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Commander, Navy Reserve Force

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Lt. Cmdr. Ben Tisdale  
Force Public Affairs Officer

Chief Mass Communication Specialist Blake Midnight  
Leading Chief Petty Officer

MAGAZINE

Chief Mass Communication Specialist Stephen Hickok  
Senior Editor / Art Director

Lt. Matthew Montgomery  
Lt. j.g. Jacob Dirr  
Contributing Editors

A special thanks to the staff of Commander Navy Reserve Forces Command for their subject matter expertise and to our contributing writers Cmdr. Colin Kennedy, Cmdr. Sarah McGinn, Cmdr. Brian Scopa, CMC Tracy Hunt, NCCM Kimberly Cedar, and PSC Steve Roeltger.

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SUBMISSIONS: TNR is always looking for submissions that display the work Navy Reserve Sailors are doing around the force. To submit a photo or story, email us at [cnrfc\\_pao@navy.mil](mailto:cnrfc_pao@navy.mil). Instructions and submission criteria will be provided to help guide your entry.

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1915 Forrestal Drive, Norfolk, VA 23551-4615  
(757) 445-8500

# TNR

## THE NAVY RESERVIST | ALMANAC 2020

The career of a Navy Reservist is challenging. These citizen Sailors are a select few that manage to delicately balance Navy service, family and a civilian career. TNR Almanac serves to inform on processes, programs and resources. Although not definitive, the goal of this product is to provide Navy Reserve Sailors with a foundation to help understand and manage a part-time military career alongside a full-time civilian life.

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# READY TO WIN

## A NEW DECADE OF RESERVE LETHALITY

This decade will be unlike any most of us have experienced, as we accelerate our response to a new warfighting dynamic shaped by Great Power Competition (GPC). Victory in future conflict is no longer assured. Reiterating the recent message from Chief of Naval Operations Adm. Mike Gilday, “Mission One for every Sailor — active and Reserve, uniformed and civilian — is the operational readiness of today’s Navy.”

The Navy Reserve continues to deliver capabilities and surge capacity to support Navy missions — whenever and wherever needed. At the same time, we have been tasked with building a more lethal warfighting Force that is focused on winning in the context of GPC.

We are addressing this challenge to provide the strategic depth the Navy needs by focusing on the six strategic priorities first outlined last year:

1. Reserve Capabilities Review
2. Full-Time Support (FTS) Rebalance
3. Manning Fit/Fill
4. Distributed Mobilization
5. Individual Ready Reserve (IRR) Management
6. Ready to Win Action Plan (R2W)

Moving forward, these initiatives will continue to improve your day-to-day processes as a Reserve Sailor, and provide the Force the maneuverability to respond to Navy requirements. (see ALNAVRESFOR 012/19 CNR Strategic Priorities EXORD.)

R2W for example, is bringing ideas to fruition aimed at Simplifying business processes, Enabling our workforce, Leveraging our skills and relationships, and Resourcing our priorities with a bias for action.

These principles have guided a number of successful initiatives in the past year. To improve the Sailor experience with essential personnel and pay processes, My Navy Career Center (MNCC) now stands ready to support Reserve Sailors 24/7 on a wide variety of issues at 833-330-MNCC or askmncc@navy.mil. A dedicated pay resolution team is also available at Navy Reserve Forces Command (see ALNAVRESFOR 017/19). The Inactive Duty Training-Reimbursement (IDT-R) pilot program was implemented in the fall to encourage enlisted Sailors with critical skills to fill eligible billets, regardless of geography, by reimbursing up to \$500 in qualifying travel expenses

per drill weekend, cumulatively increasing readiness (See COMNAVRESFORNOTE 5420).

There is more to come in 2020. As we go to press, we are launching ZipServe to consolidate and enable the Ready Reserve to apply for all advertised opportunities – AT, ADT, ADSW and mobilizations – in a single mobile-ready application. ZipServe is discussed further in the TNR Almanac.

