

PASSPORT



ALMANAC

2016



NAPLES, ITALY



TNR

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. W. Michael Crane

Commander, Naval Air Force Reserve
Deputy Commander, Naval Air Forces

Lt. Cmdr. Kimberly Brubeck

Force Public Affairs Officer

Lt. Wes Holzapfel

Naval Air Force Reserve
Public Affairs Officer

Chief Mass Communication Specialist

Joshua Treadwell

TNR Contributor

Chief Mass Communication Specialist (SW/AW)

Christina Shaw

Leading Chief Petty Officer

Mass Communication Specialist 2nd Class (SW)

Jacob D. Galito

Staff Writer

Yeoman 2nd Class (SW)

Jennie Bollinger

Administration

Aviation Boatswain's Mate Airman (SW)

Courtney E. Pontanes

Administration

This Department of Defense magazine is an authorized publication for members of the DoD. Contents of The Navy Reservist are not necessarily the official views of, or endorsed by, the U.S. Government, the DoD, or the U.S. Navy. The editorial content of this publication is the responsibility of the Commander, Navy Reserve Forces Command Public Affairs Office. Questions and article/photo submissions may be sent by email to: cnrfc1@gmail.com.

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.

TNR Magazine, COMNAVRESFORCOM (NOOP)
1915 Forrestal Drive, Norfolk, VA 23551-4615
(757) 445 - 8500

Photo by Cmdr. Jeff Peterson

TABLE OF CONTENTS

PAY/POINTS/RETIREMENT

- 8 ACTIVE DUTY/DRILL WEEKEND PAY CHART
- 10 RESERVE RETIREMENT
- 12 FINANCIAL IMPROVEMENT & AUDIT READINESS PROCESSQUIK
- 14 FAMILY SERVICEMEMBERS GROUP LIFE INSURANCE
- 14 SERVICEMEMBERS GROUP LIFE INSURANCE
- 15 ENHANCEMENT FOR DRILL MANAGEMENT
- 15 TRIM RECORDS MANAGEMENT

CAREER DEVELOPMENT

- 18 CAREER NAVIGATOR
- 20 CONTINUUM OF SERVICE
- 22 OFFICER SERVICE RECORD MANAGEMENT
- 24 APPLY
- 25 JOAPPLY
- 26 JOINT DUTY ASSIGNMENT

EDUCATION

- 30 CORRESPONDENCE COURSES
- 30 JOINT-QUALIFIED OFFICER (JQO)
- 31 OFFICER LEADERSHIP TRAINING
- 31 NAVY KNOWLEDGE ONLINE
- 32 ARMED FORCES RANKS
- 34 JOINT PROFESSIONAL MILITARY EDUCATION

MOBILIZATION/ DEMOBILIZATION

- 38 MOBILIZATION
- 39 RETURNING WARRIOR WORKSHOP
- 39 YELLOW RIBBON REINTEGRATION
- 40 FAMILY CARE PLAN
- 40 TAMP

MEDICAL

- 44 TRICARE DENTAL PROGRAM
- 44 LINE OF DUTY
- 45 TRICARE RESERVE SELECT

TRAVEL

- 48 GOVERNMENT TRAVEL CHARGE CARD
- 49 TRAVEL ORDERS/AUTHORIZATIONS & VOUCHERS/CLAIMS



ANTARCTICA

BENEFITS

- 52 POST 9/11 GI BILL & TRANSFERABILITY
- 54 VETERANS AFFAIRS LOANS
- 54 INSPECTOR GENERAL
- 55 THRIFT SAVINGS PLAN
- 56 TSA PRECHECK
- 56 ESGR
- 57 NAVY-MARINE CORPS RELIEF SOCIETY
- 57 FLEET & FAMILY SUPPORT PROGRAM
- 58 POLICY BOARD
- 58 NAVY RESERVE CHAPLAINS
- 59 LEGAL ASSISTANCE
- 59 FUNERAL HONORS
- 60 MILITARY LODGING
- 61 SPACE A TRAVEL
- 61 INFORMATION, TICKETS & TOURS
- 62 PHONE DIRECTORY



Photo by Navy Cargo Handling Battalion Ten Public Affairs

Destinations

This year's almanac highlights the many places around the world that Navy Reserve Sailors visit while performing active duty. The photos contained within were taken by Sailors during their assignments in far away locale from Afghanistan to Japan, and Alaska to Antarctica.

Whether it's for one day or one year, Reserve Sailors continue to answer our nations call around the globe. Our motto "Ready Now. Anytime, Anywhere." A testament to our commitment to our service, and our nation.

ALL CONTACT INFORMATION AND HYPERLINKS ARE CONSOLIDATED IN ONE CONVENIENT LOCATION AT: WWW.NAVYRESERVE.NAVY.MIL/PAGES/ALMANAC.ASPX



WELCOME ABOARD



Vice Admiral Robin R. Braun
Chief of Navy Reserve

Shipmates,

Welcome to the 2016 edition of The Navy Reservist Almanac. This year promises to be an exciting time for the Navy Reserve as our Sailors will continue to be called upon to support the Navy Team across many diverse mission areas. The 2016 Almanac, developed to provide an overview of the benefits, tools, and opportunities available, should prove to be a valuable tool to Citizen Sailors!

Over the past year, a number of new resources have been developed to help guide you through the benefits and processes involved with Reserve service. These include the new Direct Commission Officer handbook, which can be found on the Navy Reserve Homeport, and this almanac, a compendium of information for both new and seasoned Sailors. I want to thank our dedicated CNRFC Public Affairs Staff, LCDR Kimberly Brubeck, MCC Joshua Treadwell and MC2 Jacob Galito, for producing the Almanac as well as TNR Magazine throughout the year. Please feel free to contact them with any comments

or suggestions on how we can improve these publications. In the pages that follow, you'll find information detailing benefits you and your family may be eligible for including the Post 9/11 GI Bill, TRICARE Reserve Select, Thrift Savings Plan, and Servicemembers' Group Life Insurance. There are also tools for Reserve Sailors such as Navy COOL, Career Navigator, Career Waypoints, and the RC2AC program - all designed to maximize and enhance each Sailor's ability to serve and succeed in both their Navy and civilian careers.

There are a few new subjects we've added this year. They include changes to Reserve Retirement benefits and the Navy's PFA Program, information on Financial Improvement Audit Readiness (FIAR) requirements, and Federal Affordable Care Act Reporting Requirements/Electronic Retrieval for Tricare enrollees. You will also notice new mobile applications designed to provide easy access to essential documents and training. These include apps that fulfill the operations security and domestic violence awareness GMT requirements. The Chief of Naval Operations, Admiral John Richardson recently released "A Design for Achieving Maritime Superiority". I encourage you to read this important document. Reserve Sailors are key contributors to the Navy mission and EVERY SAILOR's ideas and contributions are important to the team. The design focuses on four Lines of Effort: strengthening Naval Power to generate operational excellence; applying the best concepts, techniques and technologies in order to innovate and accelerate learning; strengthening our Navy Team of Active and Reserve Sailors, Navy Civilians, and our families; and deepening our operational relationships with the other services, agencies, industry, allies, and partners. As Sailors, our actions must reflect our Core Values of Honor, Courage and Commitment. The core attributes of integrity, accountability, initiative, and toughness should also help guide our decisions and actions, both on and off duty. As always, 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.

Thank you for your dedication and commitment to service!

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



Shipmates,

Happy New Year to you and your family! Last year, we spent much of the year recognizing and celebrating our history and heritage. The TNR is always an opportunity to look forward to the enhancements forthcoming in our Navy and the Navy Reserve. I am proud to say that we continue to improve the Navy Reserve Force for the present and the future.

The Chief of Naval Operations has released "A Design for Maintaining Maritime Superiority". This document is a must read for EVERY Sailor. CNO states because our current Strategic Environment and the importance of our Navy that "We'll learn and adapt, always getting better, striving to the limits of performance." Our Core Values and the attributes of INTEGRITY, ACCOUNTABILITY, INITIATIVE and TOUGHNESS, will continue to be the foundation of how we live and work.

As we have often discussed, the pursuit of a high state READINESS in all of forms (operational, family/employer, and personal) remains our imperative for 2016. There are significant changes to General Military Training for FY16. These changes stress flexibility utilizing both face-to-face and online training, customizing topics based on deployments and appropriateness and ultimately a reduction of GMT by 40%. Domestic Violence and Navy OPSEC GMT is even available as a free mobile app. Also, Chart the Course (CTC) training expands on existing efforts made through Sexual Assault Prevention and Response (SAPR) B12F training and using scenario-based videos and facilitator-led discussions will emphasize positive professional behavior and decision-making when facing difficult situations. This training is not just important to our readiness; it is critical to maintain and sustain our "Shipmate Culture" of treating each other with dignity and respect.

Fitness and health changes are coming in 2016 as well. PFA changes start this month. These changes include updates to the PARFQ, Body Composition Assessment (BCA) with new measurement methods, a graduated scale based on age, and FEP assignment policy among the highlights. Your health and wellness is important. Changes are being made to the Medical Line of Duty (LOD) process to make it easier for Sailors to understand and a LOD hotline will provide more assistance to Sailors who have questions or need help.

As I travel around the Navy Reserve Force, I am consistently impressed with how our shipmates continue to support each other. CPO 365 Phase I and Phase II Training should continue to be creative and innovative to increase leadership capabilities. As



advancement opportunities continue to stabilize, advancement exam study and preparation is increasingly important. Please continue to leverage training and resources to "intervene" on behalf of Sailors - our shipmates - in conflict or crisis, on and off duty.

This issue of the Almanac has resources and references that you will use for the coming year, from pay to benefits and other information to make your service easier. Your Navy needs you as part of the one Navy Team. It needs you at a high state of readiness, ready to serve here at home on Drill Weekends and ready to go forward to points around the globe, in the Pacific for RIMPAC, Djibouti, Afghanistan and many, many others.

