon as practicable. After 1 March 2012, disclosure of the last four of the individuals without a need to know will be treated as a PII breach incident that may result in written notifications to affected personnel. In addition to having appropriate authority, SSN's should not be included in any document or IT system unless absolutely necessary.

The use of encrypted emails with SSN's should be significantly reduced over time as use of the DoD ID number or other identifier becomes executable in Navy-Wide business processes. If the SSN or other personal identifier will be used to retrieve information, a Privacy Act System of Record Notice (SORN) must exist or be established prior to its collection or use. PII must be limited to only the minimum elements required to fulfill the purpose for which it is intended and never include SSN's. The use of fax machines to send information containing the SSN is prohibited effective 1 October 2012. Activities must use alternative means to transmit SSN's (i.e. encrypted emails, United States Postal Service, etc).

Modification to Enlisted High Year Tenure (HYT)

Reference: NAVADMIN 030/12

Significant changes have been made to MILPERSMAN 1160-120 that include reduction in HYT Length of Service (LOS) Gates for Active and FTS E2 and E3 personnel, elimination of Pass Not Advanced (PNA) exception for E3 personnel to remain on active duty for eight years, establishment of policy for cancellation of HYT waivers when approval basis is not met, and guidance on HYT impact for Sailors Reduced in Rate (RIR). Commands shall ensure that personnel affected by revised HYT limits, and separation timelines receive counseling on the provisions that will take effect 1 July 2012.

Revised HYT Limits:

Effective 1 July 2012, the revised HYT LOS Gates for E2 and E3 personnel will be:

E2 (Active and FTS) 4 years

E3 (Active and FTS) 5 years

Passing a Navy-Wide advancement exam will no longer extend E3 Sailors beyond the standard E3 LOS Gate. E4 through E9 HYT LOS Gates remain unchanged along with the provision that Active Duty and FTS reenlistments and/or extensions may not be executed that exceed paygrade HYT limits.

Separation Timeline

There will not be a grandfather clause for the revised HYT LOS Gates, or for Sailors previously reduced in rate. Effective 1 July 2012, Active Duty and FTS E2 and E3 with active service in excess of revised LOS Gates will be required to separate by 31 March 2013 unless advanced or waived. Sailors separated under HYT may be eligible for Involuntary Separation Pay (ISP). MILPERSMAN 1920-040 provides guidance for ISP eligibility criteria, and MILPERSMAN 1910-050 provides guidance on specific reserve requirements and obligations.

Reduction in Rate

Effective 1 July 2012, Active Duty and FTS personnel previously reduced in rate who exceed the HYT gate for the lower paygrade must be separated at the Soft Expiration of Active Obligated Service (SEAOS) or 31 December 2012, whichever is sooner, unless they are granted a HYT waiver, reinstated, or are subsequently advanced. Sailors reduced in rate on or after 1 July 2012, with a SEAOS exceeding the HYT LOS Gate of the reduced paygrade, must separate at SEAOS, or within 180 days from the date of the reduction in rate, whichever is sooner, unless they are granted a HYT waiver, reinstated, or subsequently advanced. Members who have completed 18 but less than 20 years of service and were subsequently reduced in rate shall be retained on active duty until they are eligible to transfer to the fleet reserve or discharged under other provisions of law.

HYT Waiver Cancellation

Effective 1 July 2012, Active Duty, FTS, and SELRES personnel serving on an approved HYT waiver for a specific assignment; who are no longer able or become unable to fulfill the terms of the waiver agreement may be subject to waiver cancellation. Commands must liaison with NAVPERSCOM (PERS-8354) for Active Duty and FTS Sailors, OPNAV N133 for Nuclear-Trained Sailors, or NAVPERSCOM (PERS-913) for SELRES Sailors regarding final disposition of waiver cancellations. If an approved HYT waiver is cancelled, Active Duty and FTS Sailors will be separated within 120 days from the date of cancellation unless they have sufficient time to transfer to the fleet reserve or retire. SELRES personnel will transfer to the Retired Reserve (with or without pay) if retirement eligible, or to the Individual Ready Reserve (IRR) within 120 days from the date of cancellation.