You can also look forward to increases in mobility and efficiency through cloud-based technology. We will pilot our newest Reserve Relationship Management (R2M) system to automate and optimize business process workflows; mobility and cloud computing; and an updated Navy Reserve “chat” Messaging system, all designed to improve your ability to quickly access and manage your Navy Reserve requirements.



### The Navy Reserve continues to deliver capabilities and surge capacity to support Navy missions — whenever and wherever needed.

With your focus and commitment, our Navy Reserve will deliver the lethal Force the nation needs.

Each year our Almanac gets better and better. Enjoy this year’s edition, and thank you for your passion for the mission and your continued service! See you out there in the Fleet!



*Luke M. McCollum*

VICE ADM. LUKE MCCOLLUM  
CHIEF OF NAVY RESERVE







# BY THE NUMBERS

JANUARY 2020

881

TOTAL RESERVE FORCE

111,053

555

RESERVE  
MOBILIZATIONS  
BY REGION

386

158

50

42

NORTHCOM

CENTCOM

AFRICOM

SOUTHCOM

EUROM

INDO-PACOM

SELECTED RESERVE  
49,517

36,720 ENLISTED  
12,797 OFFICER

FULL-TIME SUPPORT  
10,184

8,634 ENLISTED  
1,550 OFFICER

INDIVIDUAL READY RESERVE  
51,352

3,054  
MOBILIZED TO  
ACTIVE DUTY

888  
ACTIVE DUTY  
FOR TRAINING

353  
ANNUAL  
TRAINING

743  
ACTIVE DUTY  
OPERATIONAL SUPPORT

421

RESERVE CIVILIAN EMPLOYEES

## CONTINUING OUR RESERVE STRENGTH

What a great decade for our Navy Reserve! Recently, I was cleaning up around the office and I collected all of the past issues of The Navy Reservist Almanac going back to 1980. As I thumbed through previous editions, I reflected upon how far and fast we have come as a Reserve Force and what significant challenges our Navy Team has faced. When you aggregate all of our accomplishments in the face of the challenges, there should be no doubt that our Navy Total Force is very formidable, and our Navy Families are tremendously resilient.

This past year, the end of a decade, was another remarkable year for the annals of Navy Reserve history. Many projects with a focus on enlisted community management and health kicked off this year and fruits of the READY-2-WIN action plan have begun to ripen fully. Investments in Enlisted Leadership Development have paid dividends, and a few clarifications in travel for training have increased individual mobilization readiness. As we have continue our pivot from the Global War on Terror to Great Power Competition, the value of the Navy Reserve to our Navy is evident. Your contributions to the success of our Joint Team is evident everywhere that we travel.

A few notable successes I would like to reflect upon in 2019 were the celebration of our 2018 Sailor of the Year, now Chief Personnel Specialist Angelita Baggoo of Expeditionary Combat Readiness Center in Norfolk, Virginia; Mrs. Shannon Baumgartner who represented NOSC Fort Carson as the Sybil Stockdale Ombudsman of the Year; and Command Senior Chief Donald Crossland of NOSC Detroit, the Navy Reserve nominee for the annual MCPON Delbert D. Black award.

I had the privilege of really digging into each of their individual stories and the common theme they cited was the strength, resiliency and support of the family, Navy and civilian employer team they represented. The power of teamwork cannot be overstated. Each of our humble awardees reflected that through any adversity, the team remained united and focused on the mission in front of them. While teamwork may sound like a simple thing, problem-solving in today's fast-paced world requires collaboration and innovation. But most importantly, it takes refined communication skills.

Looking forward, I am very confident that we will continue to build upon the foundation of our accomplishments of last year. I will be formerly charging our Senior Enlisted Leadership to sharpen focus on our Sailors personnel records through enhanced Career Development Boards. We will ensure that all of the resources that are available to develop qualifications are easier to access, and we will begin to provide more streamlined communication and tools to our Reserve Force career counselors. We will also put Enlisted Leader Development

There should be no doubt that our Navy Total Force is very formidable, and our Navy Families are tremendously resilient.

into high gear to ensure our Navy Reserve Sailors have access to critical best skills to foster communication, innovation and teamwork across their unit, supporting and supported commands.