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

MIDDLE EAST



AFGHANISTAN



PAY - POINTS - RETIREMENT



Photo by Lt. Kristine Volk

ACTIVE DUTY PAY CHART

Pay Grade	YEARS OF SERVICE															
	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26-28	30
COMMISSIONED OFFICERS																
0-10	-	-	-	-	-	-	-	-	-	-	-	16072	16151	16487	17072	17925
0-9	-	-	-	-	-	-	-	-	-	-	-	14057	14260	14552	15062	15816
0-8	9946	10272	10488	10549	10819	11269	11374	11802	11925	12293	12827	13319	13647	13647	13647	13989
0-7	8264	8648	8826	8967	9223	9476	9768	10059	10351	11269	12044	12044	12044	12044	12106	12348
0-6	6267	6885	7337	7337	7365	7681	7722	7722	8161	8937	9393	9848	10107	10369	10878	11095
0-5	5225	5886	6293	6370	6624	6776	7110	7356	7673	8159	8389	8617	8876	8876	8876	8876
0-4	4508	5218	5567	5644	5967	6314	6746	7082	7315	7449	7527	7527	7527	7527	7527	7527
0-3	3964	4493	4849	5287	5541	5819	5998	6294	6448	6448	6448	6448	6448	6448	6448	6448
0-2	3425	3900	4492	4644	4739	4739	4739	4739	4739	4739	4739	4739	4739	4739	4739	4739
0-1	2972	3094	3740	3740	3740	3740	3740	3740	3740	3740	3740	3740	3740	3740	3740	3740
COMMISSIONED OFFICERS WITH MORE THAN FOUR YEARS ENLISTED OR WARRANT OFFICER ACTIVE DUTY SERVICE																
0-3E	-	-	-	5287	5541	5819	5998	6294	6543	6687	6881	6881	6881	6881	6881	6881
0-2E	-	-	-	4644	4739	4890	5145	5342	5489	5489	5489	5489	5489	5489	5489	5489
0-1E	-	-	-	3740	3994	4142	4292	4441	4644	4644	4644	4644	4644	4644	4644	4644
WARRANT OFFICERS																
W-5	-	-	-	-	-	-	-	-	-	-	-	7283	7652	7928	8232	8645
W-4	4096	4406	4532	4657	4871	5083	5298	5621	5904	6173	6394	6609	6925	7184	7480	7630
W-3	3740	3896	4056	4109	4276	4606	4949	5111	5298	5490	5837	6071	6210	6359	6562	6562
W-2	3310	3623	3719	3785	4000	4334	4499	4662	4861	5016	5157	5326	5437	5525	5525	5525
W-1	2906	3218	3302	3480	3690	4000	4144	4346	4545	4702	4845	5021	5021	5021	5021	5021
ENLISTED																
E-9	-	-	-	-	-	-	4949	5061	5202	5368	5536	5805	6032	6271	6637	6968
E-8	-	-	-	-	-	4051	4230	4341	4474	4618	4878	5009	5234	5358	5664	5778
E-7	2816	3074	3191	3347	3469	3678	3796	4005	4179	4298	4424	4473	4637	4725	5061	5061
E-6	2436	2680	2798	2913	3034	3303	3409	3612	3674	3720	3773	3773	3773	3773	3773	3773
E-5	2231	2381	2497	2614	2798	2990	3148	3166	3166	3166	3166	3166	3166	3166	3166	3166
E-4	2046	2150	2267	2382	2483	2483	2483	2483	2483	2483	2483	2483	2483	2483	2483	2483
E-3	1847	1963	2082	2082	2082	2082	2082	2082	2082	2082	2082	2082	2082	2082	2082	2082
E-2	1757	1757	1757	1757	1757	1757	1757	1757	1757	1757	1757	1757	1757	1757	1757	1757
E-1	1567	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

*ROUNDED TO THE NEAREST DOLLAR

DRILL WEEKEND PAY CHART

Pay Grade	YEARS OF SERVICE															
	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26-28	30
COMMISSIONED OFFICERS																
0-10	-	-	-	-	-	-	-	-	-	-	-	2143	2153	2197	2276	2276
0-9	-	-	-	-	-	-	-	-	-	-	-	1875	1901	1940	2008	2008
0-8	-	-	-	-	-	-	-	-	-	-	1710	1776	1820	1820	1820	1820
0-7	1102	1153	1177	1196	1230	1263	1302	1341	1380	1503	1606	1606	1606	1606	1614	1646
0-6	836	918	978	978	982	1024	1030	1030	1088	1192	1252	1313	1348	1383	1450	1479
0-5	697	785	839	849	883	903	948	981	1023	1088	1119	1149	1184	1184	1184	1184
0-4	601	696	742	753	796	842	899	944	975	993	1004	1004	1004	1004	1004	1004
0-3	528	599	647	705	739	776	800	839	860	860	860	860	860	860	860	860
0-2	457	520	599	619	632	632	632	632	632	632	632	632	632	632	632	632
0-1	396	413	499	499	499	499	499	499	499	499	499	499	499	499	499	499
COMMISSIONED OFFICERS WITH MORE THAN FOUR YEARS ENLISTED OR WARRANT OFFICER ACTIVE DUTY SERVICE																
0-3E	-	-	-	705	739	776	800	839	872	892	918	918	918	918	918	918
0-2E	-	-	-	619	632	652	686	712	732	732	732	732	732	732	732	732
0-1E	-	-	-	499	532	552	572	592	619	619	619	619	619	619	619	619
WARRANT OFFICERS																
W-5	-	-	-	-	-	-	-	-	-	-	-	971	1020	1057	1098	1153
W-4	546	587	604	621	649	678	706	749	787	823	853	881	923	958	997	1017
W-3	499	520	541	548	570	614	660	681	706	732	778	809	828	848	875	875
W-2	441	483	496	505	533	578	600	622	648	669	688	710	725	737	737	737
W-1	387	429	440	464	492	533	553	579	606	627	646	669	669	669	669	669
ENLISTED																
E-9	-	-	-	-	-	-	660	675	694	716	738	774	804	836	885	929
E-8	-	-	-	-	-	540	564	579	597	616	650	668	698	714	755	770
E-7	375	410	426	446	463	490	506	534	557	573	590	596	618	630	675	675
E-6	325	357	373	388	404	440	454	482	490	496	503	503	503	503	503	503
E-5	298	318	333	349	373	399	420	422	422	422	422	422	422	422	422	422
E-4	273	287	302	318	331	331	331	331	331	331	331	331	331	331	331	331
E-3	246	262	278	278	278	278	278	278	278	278	278	278	278	278	278	278
E-2	234	234	234	234	234	234	234	234	234	234	234	234	234	234	234	234
E-1	209	209	209	209	209	209	209	209	209	209	209	209	209	209	209	209

*ROUNDED TO THE NEAREST DOLLAR



RESERVE RETIREMENT

Reserve retirement is properly termed non-regular retirement. There are two non-disability retirement plans currently in effect for Reserve qualified retirees, the new Blended Retirement System, and the current (Final Pay & High-3 Average plans). Receipt of retirement pay is NOT automatic. You MUST apply when you qualify to receive it.

What Retirement Plan Do I Qualify For?

The DoD retirement system will officially change on January 1, 2018. How these changes will affect you will depend upon when you joined the Navy. If you joined:

- ★ **After December 31, 2017:** You will be automatically enrolled in the Blended Retirement System.
- ★ **After December 31, 2005 but before January 1, 2018:** You'll have the choice to enroll in the Blended Retirement System or remain in today's current retirement system.
- ★ **Before January 1, 2006:** You'll be grandfathered and remain in today's current retirement system.

NEW BLENDED RETIREMENT SYSTEM

The Fiscal Year 2016 National Defense Authorization Act provides our military force with a modernized retirement plan built for retirement savings. Beginning in 2018, our service members can get automatic and matching Thrift Savings Plan contributions as well as mid-career compensation incentives in addition to monthly annuities for life. All service members under the current system are grandfathered into today's retirement system.

1. Automatic and Matching Contributions are seen immediately: The DOD automatically contributes 1% of your basic pay to your Thrift Savings Plan after 60 days of service. You'll see matching contributions at the start of three through the completion of 26 years of service, and you will be fully vested as of the beginning of three years of service. The money goes with you when you leave.
2. Continuation Pay: Received at the mid-career point. You may receive a cash payment in exchange for additional service.
3. Full Retired Pay Annuity: Received after completing 20 years of service. Calculate your retired pay base by averaging the highest 36 months of basic pay. You'll gain this monthly annuity for life after completing 20 years of service. (2% x years of service x retired base pay)

Options for Collecting Your Retired Pay

- ★ Active Duty (regular retirement AC/FTS after at least 20 qualifying years of active service): Full retired pay annuity OR Lump Sum with reduced retired pay (50% or 25% of

monthly retired pay annuity bumps back up to 100% at full retirement).

- ★ Reserve (non-regular after 20 qualifying years of service (active or inactive)): Full retired pay annuity beginning at age 60* OR Lump Sum with reduced retired pay (50% or 25% of monthly retired pay annuity bumps back up to 100% at full retirement age (67 in most cases)).

* Could be earlier based on credited active service

CURRENT RETIREMENT SYSTEM

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.

There are two non-disability retirement plans currently in effect for Reserve qualified retirees, Final Pay plan and High-36 Month Average plan. There is no REDUX retirement plan under Reserve (non-regular) 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.

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-3 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 (YOS)

There are three components used in determining years of creditable service for the computation of Reserve (non-regular) retired pay: Years of Service (YOS) for Retirement Entitlement, YOS for Base Pay, and YOS for Retirement Percentage Multiple.



YOS 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:

- ★ 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 RC

Generally, a member must have 20 years of service to be eligible for non-regular retirement. The member will receive a letter from their service advising when this criteria has been met.

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).

YOS for Retirement Percentage Multiple

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

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.

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

Also, you may fax copies to (901) 874-7044. Email copies are not acceptable.

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 faxed to (901) 874-7044.

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) must keep PERS-912 informed of their current mailing address. If a temporary change of residence is planned and mail cannot be delivered promptly by means of the existing mailing address, they should inform PERS-912.