Navy Personnel Command (NPC) Customer Service Center

Reference: NAVADMIN 332/11

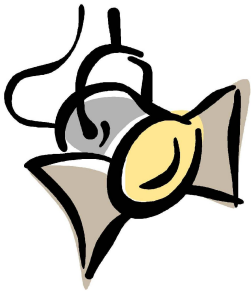
NPC's Customer Service Center (CSC) has always been a valuable resource for Sailors who are serving, and that does not change when a Sailor leaves the Navy. NAVADMIN 332/11 outlines the Navy's new comprehensive transition support strategy and directs those with questions to call the CSC. The Customer Service Center assists Sailors by being the gateway at NPC. The sources of information for the customer service center are subject matter experts who work in the various departments at Navy Personnel Command. CSC representatives are available Monday - Friday from 7 a.m. - 7 p.m. CST to answer any questions Sailors may have regarding transition assistance benefits and resources. Sailors can call 1-866-U-ASK-NPC (1-866-827-5672) or submit e-mails to cscmailbox@navy.mil. The CSC Knowledge Base, found at www.npc.navy.mil/organization/npc/csc/ is also a tool Sailors can use to get answers, general information, links, documents or video clips. The CSC is also a good resource for Sailors involuntarily separating from the Navy as a result of the Enlisted Retention Board (ERB).

Compliance with Personnel Security Requirements

Reference: NAVADMIN 381/11

Sailors have been taking rating exams without having properly adjudicated security clearance eligibility and as a result, 167 exams were invalidated from the September 2011 advancement cycle. Our CNO has stated that the Navy's goal is to reduce the number of invalidated exams to zero. All hands should be familiar with references A through C of NAVADMIN 381/11, but especially CMCs, LCPOs and LPOs. Per reference A, Commanding Officers will request personnel security investigations on personnel assigned to their command, as appropriate, and monitor requests to ensure necessary action is accomplished. Commanding Officers may grant "interim" clearances (referred to in ref a as "temporary access") to allow sailors to perform their duties, but must ensure the proper paperwork has been filed for DONCAF adjudication. "Interim" clearances cannot be granted unless an investigation has been initiated. Commands must be vigilant in monitoring these requests.

An "Interim" clearance does not satisfy the prerequisite for advancement per NAVADMIN 381/11 set forth in Paragraph 204 of reference B. Timely and correct implementation of proper security protocol is critical. Security managers must review the clearance eligibility status of all personnel assigned, identify those sailors with non-adjudicated clearances, and take appropriate action to ensure all personnel requiring clearance eligibility per references B and C are either in an adjudicated status or have had investigations initiated. Commands are reminded that military personnel are subject to disciplinary action under UCMJ or criminal penalties under applicable federal statutes as well as administrative sanctions if they knowingly, willfully or negligently violate provisions of reference A. Unfamiliarity with the requirements set forth in reference A, is not an excuse for non-compliance.



N1 "SAILOR IN THE SPOTLIGHT"

N1

Enlisted Bonus Clerk



Interesting Facts:

Length of Service: Petty Officer Scott has served in the Navy for seven years as a Machinist Mate until he transitioned to the Yeoman rating in 2011.

Duty Stations: Previously stationed at SIMA San Diego (SWRMC), and the USS MCCLUSKY (FFG 41).

Favorite Duty Station: USS MCCLUSKY (FFG 41) where he learned the most about shipboard life and had the most fun.

Spare time: Currently pursuing a Bachelors of Science degree in Mechanical and Aerospace Engineering at Old Dominion University and actively working on his STA 21 package. Petty Officer Scott also enjoys spending time with his family and friends.

Most influential person: DCC (SW) Segovia, because he provided leadership opportunities as a Work Center Supervisor, where Petty Officer Scott led 17 personnel in 5 departments.

CNRF/Job: N1/ Enlisted Bonus Clerk. Currently responsible for the receipt and initial screening verification of all Enlisted Bonus requests for the Navy Reserve Force. Checks all bonus requests for proper formatting and documentation, then approves or denies bonus applications with amplifying remarks. Petty Officer Scott also conducts weekly audits to verify that Sailors maintain bonus eligibility throughout the course of their enlistment. If you have any questions or concerns pertaining to Navy Reserve Enlisted Bonuses, Petty Officer Scott can be reached at COMM: (757) 322- 2656 or via email at kevin.m.scott@navy.mil.

MANPOWER STATS

RESERVE FORCE:

CEI COMPLIANCE - 93.43%
ESR COMPLIANCE - 95.81%

RESERVE FORCE STRUCTURE:

RC MAJOR COMMANDS - 6
AVIATION WINGS - 2
NAVY OPERATIONAL SUPPORT CENTERS - 125 (AT LEAST 1 NOSC IN EVERY U.S. STATE)