I continue to remain privileged to be your Force Master Chief; you are terrific Sailors and I am proud to be on the same team with you!



*Chris Kotz*

MASTER CHIEF PETTY OFFICER CHRIS KOTZ  
NAVY RESERVE FORCE MASTER CHIEF





# COMMANDER, NAVAL AIR FORCE RESERVE

## WARFIGHTING, PEOPLE AND THE READINESS OF BOTH

With an eye on Great Power Competition, Commander, Naval Air Force Reserve continues to lead the Navy Reserve. CNAFR offers, among other things, robust adversary support, maritime special operations capability, as well as strategic intra-theater lift through our ability to transport both personnel and hazardous material wherever the Fleet Commander needs it on short notice.

CNAFR's five expeditionary squadrons mobilize in regularly scheduled rotations. This provides critical relief to the active component operational tempo facilitating better rotational cycles for all of naval aviation.

CNAFR's three air wings, comprised of 21 fixed wing and rotary wing aircraft squadrons, 26 squadron augmentation units, and

two executive transport detachments, guarantees enduring operational support to the Navy, as well as strategic depth.

In the last year, CNAFR transitioned Strike Fighter Squadron 204 to the FA-18C and Helicopter Sea Combat Squadron 85 (HSC-85) transitioned from the HH-60H to the MH-60S. Additionally, the establishment of Fleet Logistics Multi-Mission Squadron 30 Detachment 6 will support the active component's accelerated stand up of the CMV-22B program.

Across the Navy, CNAFR continues to make a difference. The Fleet Logistics Support Wing transported 110,625 passengers and moved 22.2 million pounds of cargo. The Tactical Support Wing flew 6,802 Adversary support missions. The Maritime Support Wing provided critical operational deployments with HSC-85 and Patrol Squadron 69 (VP-69) to U.S. Indo-Pacific Command. VP-62 and VP-69 provided vital support, aiding the active component's transition from the P-3C to the P-8A by solely assuming the persistent Littoral Surveillance and RADAR System mission.

Lastly, the Reserve component within the Naval Aviation Training Command continued to contribute 20% of the total student production. These are just a few of the accomplishments from the last year and highlight CNAFR's ability to directly support the active component, which contributed to the greater effort of strengthening naval power at and from the sea.



Our platforms, our people and our priorities are what establishes CNAFR as a leader in generating operational readiness.

CNAFR remains focused on encouraging opportunities for continued service in our Navy and helping Sailors and their families meet their individual goals. We are committed to improving Reserve-specific career paths that make our Navy more lethal and ready.

Our platforms, our people and our priorities are what establishes CNAFR as a leader in generating operational readiness. We will continue to be strategically focused and operationally capable. We are Naval Aviation!



REAR ADM. SCOTT "JONSER" JONES  
COMMANDER, NAVAL AIR FORCE RESERVE

# COMMANDER, NAVAL INFORMATION FORCE RESERVE

## REDEFINING RESERVE INTEGRATION

In its first full year since Vice Adm. McCollum and OPNAV elevated Commander, Naval Information Force Reserve to an Echelon III command, we have been VERY busy. Global events within the last two years led CNIFR to refocus attention to the prime purpose of the Information Warfare community; to be ready, responsive, and relevant in a crisis. As the Navy focuses ever more sharply on Great Power Competition, we recognize our Information Warfare skills must be current and competent, capable of surging forward before any crisis reaches a crescendo, and trained to meet anticipated Fleet demands.