FINANCIAL IMPROVEMENT & AUDIT READINESS

Secretary of Defense, Robert Gates, mandated the Department of Defense (DoD) to achieve audit readiness. Tasked with this requirement, the Office of the Under Secretary of Defense Comptroller Office of Financial Operations (FMO) established the Department of Navy Financial Improvement & Audit Readiness (DON FIAR Program).

The DON FIAR Program is a multi-year, department-wide effort to strengthen Navy-Marine Corps financial business processes and systems, transforming them so that they better serve worldwide operations. The program's goal is to produce financial information with greater accuracy, reliability, and accessibility. With this improved information, the DON's senior leaders will be able to allocate department resources in a better informed, more precise way.

Commander, Navy Reserve Forces (CNRF) has continually supported the DON FIAR Program's goal of producing audit-ready financial information for the external audit currently in progress. It is important to note that FIAR is not a one-time event, but an ongoing comprehensive process and control transformation.

Audit readiness is a state of being; being prepared at all times to demonstrate proper manual and automated processes and documentation that are executed in accordance with policy by all Sailors enterprise-wide.

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

You can help the DOD achieve audit readiness by taking the following actions:

AT/ADT Orders:

- ★ Federal Travel Regulation 301-52.7 requires travelers to submit their travel voucher within five days of returning from travel.
 - Ensure orders are properly endorsed with both reporting and detaching endorsements.
 - Ensure your NRA has a copy of your fully endorsed orders upon completion.
 - Request order modification if duty dates are not properly annotated on official orders.
 - Ensure your supported command has submitted your endorsed orders to the supporting PSD.
 - If travel did not occur, ensure you have canceled it in the appropriate travel system.

Drill Pay:

- ★ Ensure that the appropriate individuals sign and date each page of all IDT Muster Forms 1570/21 or 1570/22 or properly muster you in EDM.

Government Purchase Card:

- ★ Ensure an authorized approving official approves the purchase.
- ★ Ensure the funds are obligated within 10 days of having your obligation document signed by an AO.
- ★ Circle, sign and date all receipts to evidence acceptance of goods/services.

Reserve Sailors can use the DTS Travel Policy Compliance Tool to review travel vouchers and identify any potential errors: <http://www.defensetravel.dod.mil/site/compliance.cfm>

For more information, go to: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/CNRF4_N3/Pages/default.aspx

Photo by Chief Mass Communication Specialist Joshua Treadwell



AFGHANISTAN



PROCESSQUIK

Commander, Navy Reserve Force ProcessQuik is the Navy Reserve's centralized source for standardized business processes and supporting documentation. The ProcessQuik site, located on the Navy Reserve CAC-enabled private website, provides easy access to key SOPs, roles and responsibilities, and associated instructions, forms, and manuals that help you to perform the duties of your role while ensuring consistent mission delivery.

Reserve Processes

With over 400 processes and supporting materials available in ProcessQuik, you can access resources across many areas, such as Reserve travel. Find your role and responsibilities related to Navy Reserve Order Writing System (NROWS) Defense Travel System (DTS) authorizations, as well as a variety of Government Travel Charge Card (GTCC) processes and QuikGuides. An example of the resources available on ProcessQuik, the GTCC unit member process, outlines the general steps that need to be taken for members to obtain, use, and retain a GTCC.

Customize ProcessQuik

To save a process that you are involved in or would like to navigate to more easily, you can use the My Process feature. To

add a process to your My Process page, click on the icon next to each process name. Once added to your My Process page, easily retrieve the information you need by clicking on the title. This will take you directly to the process page where you can find the interactive process map and supporting information needed to do your job.

Additional Resources

You can find information on other process areas to include:

- ★ Command Career Counselor
- ★ Command Services
- ★ Manpower
- ★ Medical
- ★ Miscellaneous
- ★ Operations/Training
- ★ Supply

The CNRF ProcessQuik site is located at: <https://private.navyreserve.navy.mil/sites/processquik> under "Applications".

To locate the Reserve travel processes, or another process related to your job, use the tabs at the top of the page.



Photo by Lt. Kristine Volk

BAGRAM, AFGHANISTAN



FAMILY SERVICE-MEMBERS GROUP LIFE INSURANCE

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

Eligibility

- ★ Spouses and dependent children of active duty service members covered by full-time SGLI.
- ★ Spouses or dependent children of the National Guard, or Ready Reserve (Selected Reserve and Individual Ready Reserve - Voluntary Training Unit) members covered by full-time SGLI.
- ★ Family coverage is available only to members insured under the SGLI program.
- ★ If you are covered under full-time SGLI, you are eligible to insure your spouse, regardless of whether your spouse is on active duty, retired or is a civilian.

SERVICE-MEMBERS GROUP LIFE INSURANCE

SGLI provides low-cost term life insurance coverage to eligible service members.

Eligibility

- ★ Active duty members of the Army, Navy, Air Force, Marines, Coast Guard, or members of the Ready Reserve (Selected Reserve and Individual Ready Reserve - Voluntary Training Unit) or National Guard and scheduled to perform at least 12 periods of inactive training per year.
- ★ Member, cadet, or midshipman of the Reserve Officers Training Corps (ROTC) engaged in authorized training.

Coverage

SGLI coverage is available in \$50,000 increments up to a maximum of \$400,000. Covered members receive 120 days of free coverage from their date of separation. Coverage can be extended for up to two years if the service member receives 100 percent disability at separation.

If you receive a 100 percent disability rating at the time of separation (unable to work), you can apply for the SGLI Disability Extension, which provides free coverage for up to two years from the date of separation. At the end of the extension period,

Coverage

FSGLI provides up to a maximum of \$100,000 of insurance coverage for spouses, not to exceed the service member's SGLI coverage amount, and \$10,000 for dependent children.

If you are insured under full-time SGLI, spousal coverage may or may not be automatic. The majority of members are covered automatically and must "opt out" of coverage via the NRA by completing SGLV Form 8286A.

How to Apply

If you are covered under full time SGLI and your spouse is not automatically covered, you may apply for spouse coverage by completing SGLV Form 8286A.

Payment

Premiums are deducted from monthly pay automatically. Members of the VTU must pay premiums directly to Defense Finance & Accounting Service (DFAS). Members who fail to pay premiums, and who fail to opt out of coverage, will incur a debt that will go to collection at the time of retirement/separation and can negatively affect credit.

you automatically become eligible for VGLI, subject to premium payments.

Cost/Rates

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

- ★ To designate beneficiaries, or to reduce, decline, or restore SGLI coverage, you must complete and submit SGLI form SGLV 8286.
- ★ You should contact your personnel office for any changes to Basic SGLI or Family SGLI coverage.

Payment

Premiums are deducted from monthly pay automatically. Members of the VTU must pay premiums directly to DFAS. Members who fail to pay premiums, and who fail to opt out of coverage, will incur a debt that will go to collection at the time of retirement/separation and can negatively affect credit.



ENHANCEMENT FOR DRILL MANAGEMENT

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

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

How does it work?

1. 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 additional IDT).
2. The Unit CO, or designated representative, receives notification of a submitted request in NSIPS for adjudication.
3. If approved, the request is electronically forwarded to the assigned NRA for final approval and the generation of an electronic Individual Participation Record (IPR).
4. Disapproved requests are returned to the Sailor, and the Sailor is notified via a system generated email notification.

5. The Reserve Sailor performing the IDT must be electronically mustered in NSIPS. This can be done by any E-6 and above member of the Navy, Active or Reserve.
6. Once mustered, the electronic IPR is sent to the Unit CO or designated representative, and the NRA for certification.
7. The IPR is then recorded for pay and/or retirement point accrual processing in core NSIPS.

How do you access EDM?

Access EDM, by logging into the NSIPS Electronic Service Record at: <https://nsips.prod.nmci.navy.mil/nsipscl/jsp/index.jsp>.

- a. SELRES and VTU members that are new to NSIPS, must first use the NSIPS Self-Service "New Users" link to get an ESR account.
- b. 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. Please contact your NRA EDM administrator if you have questions or need assistance regarding EDM.

TRIM: RECORDS MANAGEMENT

Commander, Navy Reserve Force (CNRF) is currently evaluating the Reserve Force's Records Management (RM) Program. As part of this evaluation, CNRF will begin adhering to current policies by ensuring that the force is storing and maintaining all records of business actions. An effective RM Program will assist with the collection of information used in audits, inspections, data calls, and daily operations.

CNRF is also implementing a practical Electronic Records Management System (ERMS) to improve on the current state of the RM Program. An ERMS offers considerable value to CNRF by facilitating the sharing of information, improving the use of staff time, and reducing the costs associated with the storage of unnecessary information.

Hewlett Packard (HP) Total Records and Information Management (TRIM) is the CNRF's approved ERMS. HP TRIM is currently available on all Navy Marine Corps Intranet (NMCI) workstations and provides the CNRF with an official record repository that is centralized across all commands.

HP TRIM offers:

- ★ Robust search functionality for record retrieval.
- ★ Assisted record scheduling to ensure files are retained appropriately.
- ★ Secure storage of Personally Identifiable Information (PII) and For Official Use Only (FOUO) records.
- ★ Access controls with restricted permissions to sensitive records.

The CNRF TRIM support team is providing satellite training on the RM Program, including HP TRIM, to the Reserve Force. Contact the CNRF TRIM Support Team for any questions, comments, or to request training at: CNRFC_TRIM@navy.mil.



PACIFIC



JAPAN

CAREER DEVELOPMENT





CAREER NAVIGATOR

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

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

Career Waypoints

Qualification of a Sailor within Career Waypoints (C-WAY) is central to the functionality of each C-WAY module. Every E-6 and below Sailor has a Career Waypoints record through which their career counselor can validate the Sailor's eligibility to change ratings or execute a change in component from RC to AC or FTS. Career Waypoint-Conversion is the module that allows Reserve Sailors to apply for rating conversions within the Reserve community based on the Sailor's qualifications and the needs of the Navy.

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

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

Navy e-Learning

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

- ★ www.nko.navy.mil > LEARNING > 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).