CNIFR is located at Naval Air Station Fort Worth, Joint Reserve Base, Texas. An active duty headquarters and designated Reserve Type Command, its responsibility is to man, train and equip

the more than 8,000 Information Warfare Reserve Sailors scattered worldwide. These sailors belong to the Intelligence, METOC, Cryptologic Warfare, Space Cadre, and Information Professional/Technology communities. We keep watch on the skies, land, maritime, and ever more important today, cyberspace. CNIFR Sailors are on the front lines of this new battlespace, bringing lethality to offensive capabilities and resilience to defensive.

We have launched training initiatives supporting the Navy's part of the Reserve Cyber Mission Force (CMF), Meteorology and Oceanography "C" Schools for Reserve enlisted sailors, and are increasing the number of trained Reserve Space Cadre members as rapidly as processes allow. Most importantly, we are prioritizing processes and strategies for thorough integration with our active duty counterparts, which is essential to effectively becoming the strategic Reserve force they need. While pursuing these and many other efforts, we still support the counter-terror fight. On an average day, over 600 Information Warfare Sailors fill almost 90% of the Navy's Information Warfare individual augmentee requirements.

Our prime focus for 2020 is to broadly improve Reserve integration with the active force. We already have numerous examples of excellence achieved through active and Reserve integration, and now aim to increase them to include each Reserve detachment. To do so we are working with CNR's



Our Information Warfare skills must be current and competent, capable of surging forward ...

Commander's Action Group to modernize some Reserve Man/Train/Equip processes and reinvigorate full-time support personnel for the Information Warfare Reserve mission.

We've also been challenged to recruit new Sailors who have cutting edge technological experience and know-how. CNO FRAGO 001 requires our Sailors to be the best in the world at what they do. Consequently, we are recruiting Sailors with advanced education (M.S. or Ph.D.) and significant professional experience in artificial intelligence and machine learning.

Going forward, CNIFR will continue its push to better integrate the IW Navy Reserve into Fleet, Space, Cyber, Meteorology, Oceanography and Special Operations. We understand the Navy's

requirements to operate in multi-domain operations, including the ability to operate in denied and deterred areas. Our Sailors are training, equipping and preparing to fight tomorrow with that sense of urgency CNO has called for, and that our Navy hasn't seen since the end of the Cold War. And we will win.



BY REAR ADM. GENE PRICE  
COMMANDER, NAVAL INFORMATION FORCE RESERVE





# EVENT CALENDAR

EVAL and FITREP Periodic Calendar				
OFFICER			ENLISTED	
	MIDTERM	SIGNED	MIDTERM	SIGNED
JAN	06	03	E3, E2, E1	
FEB		02		
MAR	W2, W1	W5, W4, W3	E8, E7	E5
APR	04	05		E9
MAY		01	E6	
JUN				E4
JUL	03	06		E3, E2, E1
AUG	02			
SEP	W5, W4, W3	W2, W1	E5	E8, E7
OCT	05	04	E9	
NOV	01			E6
DEC			E4	

2020 Advancement Exam Cycle				
SELRES			FTS	
E7	FEB		16 JAN	
E6	FEB	AUG	5 MAR	5 SEP*
E5	FEB	AUG	12 MAR	12 SEP*
E4	FEB	AUG	19 MAR	19 SEP*

\*September dates are projected

2021 Board Schedule				
SELRES LDO, CWO	9 JAN	FTS/SELRES O4 Line	13 APR	
CMC/CSC Screen	27 JAN	FTS/SELRES E7	18 MAY	
FTS/SELRES O6 Line	27 JAN	FTS/SELRES O4 Staff	8 JUN	
FTS/SELRES O6 Staff	25 FEB	SELRES W5/W4/W3	11 JUN	
FTS/SELRES O5 Staff	25 FEB	APPLY Board	10 AUG	
SELRES CEC Cmd	27 JUL	FTS Retention	14 SEP	
FTS/SELRES E8/E9	2 MAR	FTS/SELRES Maj Cmd	14 SEP	
FTS/SELRES O5 Line	3 MAR	RC Natl Sec Course*	AUG	
FTS/SELRES Aviat Cmd	9 MAR	Joint Warfighting School*	OCT	
FTS Trnsfr Redes #2	30 MAR	JPME, In-resident*	DEC	

\*Board held in Norfolk, VA at CNRFC

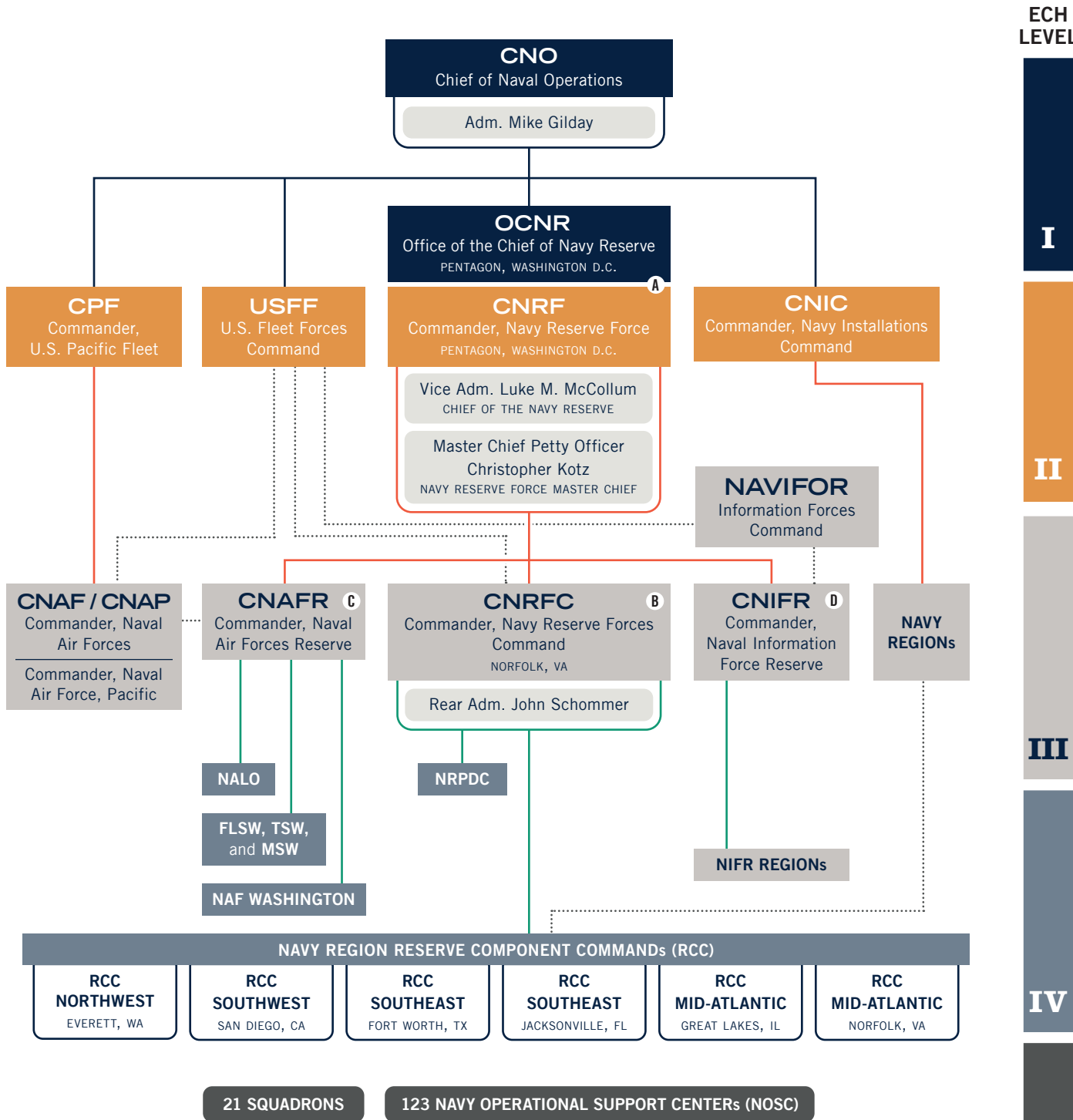
Navy Week Outreach Schedule*		
Tucson, Arizona		17-23 FEB
Tri-Cities, Tennessee		30 MAR - 5 APR
Abilene, Texas		4-10 MAY
Trenton, New Jersey		11-17 MAY
Madison, Wisconsin		13-19 JUL
Seattle, Washington		27 JUL - 2 AUG
Portland, Maine		10-16 AUG
Salt Lake City, Utah		14-20 SEP
Tulsa, Oklahoma		5-11 OCT
Montgomery, Alabama		12-18 OCT
Santa Fe, New Mexico		2-8 NOV