- ★ www.nko.navy.mil > LEARNING > College and Credentialing > 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).

- ★ www.nko.navy.mil / > LEARNING > 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, 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.

- ★ <https://nsips.nmci.navy.mil>

Electronic Training Jacket (ETJ)

The ETJ provides a view of career information documented in Navy personnel databases, such as training and education (including Navy e-Learning, Navy Enlisted Classification (NEC) codes, and college courses), qualifications and certifications, career history, advancement status and awards.

- ★ www.nko.navy.mil > LEARNING > Electronic Training Jacket

Physical Readiness Information Management System (PRIMS)

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

- ★ www.bol.navy.mil > PRIMIS

Selected Reserve (SELRES) Change of Designator

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

- ★ BUPERSINST 1001.39F: Administrative Procedures For Navy Reservists
- ★ MILPERSMAN 1212-010: Lateral Transfer And Change Of Designator Codes Of Regular And Reserve Officers



Photo by Navy Operational Support Center Guam

INARAJAN POOLS, GUAM

- ★ MILPERSMAN ARTICLE 1212-020: Redesignation Procedures For Limited Duty Officers (LDOS) And Chief Warrant Officers (CWOS) Within Their Respective Community

Official Military Personnel File (OMPF)

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, accessing the same OMPF documents available to selection board members when considering candidates for advancement and special programs.

- ★ <https://www.bol.navy.mil> > Official Military Personnel File (OMPF) - My Record

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.

- ★ <https://awards.navy.mil>

Career Management System/ Interactive Detailing (CMS-ID)

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

- ★ <https://www.cmsid.navy.mil>





CONTINUUM OF SERVICE

The Continuum of Service provides opportunities for a lifetime of service by combining full-time and active duty with part-time Reserve duty which has a range of programs designed to facilitate flexible options.

Each of the efforts listed below is designed to further enable the Continuum of Service by smoothing the transition between components, and within the Navy Reserve. They are in place to help Sailors make informed decisions about their careers while ensuring the Navy receives the greatest support through continued service. To ensure the warfighting readiness of the Total Force, barriers to service will continue to be removed, and all Sailors will be better able to navigate their careers from recruitment to retirement.

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.

Enlistment/Affiliation Bonus for NAVETs

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

Career Transition Office (CTO)

The Career Transition Office (CTO) PERS-97 provides counseling and support to active duty officer and enlisted Sailors considering a transition to the RC. Furthermore, AC officers approved for favorable separation or resignation will be contacted by the CTO prior to separation. Interested AC service members may also contact a CTO representative by phone at: 901-874-4192 or email at cto.officer@navy.mil or cto.enlisted@navy.mil.

Reserve Component to Active Component (RC2AC) /Full-Time Support (FTS)

To provide opportunities for RC officer and enlisted Sailors to meet active duty (AC and FTS) mission requirements, three Reserve to active duty transition programs are available:

1. Definite recall
2. Indefinite recall (officer)/Augmentation (enlisted)
3. SELRES to FTS

Definite (temporary) Recall to Active Duty. This program gives RC officer and enlisted Sailors the opportunity to perform active duty recall orders to fill specific AC or FTS billets for a

period of 1-3 years. Personnel remain in the RC and compete for promotion with other RC members while on definite recall orders and then return to their previous status at the completion of orders.

- ★ MILPERSMAN ARTICLE 1320-150: Active Duty Navy Definite And Indefinite Recall Program For Reserve Officers
- ★ MILPERSMAN Article 1320-155: Active Duty (ACDU) Navy Definite Recall Program For Reserve Enlisted

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

- ★ 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

Active Component to Reserve Component (AC2RC)

Career Waypoint (C-WAY) Reenlistment transition to SELRES allows active duty enlisted Sailors to request and receive approval for Selected Reserve (SELRES) quotas through the Career Waypoint-Reenlistment process, either in their current rate, or direct conversion to another rate for which they are qualified. The two points of entry into the Navy Reserve are:

- ★ Personnel on active duty (AC or FTS) may request a Selected Reserve (SELRES) quota through the Career Waypoint-Reenlistment (CWAY-R) module during their Soft Expiration of Obligated Service (SEAOS) CWAY-R window (13 to 3 months prior to SEAOS. Always discuss submission of a SELRES request outside of the SELRES-only window (5 to 3 months prior to SEAOS) with your career counselor.
- ★ Prior service personnel not approved for direct affiliation



through the CWAY-R module prior to separation from active duty and non-prior service personnel may contact their local Navy Reserve Recruiter.

Once approved for SELRES affiliation, and while still on active duty, Sailors can select the Navy Operational Support Center (NOSC) they desire to be assigned to through the Career Management Interactive Detailing System (CMS-ID). To facilitate the AC to RC transition, Sailors who complete and submit their completed Reserve affiliation screening checklist (NAVPERS 1307/97) to the CTO more than 60 days prior to their EAOS will have their final PCS orders written to the selected NOSC. The AC separation and RC gain transactions will occur at the NOSC following the final PCS move.

- ★ NAVADMIN 179/12: Sailors Approved For Transition To The Selected Reserves Via Perform To Serve Or Early Career Transition Program Separation Orders

SELRES to FTS

SELRES officers apply for transfer and redesignation to FTS communities via a semi-annual board. Selected applicants will remain in the RC, but will have their designators changed from xxx5 to xxx7.

- ★ MILPERSMAN Article 1001-020: Full Time Support (FTS) Of The Navy Reserve Officer Program

- ★ MILPERSMAN Article 1306-1502: Eligibility Requirements And Application Procedures For Conversion And Recall To The Full Time Support (FTS) Program

Reserve Component Leave Carryover

RC members who accrue leave while serving on active duty for a period of more than 29 days have the option to carry forward unused leave between non-consecutive periods of active duty, rather than using the balance of their leave or receiving a lump-sum payment for unused leave at the end of each active duty period. Applicable laws: Title 10/Subtitle A/PART II/CH.40/Section 701 and Title 37/CHAPTER 9/Section 501

- ★ NAVADMIN 163/12: Implementation Of DOD Policy Allowing Reserve Component Leave Carry Over
- ★ MILPERSMAN Article 1050-010: Leave Policy

Pay/Benefits Guide

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



Photo by Chief Mass Communication Specialist Wendy Wyman



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 Sailor. Compensation, physical condition, medical treatment, personal documents, and non-service related documents might be maintained as part of the OMPF record.

Submission/Correction Criteria

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

- ★ The document is the "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.

Most common corrections to the image record (OMPF)

- ★ Removal of duplicate document(s).
- ★ Removal of document(s) that were corrected by another document (both documents must already be in the OMPF Record).
- ★ Removal of document(s) belonging to someone else.

- ★ Removal of document(s) that were erroneously filed to the record, (i.e., document filed in your record contrary to policy or regulation such as birth certificate).

Submitting Official Transcripts

Submit only official transcripts that indicate a degree or college credits was earned in envelopes sealed by the university to:

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

FITREP Submission/Corrections

For all Fitness Report issues contact PERS-32 at:

Email: 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 (NDAWS) at: <https://awards.navy.mil>. Select "personal awards"; then "personal awards query" on the right.
- ★ If it is reflected accurately in NDAWS, print your full SSN in the upper right corner of the award, and ask your command to send it, or send a copy to PERS-313 at:
Navy Personnel Command, PERS-313
5720 Integrity Dr. Millington, TN 38055
- ★ If it has not been entered into NDAWS, or is in error, ask your administration office to contact the NDAWS 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.

Personal Data Record

Your Personal Data Record includes your Electronic Service Record (ESR) and other documents updated by other agencies, such as your servicing Personnel Support Detachment (PSD) or the Navy Standard Integrated Personnel System (NSIPS). NSIPS contains pay and personnel information entered by your command and/or servicing PSD. Periodically, ESR information is printed and electronically submitted to your OMPF. It is important to ensure the information in your ESR is current. To view ESR data, go to: <https://nsips.nmci.navy.mil>. Contact your PSD to have your ESR updated.



Photo by Chief Mass Communication Specialist Larry Foss

AUSTRALIA



APPLY

Senior officer and command billet placements are determined at an annual board that only considers applicants who have submitted a package through the Reserve Forces Manpower Tools (RFMT) 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

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 since your last promotion, do so.

2 APPLY registration and dream sheet selection. In the RFMT database, update your billet history and provide remarks to the board on your desires and qualifications to fill certain billet selections.

- ★ Many officers do not 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.

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; "0" no confidence.

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

- ★ Your top billet choice will be shown as well as your qualifications, your billet history and the remarks/comments you made to the board.
- ★ The remarks you make should relate to your ability to perform the billets you selected. Don't explain your PFA 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-17 APPLY Timeline

- ★ Exact deadlines will be established in the annual COMNAVRESFORNOTE 5400 notice and must be met.
- ★ Eligibility for post-board actions requires members to register and indicate at least one billet choice on the dreamsheets.
- ★ Members with an expiring PRD, or returning from active duty, must register and apply for a billet to be considered for a follow-on assignment. Failure to do so will result in your transfer to the voluntary training unit (VTU).





JOAPPLY

The quarterly JOAPPLY online application process is for junior officers (O-4 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.

A yearly schedule is posted on the Reserve Forces Manpower Tools (RFMT) website. There are four phases for each quarterly cycle:

Main Application Phase:

Typically, during the first month of the quarter. You can submit up to seven applications as part of your "dreamsheet" and modify it up until the application cycle closes. It is recommended that you apply for seven billets, and that you read each billet description, including supported command and commanding officer comments, regarding billet eligibility requirements, unit mission, and supported command expectations.

OSO Ranking Phase:

Typically seven days. This is when the supported command operational support officers (OSOs) rank and comment on billet applicants. Program managers and Navy Reserve unit commanding officers provide their feedback to the OSOs, and your profile is then reviewed and evaluated.

Main Application Selection Phase:

Typically a three week period, following the OSO ranking phase, where the 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 either during the local assignment or the next quarter's main application phase. 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 effective date.

Local Application and Selection Phase:

Typically a seven day period in the third month of each quarter. The local assignment phase provides you an additional opportunity to apply for local billets if you are in cross-assigned (CA) out or in assignment processing (IAP) status. As in the main application selection phase, you will be notified via email concerning the status of your applications and possible billet selections.

- ★ 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 180 days of your PRD, or while in an IAP status.
- ★ Life events may cause you to relocate. If this happens, you may submit a TRUIC change request through RFMT. Before submitting a TRUIC change request, ensure that your profile reflects your new address via NSIPS, and that you have informed your unit leadership.



Photo by Capt. Scott Kawamoto

JAPAN



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

- ★ 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 non-governmental 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 three year or two year path 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 AT).
- ★ 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 official (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

- ★ A JQO nomination package is submitted, with inputs from the Navy Reserve JQS Service Manager, to the Joint Staff on a monthly basis. The Joint Staff validates the nominated officers' qualifications and forwards the nomination list to OSD for formal designation. This process normally takes 2-3 months. If you believe you have met all the requirements for a joint qualification, contact your JQS Service Manager at: MILL_RC_JQS_MANAGER@navy.mil.





Photo by Mass Communication Specialist 2nd Class Jeremy Starr

GUAM

AMERICAS



HAWAII



Photo by Mass Communication Specialist 2nd Class Daniel Barker

EDUCATION





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. The Commander, Navy Reserve Forces Command (CNRFC) 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 CNRFC 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 completion certificates, to Navy Personnel Command (PERS-912) for course credit entries.

JOINT-QUALIFIED OFFICER (JQO)

The joint qualification system (JQS) provides active and Reserve component (RC) officers an opportunity to earn joint qualifications upon completion of the requisite joint professional military education (JPME) and a full tour of duty in a joint assignment.

Requirements for commissioned officers to be educated and experienced in joint matters was codified as part of the Goldwater-Nichols Act of 1986. The JQS builds upon this historic legislation by providing a structure that recognizes the expeditionary and inherently joint nature of how military forces operate in the 21st century.

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

Officers must be in the grade of O-4 or above to be designated a JQO (aka JQS Level III) after having completed JPME Phase II and a full joint tour or obtained equivalent joint experience points. However, an O-3 officer may apply for designation as Joint Qualification Level II after having completed at least 18 points of joint experience and JPME Phase I. A full joint tour is obtained by meeting the time requirements in an active duty

standard joint duty assignment list (JDAL) billet (S-JDA) or by the experience-based self-nomination process (E-JDA) for periods that amount to at least 36 points.

RC officers may receive joint credit towards JQO for periodic duty while assigned to a SELRES S-JDA, or for any active duty (MOB/ADT/ADSW/AT) that meets the "definition of joint matters". RC officers interested in achieving JQO need to read DODI 1900.19, enclosure 13 for the multiple routes to designation. See the "Joint Officer Detailing" page on the Navy Personnel Command website for the E-JDA submission process. RC officers have one year from the end date of their active duty orders to self-nominate for E-JDA credit.

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





Photo by Mass Communication Specialist 1st Class Kathleen Gorby

HONDURAS

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.

- ★ 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).

NAVY KNOWLEDGE ONLINE

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

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.


Armed Forces Ranks

Air Force | Army | Marine Corps









Navy & Coast Guard

Grade	Air Force Army Marine Corps	Navy & Coast Guard
0-10	 General of the Air Force/Army (reserved for wartime)	 Fleet Admiral (reserved for wartime)
0-9	 General	 Admiral Commandant of the Coast Guard
0-8	 Lieutenant General	 Vice Admiral
0-7	 Major General	 Rear Admiral
0-6	 Brigadier General	 Rear Admiral (lower half)
0-5	 Colonel	 Captain
0-4	 Lieutenant Colonel	 Commander
0-3	 Major	 Lieutenant Commander
0-2	 Captain	 Lieutenant
0-1	 First Lieutenant	 Lieutenant Junior Grade
0-1	 Second Lieutenant	 Ensign





Warrant Officers

Air Force	Army	Marine Corps	Navy & Coast Guard
No Warrant Officer Rank	 Warrant Officer 1	 Warrant Officer 1	 Warrant Officer 1 (Coast Guard only)
	 Chief Warrant Officer 2	 Chief Warrant Officer 2	 Chief Warrant Officer 2
	 Chief Warrant Officer 3	 Chief Warrant Officer 3	 Chief Warrant Officer 3
	 Chief Warrant Officer 4	 Chief Warrant Officer 4	 Chief Warrant Officer 4
	 Chief Warrant Officer 5	 Chief Warrant Officer 5	 Chief Warrant Officer 5


E-9

Air Force	Army	Marine Corps	Navy & Coast Guard
 Chief Master Sergeant of the Air Force	 Sergeant Major of the Army	 Sergeant Major of the Marine Corps	 Master Chief Petty Officer of the Navy Coast Guard
 Chief Master Sergeant First Sergeant Command Chief Master Sergeant	 Sergeant Major Command Sergeant Major	 Master Gunnery Sergeant Sergeant Major	 Master Chief Petty Officer Command Master Chief Petty Officer Fleet/Force Master Chief Petty Officer

E-8

 Senior Master Sergeant First Sergeant	 Master Sergeant First Sergeant	 Master Sergeant First Sergeant	 Senior Chief Petty Officer
--	---	---	--

E-7

 Master Sergeant First Sergeant	 Sergeant First Class	 Gunnery Sergeant	 Chief Petty Officer
---	---	---	--

E-6

 Technical Sergeant	 Staff Sergeant	 Staff Sergeant	 Petty Officer First Class
---	---	---	--





E-5

 Staff Sergeant	 Sergeant	 Sergeant	 Petty Officer Second Class
---	---	---	---



E-4

 Senior Airman	 Corporal, Specialist	 Corporal	 Petty Officer Third Class
--	---	---	--

E-3

 Airman First Class	 Private First Class	 Lance Corporal	 Seaman
---	--	---	---

E-2

 Airman	 Private	 Private First Class	 Seaman Apprentice
---	--	--	--

E-1

Airman Basic	Private	Private	Seaman Recruit
--------------	---------	---------	----------------



JOINT PROFESSIONAL MILITARY EDUCATION

JPME-1 Education

How does Commander, Navy Reserve Forces Command (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, strength of letter(s) of recommendation, and return on investment are considered. Return on investment is measured according to how many years of service the Sailor has remaining, as well as their 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. Sailors should look for current solicitation messages on the CNRFC N7 professional military education (PME) webpage, under "PME Announcements". CNRFC N7 also advertises through GovDelivery and Facebook.

Sailors interested in being directly notified of when solicitation periods for applications open, should sign up to be placed on "GovDelivery" subscription for JPME opportunities.

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, RI), Air Force (Montgomery, AL), Army (Fort Leavenworth, KS), and Marine Corps (Quantico, VA.).
- ★ There are limited quotas available for Selected Reserve (SELRES) annually. All are highly competitive. Schools are approximately 10-12 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, RI
- ★ CNRFC N7 will facilitate entry into the 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.
- ★ Army War College Department of Distance Education (AWCDDE): A two year distance education program that is delivered over the internet with a two-week in-resident portion held each summer. Participants may be eligible for a Master of Science Degree in Strategic Studies. There are an estimated 10 quotas available per year open to SELRES O-5 to O-6.

JPME-2 In-Residence Service Colleges

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



Joint and Combined Warfighting School (JCWS)

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

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.
- ★ The course dates can be found on the Joint Forces Staff College website.
- ★ 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 Forrester Drive Norfolk, Virginia 23551-4615.



Photo by Logistics Specialist 2nd Class Sergio Rodríguez Espinosa

PUERTO RICO

ANTARCTICA



Photo by Navy Cargo Handling Battalion Ten Public Affairs

MOBILIZATION - DEMOBILIZATION





MOBILIZATION

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

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

What is the role of the NOSC?

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

Both officer and enlisted Reserve Sailors are eligible to volunteer for mobilizations. Prior to volunteering, Sailors should ensure that they are volunteering for a billet for which they are fully qualified and for which they have chain of command approval. Mobilization opportunities are advertised via GovDelivery.

The screening process contains five sections, based on the mobilization billet requirements. CNRFC N35 includes billet information in all mobilization billet advertisements to include:

- ★ Rate/Designator
- ★ Expiration of Service (EOS)
- ★ Rank
- ★ Navy Enlisted Code (NEC)
- ★ Navy Officer Billet Classification (NOBC)
- ★ Security Clearance

How To Volunteer For A Mobilization:

Reserve Sailors interested in receiving mobilization billet advertisements can sign up through GovDelivery at: www.navyreserve.navy.mil. Click on the red envelope on the right side and enter your email address. Choose "N3 Mobilizations".

CNRFC N35 randomly selects Reserve Sailors from a pool of volunteers SOLELY based on their qualifications for mobilization. The volunteer process is fair and transparent affording all Reserve Sailors an equal opportunity for mobilization. To apply, visit the mobilization volunteer portal, click "volunteer now", and then complete and submit the volunteer request.

Photo by Electricians Mate 1st Class Jeremy Bivens



MCMURDO STATION, ANTARCTICA



RETURNING WARRIOR WORKSHOP

Reserve Sailors who have recently returned from a mobilization or deployment are invited to attend a Returning Warrior Workshop (RWW) with the guest of their choice.

Guests can be any individual designated by the Sailor whose presence will contribute to the purpose of the event for the member. RWWs are hosted by the six 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. 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 primarily by personal vehicle, and mileage is paid at the current government rate for up to 400 miles. The host RCC will work to pair returning Sailors with an RWW nearest to their residence. During the RWW, trained facilitators lead Sailors and their guests through a series of presentations and table-top discussions that address post-combat stress and transition back to civilian life. Participants are afforded the opportunity to share their experiences in a safe environment with their peers. Symptoms such as sleep and appetite disturbances, decreased intimacy, job loss, financial difficulties, increased anger and/or frustration, alcohol or drug use, and other behaviors not present prior to

deployment are safely discussed. The goal is for Sailors to learn that they are not alone and have resources available to help them move forward.