\*Schedule is tentative. Visit [outreach.navy.mil](https://outreach.navy.mil) for the latest event calendar

Federal Holidays	
New Year's Day	Wed, 1 JAN
Martin Luther King, Jr. Birthday	Mon, 20 JAN
President's Day	Mon, 17 FEB
Memorial Day	Mon, 25 MAY
Independence Day	Fri, 03 JUL
Labor Day	Mon, 07 SEP
Columbus Day	Mon, 12 OCT
Veterans Day	Wed, 11 NOV
Thanksgiving Day	Thurs, 26 NOV
Christmas	Fri, 25 DEC

Returning Warrior Weekends (RWW)		
RCC Fort Worth: Austin, TX		28 FEB
RCC Everett: Seattle, WA		20 MAR
RCC Norfolk: Alexandria, VA		03 APR
RCC Great Lakes: Louisville, KY		17 APR
RCC San Diego: Monterey, CA		01 MAY
RCC Fort Worth: New Orleans, LA		15 MAY
NOSC Puerto Rico: San Juan		12 JUN
RCC Norfolk: Elizabeth, NJ		10 JUL
RCC Great Lakes: Minneapolis, MN		24 JUL
RCC Jacksonville: Atlanta, GA		14 AUG

# RESERVE FORCE ORGANIZATION



— Administrative Control (ADCON)

..... Additional Duty (ADDU)

- A** The Chief of the Navy Reserve is dual-hatted to the CNO as a staff advisor and as Commander, Navy Reserve Force (CNRF)
- B** CNRFC serves as the Deputy Commander, Navy Reserve Force (CNRF)
- C** CNAFR serves as the Deputy Commander, Naval Air Forces (CNAF) and as Deputy Commander, Naval Air Force, Pacific
- D** CNIFR serves as the Deputy Commander, Naval Information Forces (CNAF)



NAVY RESERVE

Force Map

CHIEF OF NAVY RESERVE  
WASHINGTON D.C. - (703) 693-5757

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

COMMANDER, NAVAL AIR FORCE RESERVE  
SAN DIEGO, CA - (619) 767-7379

COMMANDER, NAVAL INFORMATION FORCE RESERVE  
FORT WORTH, TX - (800) 544-9962

SYMBOLS

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FLORIDA  
JACKSONVILLE - (904) 542-3320

- HSM 60 - (904) 546-7328

- VP 62 - (904) 542-2006

- VR 58 - (904) 542-2380

- VR 62 - (904) 542-8557

KEY WEST - VFC 111 - (305) 747-1022

MIAMI - (866) 566-4538

ORLANDO - (407) 240-5939

PENSACOLA - (850) 452-1341

TALLAHASSEE - (866) 822-2448

TAMPA - (866) 266-8052

WEST PALM BEACH - (866) 877-5778

GEORGIA  
ATLANTA - (678) 655-7055

AUGUSTA - (706) 733-2249

COLUMBUS - (706) 322-4670

PUERTO RICO  
PUERTO RICO - (787) 707-2966

SOUTH CAROLINA  
CHARLESTON - (843) 794-2620

COLUMBIA - (803) 751-9251

GREENVILLE - (864) 277-9775

TENNESSEE  
CHATTANOOGA - (423) 698-8955

KNOXVILLE - (866) 263-8614

MEMPHIS - (901) 874-5256

NASHVILLE - (615) 267-6352

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# ESSENTIALS

## A NOSC SURVIVAL GUIDE

INTRODUCTION BY CMDR. BRIAN SCOPA  
COMMANDING OFFICER, NOSC RICHMOND

Why is it so important for us to get the essentials of Reserve readiness right? In war, the contest typically goes to the side that makes the fewest mistakes — not necessarily the side with the best plan or most sophisticated capabilities. The essentials form the base of the Reserve readiness pyramid, and we can’t ascend to the peak of readiness if we struggle with the basics.

### WE’RE IN THIS TOGETHER

There cannot be an us versus them mentality between Reserve and Full Time Support (FTS) Sailors. Reservists support our Navy by being mobilization ready — NOSC responsibility — and relevant in their warfighting specialty — active command and Reserve unit responsibility. While we can fail separately, we can only succeed together.

In the opening of this section, I’ve taken the opportunity to give you a NOSC CO’s perspective on how we can succeed in understanding both sides of the Reserve/FTS coin. Understanding the individual parts of getting the mobilization ready business done is an important part of being an effective team delivering Reserve expertise and support to the total force.

### DROP BY ANYTIME — BUT CALL FIRST

We absolutely want you to come by the NOSC outside of drill weekends, when we can devote more time to interacting with you individually and assisting in any of your issues. The NOSC is your command, and you’re always welcome there.

You should know your NOSC staff are responsible for a wide range of programs and demands. Often times these responsibilities are separate from their role in supporting your mobilization readiness. Depending upon whether NOSCs are located on a large installation or as a standalone facility, each command has somewhere around 60 programs to maintain. The amount of work is somewhat unrelated to the size of the staff or the number of Reservists that drill there, so a NOSC with 12 staff members has roughly the same number of programs as a NOSC with 80 staff members. Your NOSC may be responsible for maintaining an armed watchstander program, facility maintenance coordination, and all of the program management functions found on a traditional military installation. So staff members at any given NOSC may have multiple collateral duties and responsibilities to maintain in addition to providing the customer service you need. That’s a lot of work!

While you should expect a call or email reply within one business day when you contact the NOSC, understanding the significant administrative responsibilities NOSCs operate under will help you better understand why an immediate response might not be possible. When you add up all of the work to be done, there’s a good chance that if you’re looking for a specific person, they may not be available to assist you if you show up

ESSENTIALS



unannounced. Please send an email to the right distro list and set up a time if you're in need of something specific. We understand how hard it is to break away from your weekly obligations to come see us, and we don't want to waste your time.

DON'T SUFFER IN SILENCE

Send us an email introducing yourself when you move to a new NOSC, and swing by before your first drill weekend if you can make it happen. We can best support you when we get to know you personally.

Precisely because we're trying to keep so many plates spinning at the NOSC, we don't always know if you're having issues. Please, communicate early and clearly if you need help. Send an email to the correct navy.mil distro list so everyone in the shop can see what you need, and so the right level of leadership can back up the various clerks and program managers on the staff. Include your unit leadership on these emails, so they're aware of your issues and can help you navigate successfully through the pitfalls of the numerous programs. You should leave your unit leadership off emails with protected personal medical information.

Customer service is not just something our staff provides to Reservists. It's a contract between the NOSC, Reserve units, and Reserve Sailors, and it's required to maintain clear and professional communication from everyone.

Are you having trouble getting service or an answer from a staff member or department? Elevate it to the department head, senior enlisted leader, or even the NOSC XO or CO. Trust me, no one wants to know more than the CO about how the staff is performing in their primary duty of helping Reservists achieve mobilization readiness. Bringing your problem up six months after it started at an admiral's call will certainly get you assistance, but that's six months later than it needed to be.