Upcoming RWWs:

11-13 Mar 2016	Hilton Head, SC	RCC Jacksonville
1-3 Apr 2016	San Diego, CA	RCC San Diego
8-10 Apr 2016	San Antonio, TX	RCC Fort Worth
13-15 May 2016	Chicago, IL	RCC Great Lakes
17-19 Jun 2016	Burlington, VT	RCC Norfolk
24-26 Jun 2016	Austin, TX	RCC Fort Worth
15-17 Jul 2016	Seattle, WA	RCC Everett
29-31 Jul 2016	Orlando, FL	RCC Jacksonville
12-14 Aug 2016	Philadelphia, PA	RCC Great Lakes
12-14 Aug 2016	Palm Springs, CA	RCC San Diego

Signing Up

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

RCC Fort Worth: Sharon James, sharon.d.james1@navy.mil

RCC Jacksonville: Matthew Davis, matthew.davis2@navy.mil

RCC San Diego: Susan Hare, susan.hare@navy.mil

RCC Norfolk: Eric Harris, eric.t.harris@navy.mil

RCC Great Lakes: Ed Cooper, edward.cooper@navy.mil

RCC Everett: Bailey Richard, bailey.b.richard@navy.mil

YELLOW RIBBON REINTEGRATION PROGRAM

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

Through YRRP events, service members and loved ones connect with local resources before, during, and after deployments. Reintegration during post-deployment is a critical time for members of the Guard and Reserve, as they often live far from military installations and members of their units. Commanders and leaders play a critical role in assuring that Reserve service members and their families attend YRRP events where they can access information on health care, education/training opportunities and financial and legal benefits. The YRRP works in conjunction with federal partners, including the Departments of Labor and Veterans Affairs, to provide up-to-date and relevant information to the members of the all-volunteer force and their families.

Transition Goals, Plans and Success (Transition GPS)

T-GPS helps Reserve Sailors returning from active duty service transition from military life back to the civilian workplace and culture. Sailors are taught how to manage their finances, interview for jobs, and write resumes before their re-entry into civilian life.

Transition GPS offers a wide range of services to help with issues related to leaving active duty. Program staff members provide many of the services, and coordinates with separate military, governmental, and private-sector organizations. Transition assistance services include:

- ★ Department of Labor (DOL) employment workshops
- ★ Veterans Affairs (VA) benefits briefing
- ★ Disabled Transition Assistance Program (DTAP)
- ★ Installation Transition GPS briefings



FAMILY CARE PLAN

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

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

A Family Care Plan is required for:

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

A plan may also be required for family members who have limited proficiency of the local language, or are unable to drive or otherwise gain access to basic life-sustaining facilities (i.e. food and medical care). For example, Sailors and their families who are assigned to an isolated location with a family member who has limited language or communication skills in that country of residence may require a family care plan.

Sailors who meet this criteria are required to submit a new or updated family care plan to their commanding officer within 60 days for active duty, and 90 days for Reserve Sailors, under the

following circumstances:

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

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

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

Deactivation

You may receive TAMP when you deactivate from active duty after serving more than 30 consecutive days in support of a contingency operation.

If activated in support of a Contingency Operation:

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

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

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

- ★ You may qualify to purchase Tricare Reserve Select.
- ★ If you do not qualify for Tricare Reserve Select, you can purchase the Continued Health Care Benefits Program.
- ★ You can search for civilian health plans via the Health Insurance Marketplace.



ANTARCTICA



Photo by Navy Cargo Handling Battalion Ten Public Affairs

AFRICA



DJIBOUTI



MEDICAL





TRICARE DENTAL PROGRAM

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

Eligibility

- ★ Family members of active duty service members
- ★ Family members of National Guard/Reserve members
- ★ National Guard/Reserve members who are not on active duty or covered by the Transitional Assistance Management Program (TAMP) after serving on active duty for more than 30 consecutive days in support of a contingency operation

When you are not on active duty, you and your family members are eligible for the TRICARE Dental Program which is a premium-based plan that requires a 12-month minimum enrollment period. You can enroll at any time and pay monthly premiums based on your military status. Family members can enroll separately. If you are called to active duty, your family members' enrollment in the TRICARE Dental Program continues without interruption.

Your enrollment, however, will change. When called to active duty for more than 30 consecutive days, you will receive dental care from a military dental treatment facility. Reserve Sailors who are on active duty, or covered by TAMP, are covered by active duty dental benefits.

For Sailors that need an annual dental exam for dental readiness, civilian dentists who participate in the TRICARE Dental Program will complete the DD Form 2813 at no additional cost.

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

LINE OF DUTY BENEFITS

The Line of Duty Healthcare (LOD-HC) program authorizes medical and/or dental care for Reserve Sailors who incur or aggravate an injury, illness or disease in the line of duty.

Eligibility

Reserve Sailors who incur or aggravate an injury, illness or disease while in a duty status may be eligible for LOD Benefits.

If authorized, members may receive medical benefits for approved conditions until a military physician finds them fit for duty with no additional follow-up required, or until final disposition is determined by the Physical Evaluation Board (PEB).

Sailors on an approved LOD-HC may also be eligible for incapacitation pay. It is incumbent upon the Sailor to prove with clear and convincing evidence the amount of gross civilian earned income and any losses incurred.

How Are LOD Benefits Requested?

Reserve Sailors who are on active duty orders must inform their medical department representative (MDR) upon expiration (preferably before expiration) of their orders regarding their injury, illness or disease. Sailors who remain hospitalized due to an emergency situation at the expiration of orders will be retained on active duty until released from the hospital. Upon release from the hospital, PERS-95 must be notified as soon as possible to assist in the expedition of the LOD request/possibly MEDHOLD if over 30 days.

All LOD requests are submitted through Echelon IV commands

i.e. RCC (Reserve Component Command) to PERS-95 for review.

Sailors Must Communicate With Their MDR

Medical updates are required monthly and must be obtained from a Primary Care Manager.

Incapacitation Pay

Reserve Sailors requesting Incapacitation Pay must demonstrate lost income from their civilian employment.

Failure to provide current or sufficient information to establish loss will result in delay, suspension or discontinuation of incapacitation pay. Incapacitation Pay will not exceed full military pay and allowances.

The RC Sailor's civilian employer must document the lost and/or earned wages during the reporting period. The NOSC will verify with the Sailor's civilian employer the claimed lost income and submit all Incapacitation Pay requests to PERS-95 VIA RCC.

Reserve Sailors should ensure they notify their NOSC medical department and chain of command!

For inquiries or complaints, please email the CNRFC mailbox at: CNRFC_LOD@NAVY.MIL





TRICARE RESERVE SELECT

TRICARE Reserve Select is a premium-based health care plan that qualified Selected Reserve Sailors and their families can purchase. TRICARE Reserve Select satisfies the minimum essential coverage required under the Affordable Care Act.

Eligibility

TRICARE Reserve Select is available to the Selected Reserve members of the Ready Reserve and their families who meet the following qualifications:

- ★ Not on active duty orders
- ★ Not covered under the Transitional Assistance Management Program (TAMP)
- ★ Not eligible for or enrolled in the Federal Employees Health Benefits (FEHB) program or currently covered under FEHB, either under their own eligibility or through a family member

To verify eligibility go to: www.mydodbenefits.dmdc.mil. The sponsor and his or her family members must be registered in the Defense Enrollment Eligibility Reporting System (DEERS) to be eligible for TRICARE. Visit a uniformed services identification card-issuing facility to register family members.

2016 Monthly Rate

Member Only: \$47.90 per month

Member & Family: \$210.83 per month

Paying Monthly Premiums

When you enroll, you will pay a two-month premium payment by check, money order, cashier's check or a debit/credit card.

After that, premiums are paid by an electronic funds transfer (EFT) or recurring debit/credit card charge.

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

Continued Health Care Benefit Program (CHCBP)

CHCBP is a premium-based health care program administered by Humana Military. If you qualify, CHCBP provides you and your family with continued health care coverage for 18-36 months after you lose your military health care benefits. Participation is optional and available to former qualified uniformed service members, their family members, former spouses who have not remarried, adult children, and unmarried children by adoption or legal custody. It is not a TRICARE program and the cost varies by plan. For more information, go to: www.tricare.mil/chcbp

Tricare WEST

Regional Contractor:

United Healthcare
Military & Veterans

1-877-988-WEST

(1-877-988-9378)

www.uhcmilitarywest.com



Areas covered:

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



Areas covered:

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



Areas covered:

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

Tricare OVERSEAS

Regional Contractor:

International SOS

Country-specific toll-free numbers and registration are available at:

www.tricare-overseas.com

Areas covered:

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

ARCTIC



ALASKA



TRAVEL





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) at: www.smartpay.gsa.gov/about-gsa-smartpay/tax-information/travel-card.

*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.

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.

DO

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

For more information on the GTCC program, contact: CNRFC Level III & IV APC at: 757-322-6551

CitiDirect online: home.cards.citidirect.com/CommercialCard/Cards.html?classic=2



Photo by Cmdr. Colette Graff



TRAVEL ORDERS - AUTHORIZATIONS & VOUCHERS - CLAIMS

The Navy Reserve Order Writing System (NROWS) is the single, enterprise-wide web-based application for putting a Reserve Sailor on Annual Training (AT), Active Duty Training (ADT) and Inactive Duty Training Travel orders (IDTT). It incorporates the orders application process with an automated approval work flow and the delivery of official orders.

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DOD travelers to create authorizations, prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank account and the Government Travel Charge Card (GTCC).

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

1. Create an application in NROWS

- ★ Requirement owner assigns Sailor to requirement and resource owner approves assignment.
- ★ Traveler completes order application in NROWS.
- ★ The traveler saves and routes the application for approval.
- ★ NROWS automatically emails the traveler when their application is approved or disapproved.
- ★ Once approved, the document serves as the traveler's approved orders.

2. Approved Transportation Authorization

- ★ DTS automatically email notifies the traveler to complete their transportation authorization request in DTS.
- ★ The traveler signs the travel authorization, which is then automatically routed for approval.
- ★ Once approved, the Commercial Travel Office (CTO) 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 of Station (PCS) and Back-to-Back (B2B) orders. Transportation and vouchers for these types of orders are completed through a personnel support detachment (PSD).

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 B2B 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 lodging, air and rental car transportation must be booked through the Defense Travel System (DTS).
- ★ 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 GTCC charges.
- ★ Forgetting to adjust estimated expense to actual expense.
- ★ Forgetting to upload substantiating documents (endorsed NROWS Orders; CWT Sato E-invoice; rental car and hotel receipts; receipts for expenses over \$75.00; currency conversion table, if applicable).
- ★ Missing detailed justification for flagged items.



EUROPE



NAPLES



BENEFITS





POST 9/11 GI BILL & TRANSFERABILITY

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

Eligibility

Requires completion of a minimum six years of service in the armed forces, and a minimum of 90 days of aggregate active duty service for Reserve Sailors, after 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. Spouses have 15 years from date of transfer; 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 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. 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

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 & 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%

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 four year reenlistment to submit a transferability request. Short-term extensions are not authorized for the purpose of transferability, unless in a high year tenure (HYT) status.

Once the additional service obligation page reflects in the ESR, Sailors can complete and submit the electronic transfer election using the Transfer of Education Benefits (TEB) web application located at <https://www.dmdc.osd.mil/milConnect>. Sailors are responsible for checking the status of their application for approval or disapproval within two business days of the application submission date.

For more information, see: BUPERSNOTE 1780 and OPNAV INSTRUCTION 1780.4 at: https://private.navyreserve.navy.mil/cnrfc/N-codes/N1/cnrfc_N1C2/sitepages/education%20benefits.aspx. You may also contact the post 9/11 hotline at 1-800-621-8853, or email cnrfc_post911GIBILL@navy.mil.



SOUDA BAY, GREECE





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.

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.

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 Reserve. Matters which are appropriate for the IG to look into may be broadly placed under the heading of fraud, waste, abuse and mismanagement.

The IG is committed to:

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

The IG's office is not always the most appropriate place to initiate a complaint or voice a concern.

Typically, the chain of command and the informal resolution system (military) or the alternative dispute resolution system (civilian) act as the model for resolving conflict and reporting violations and improprieties. Alternative methods for seeking redress and filing a complaint include the following:

- ★ Filing a U.S. Navy Regulations Article 1150: Redress of Wrong Committed by a Superior
- ★ Filing a UCMJ Article 138: Complaints of Wrongs Against the Commanding Officer
- ★ Filing a NAVPERS 1626/7: Report and Disposition of Offenses (better known as a Report Chit)
- ★ Filing a NAVPERS 5354/2: Navy Equal Opportunity Formal Complaint Form
- ★ Communicating with elected officials





THRIFT SAVINGS PLAN

The Thrift Savings Plan (TSP) 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/Service's Role in 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.

Photo by Ensign Kirsten Krock



SODA BAY, GREECE



TSA PRECHECK PROGRAM

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

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 service members, including Reserve Sailors and National Guard members, who possess a valid Common Access Card (CAC) at 100 TSA Pre™ airports. Expedited screening process benefits include no longer having to remove shoes, 3-1-1 compliant bag from carry-on, laptop from bag, and light outerwear such as a jacket and belts.

For TSA Pre™ eligibility, ensure that you enter your Known Traveler Number (KTN) into the "Known Traveler Number" field when booking flight reservations or when updating your Defense Travel System (DTS) profile for official travel. Your KTN is the ten digit DOD ID number located on the back of your CAC.

EMPLOYER SUPPORT OF THE GUARD & RESERVE

Employer Support of the Guard and Reserve (ESGR) informs and educates service members and their civilian employers regarding their rights and responsibilities governed by the Uniformed Services Employment and Reemployment Rights Act (USERRA).

To be eligible for protection under USERRA, the service member must report back to work or apply for reemployment within the following guidelines:

- ★ 1-30 days of service: Report next scheduled work day*
- ★ 31-180 days of service: Apply within 14 days following completion of service
- ★ 181+ days of service: Apply within 90 days following completion of service

* After 8 hours rest plus normal travel time from the military training site to the place of civilian employment.

USERRA requires employers to provide the following:

- ★ Allow employees to participate in military service
- ★ Reinstatement of health insurance
- ★ Prompt reinstatement into job following military service
- ★ Training or retraining of job skills
- ★ Accumulation of seniority, including pension benefits
- ★ Protection against discrimination

Employers: The law applies to all public and private employers in the United States regardless of size, providing the service member meets all criteria.

Statutory Authority

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

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

Service Members

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

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

Ombudsman Services

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



NAVY-MARINE CORPS RELIEF SOCIETY

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

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

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

Eligibility

- ★ Active duty and retired 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

FLEET & FAMILY SUPPORT PROGRAM

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

Eligibility

Reserve Sailors or dependents with a military ID or dependent ID are eligible.

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

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

Available Programs

- ★ Emergency Preparedness and Response
- ★ Crisis Intervention and Response
- ★ Personal and Family Wellness Education and Counseling
- ★ Military and Personal Career Development
- ★ Financial Education and Counseling
- ★ Spouse Employment
- ★ Deployment Support for Sailors and their Families
- ★ Exceptional Family Member Support

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

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.

National Navy Reserve Policy Board

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

NAVY RESERVE 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 those who do not profess religious faith. Chaplains are available to any Reserve Sailor or family member.

Once a recommendation is analyzed, the Board will make one of three recommendations:

1 CONCUR (for submissions actionable by the staff of the Chief of Naval Operations 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.

2 CONCUR (for submissions which require a change in law, regulation, or policy beyond the jurisdiction of either the Chief of Naval Operations or Chief of Navy Reserve): The recommendation will be forwarded with the board's recommendation to the Secretary of the Navy's National Navy Reserve Policy Board for further deliberation and action.

3 NON-CONCUR (for submissions 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.

You can call a chaplain about...

- ★ Stress in relationships or within the Navy
- ★ Reintegration with family or Sailor after mobilization
- ★ Deployment/mobilization - whether for the first time or multiple deployments
- ★ Marriage/relationship/moral/ethical issues
- ★ Religious/spiritual questions

What do they offer?

Chaplains 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. They are Naval Officers who understand the challenges of Navy life; and religious ministers available to help you grow in your faith. They provide religious ministry that is faith specific, and can also facilitate religious ministry for faiths other than their own. They also advise leaders at all levels regarding morale, ethics, and spiritual well-being.



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.

Pre-mobilization legal assistance services are authorized for 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.

Region Legal Service Offices provide assistance in:

- ★ Consumer/Financial Affairs
- ★ Crime Victim Information/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, pre-mobilization legal counseling and assistance may be provided to active duty or Reserve personnel consistent with mobilization readiness needs.

Pre-mobilization assistance typically consists of drafting or updating wills, advance medical directives, and powers of attorney. Other assistance may be provided if it relates to recall or mobilization. Examples of such assistance include advice concerning rights under the Servicemembers Civil Relief Act (SCRA) <https://www.dmdc.osd.mil/appj/scra/> and the Uniformed Services Employment and Reemployment Rights Act (USERRA) <http://www.esgr.mil/USERRA/USERRA-for-Service-Members.aspx>.

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 service 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. Active-duty 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®, 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.

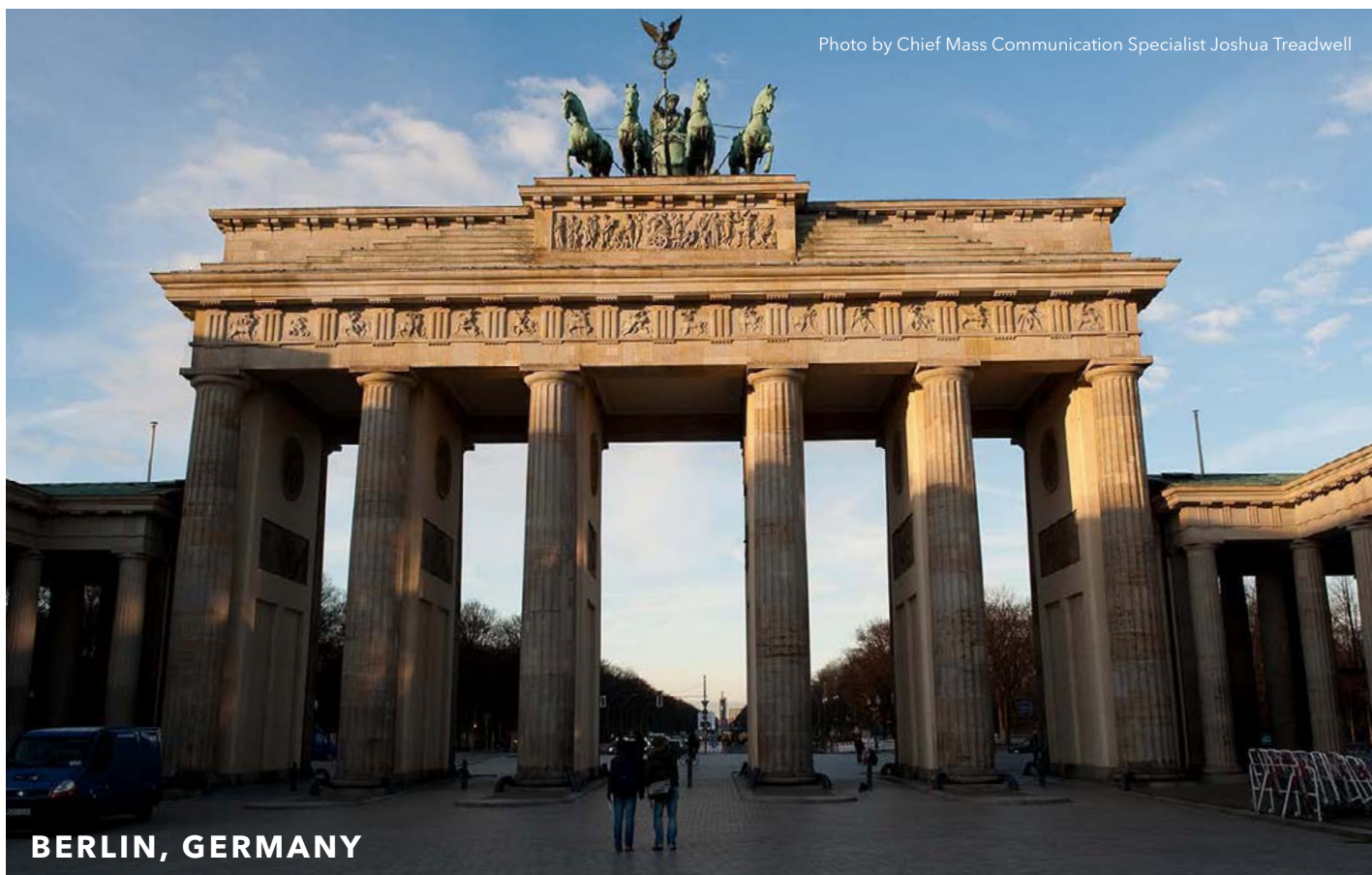


Photo by Chief Mass Communication Specialist Joshua Treadwell

BERLIN, GERMANY



SPACE-A

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

Eligibility

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

You will need to be ready both financially and emotionally to change your plans at a moment's notice, but for many Space-A passengers, traveling to places like Hawaii, Alaska, Germany, Italy or Japan at no or very low cost is worth the effort. The following information will help you understand how the system works.

Military planes (and planes contracted by the military) have mission assignments throughout the world and often offer empty seats to eligible passengers. Space-A passengers cannot reserve seats; available seats are offered to registered passengers 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.

How much does it cost?

In general, flying Space-A is at no cost to eligible passengers. However, some contracted flights charge Space-A passengers a small fee and you may be required to pay a departure tax if you

are traveling internationally. On many flights, meal service is not available, but you may have an opportunity to buy a boxed meal before the flight.

Where do the flights leave from?

Space-A 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>.

Where can I find flight schedules?

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.

How do I sign up?

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. 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.

INFORMATION, TICKETS AND TOURS (ITT)

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

Eligibility

Generally, you can take advantage of ITT or leisure travel services if you can provide proof of Department of Defense affiliation, typically with an ID card or a leave and earnings statement. Eligible service members and other individuals include active duty, Reserve members and retired service members; "Gray

Area Retirees," National Guard and Reserve members who have retired but are not yet 60 years old, and their family members; DOD Civilians and non-appropriated fund personnel.

Whether you and your family enjoy sporting events, shows, amusement parks, museums or historic sites, you can explore dozens of opportunities for fun and relaxation through your Information, Tickets and 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 Service). In the meantime, learn more about what the ITT office can do for you, and about some of the amazing things you can see and do at a discount using your military ID.

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) 384-6525

BILLINGS, MT

(406) 248-2090

BOISE, ID

(208) 422-6289

CHEYENNE, WY

(307) 773-6500

DES MOINES, IA

(877) 285-5581

EVERETT, WA

(425) 304-4777

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) 915-2391

WHIDBEY ISLAND, WA

(360) 257-2922

NAVREG SOUTHWEST RCC SAN DIEGO

(619) 532-1842

ALAMEDA, CA

(510) 814-2605

ALBUQUERQUE, NM

(505) 379-1366

DENVER, CO

(866) 864-2575

FORT CARSON, CO

(866) 220-0666

GUAM, GU

(671) 777-4233

LEMOORE, CA

(559) 998-3778

LAS VEGAS, NV

(866) 643-0652

LOS ANGELES, CA

(323) 980-7166

MORENO VALLEY, CA

(951) 656-1199

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

(866) 426-1375

SAN DIEGO, CA

(866) 843-0431

SAN JOSE, CA

(866) 560-6775

TUCSON, AZ

(866) 392-9623

VENTURA COUNTY, CA

(805) 982-6106

NAVREG SOUTHEAST RCC FORT WORTH

(800) 201-4199

AMARILLO, TX

(866) 804-1627

AUSTIN, TX

(512) 458-4154

CORPUS CHRISTI, TX

(361) 961-2241

EL PASO, TX

(866) 684-8277

FORT WORTH, TX

(817) 782-1800

GULFPORT, MS

(866) 502-1271

HARLINGEN, TX

(866) 797-9276

HOUSTON, TX

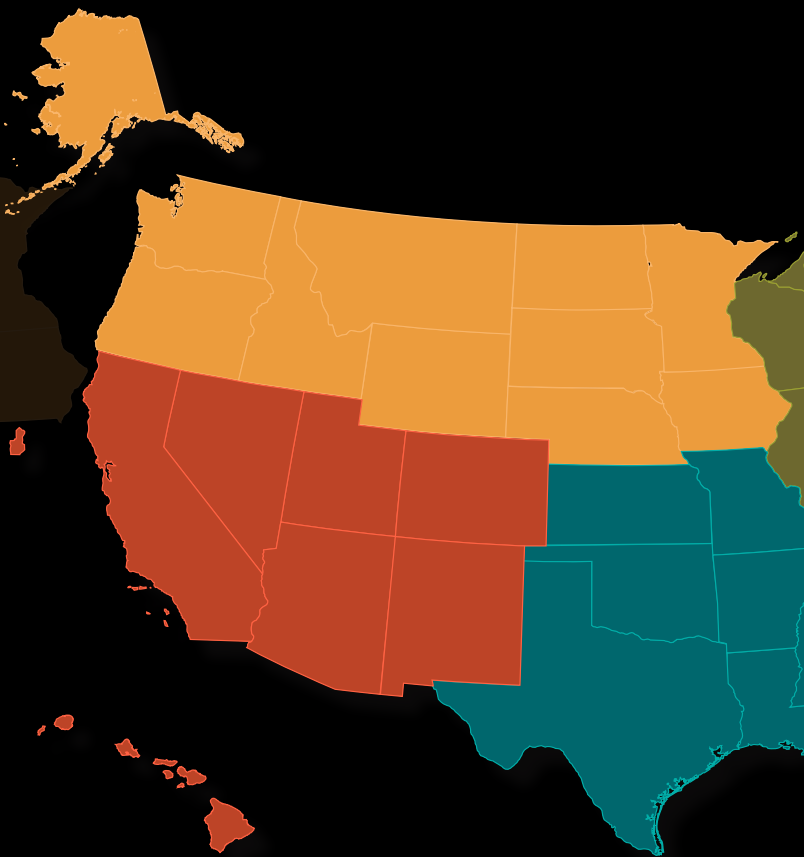
(832) 380-7400

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

BATTLE CREEK, MI

(269) 968-9216

CHICAGO, IL

(847) 688-3760

CINCINNATI, OH

(513) 221-0138

COLUMBUS, OH

(614) 492-2891

DECATUR, IL

(217) 875-1733

DETROIT, MI

(586) 239-6289

EBENSBURG, PA

(866) 527-6599

ELEANOR, WV

(304) 586-0326

ERIE, PA

(866) 769-2356

GREEN BAY, WI

(920) 336-2444

HARRISBURG, PA

(888) 879-6649

INDIANAPOLIS, IN

(317) 339-7242

LEHIGH VALLEY, PA

(866) 527-6597

LOUISVILLE, KY

(866) 586-3457

MADISON, WI

(608) 249-0129

MILWAUKEE, WI

(414) 744-9764

PEORIA, IL

(309) 697-5755

PITTSBURGH, PA

(866) 580-4045

ROCK ISLAND, IL

(309) 782-6084

SAGINAW, MI

(989) 754-3091

TOLEDO, OH

(419) 666-3444

YOUNGSTOWN, OH

(330) 609-1900

NAVREG MID-ATLANTIC RCC NORFOLK

(757) 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

MANCHESTER, NH

(866) 289-8433

NEW CASTLE, DE

(302) 326-7792

NEW LONDON, CT

(860) 694-6565

NEW YORK CITY, NY

(866) 372-5618

NEWPORT, RI

(401) 841-4550

NORFOLK, VA

(757) 318-4500

PLAINVILLE, CT

(866) 296-7013

QUINCY, MA

(617) 753-4600

RALEIGH, NC

(866) 635-8393

RICHMOND, VA

(866) 527-6598

ROANOKE, VA

(540) 563-9723

ROCHESTER, NY

(866) 682-3061

SCHENECTADY, NY

(866) 327-2483

SYRACUSE, NY

(866) 280-1761

WASHINGTON, DC

(240) 857-6256

WHITE RIVER JUNCTION, VT

(866) 743-1590

WILMINGTON, NC

(910) 540-9676

NAVREG SOUTHEAST RCC JACKSONVILLE

(904) 542-2486

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) 542-3320

KNOXVILLE, TN

(866) 263-8614

MEMPHIS, TN

(901) 874-5256

MIAMI, FL

(866) 566-4538

NASHVILLE, TN

(615) 267-6349

ORLANDO, FL

(407) 240-5939

PENSACOLA, FL

(866) 482-0026

PUERTO RICO, PR

(787) 439-3921

TALLAHASSEE, FL

(866) 822-2448

TAMPA, FL

(866) 266-8052

WEST PALM BEACH, FL

(866) 877-5778

MERIDIAN, MS

(601) 679-3610

NEW ORLEANS, LA

(504) 678-8205

OKLAHOMA CITY, OK

(866) 489-6635

SAN ANTONIO, TX

(866) 794-2689

SHREVEPORT, LA

(866) 547-7003

SPRINGFIELD, MO

(417) 869-5721

ST. LOUIS, MO

(314) 524-9500

TULSA, OK

(918) 279-3700

WACO, TX

(866) 785-7593

WICHITA, KS

(316) 683-3491



PACIFIC OCEAN



Photo by Mass Communication Specialist 3rd Class Nathan Burke



PRSR STD
US POSTAGE
PAID
Louisville, KY
Permit #777