If you're still not getting the support you need, or your relationship has soured with the NOSC staff, the Reserve Component Command (RCC) deputies are perfectly positioned and empowered to resolve problems that unfortunately crop up between NOSCs and Reserve units from time to time. If you don't feel comfortable doing that, use the ICE system to leave an actionable comment for the NOSC. ICE comments are tracked and scrutinized at both the RCCs and CNRFC, so these comments get attention — and action — at the highest levels. Ask me how I know!

On the flip side, please use the ICE system to leave a positive comment when you feel like you've received superior service. In addition to the recognition a staff member will receive for a positive ICE comment, feedback helps the NOSC leadership evaluate and develop the staff members.

KNOW THE MINIMUM

Here's your baseline as a Reserve Sailor: 12 days of Annual Training (AT) each fiscal year, 40 of 48 Drills completed, pass two Physical Fitness Assessments, maintain your medical and dental readiness, submit your travel vouchers on time, stay current on your GTCC account, and complete your annual General Military Training. Aside from these, the opportunities for you are endless. There are interesting, challenging and meaningful assignments available to you regardless of your

rate, designator or background. Your ability to provide needed operational support to the Navy is only limited by your own personal ambition, abilities, skills and time.

But maybe you need to focus more on your personal life for a while? That's perfectly fine! Reserve careers are made up of periods of high engagement and low engagement. That's one of the advantages of being in the Reserve. While serving our country is a major commitment and driving force for a Reserve career, you may have other priorities that rank higher on any given day. Maybe you're finishing a degree, starting a business, having a child, or caring for a sick loved one. We understand.

If you need to throttle back for a while (but still want to drill), you need to understand the minimum requirements for participation. The baseline listed above is your guide. The requirements largely don't change from year to year, so lead the target by staying ahead of your mobilization readiness requirements. If you can make all of that happen, you'll be a 5.0 mobilization asset to the Navy Reserve.

Your ability to provide needed operational support to the Navy is only limited by your own personal ambition, abilities, skills and time.

THE NOSC SUPPORTS YOUR MOBILIZATION READINESS; YOU SUPPORT YOUR ACTIVE DUTY COMMAND

The NOSC does not provide you with warfighting training and readiness — full stop. We simply don't have experience or background in the wide diversity of specialties in the Navy Reserve to know how to train you. What you should be doing to get ready for the fight is something that must be worked out through your unit leadership, your supported active command, and your active command's Operational Support Officer (OSO).

The NOSC will certainly have training you need to accomplish on drill weekends, but those aren't the skills you need to bring to the fight if you're mobilized. If you're bored and unengaged on drill weekends, that's not the NOSC's fault. Given the limitations of your NOSC facilities, work with your unit leadership to develop a training plan that will best equip you for the fight.

Being a 5.0 Reserve Sailor, ready to deploy in support of the warfighting needs of the Navy, isn't a small task, but follow these essentials and you'll be well on your way.

RESERVE PAY

Pay for a Reserve Sailor is derived from the same pay scale that applies to active duty personnel. The amounts are prorated for part-time service and based on your individual pay grade and time in service.

Basic drill weekend pay includes four days of base pay for every two days of traditional weekend drilling, or the equivalent if taking advantage of flexible drilling options.

Visit the Defense Finance and Accounting Service (DFAS) for the most current pay chart and allowance information.

dfas.mil/militarymembers/payentitlements

When serving in an active duty status, Reserve members are entitled to the same pay, allowances and benefits as other active duty personnel of equivalent rank, time in service and qualifications. This includes Annual Training and any Reserve service in a full-time support role, as well as any time spent on deployment.

Reservists receive all general military increases in pay, such as cost-of-living increases and additional pay increases for years of accumulated service. These increases are paid out at the same percentage as for those serving on active duty.

CROSS-ASSIGNMENT

A cross-assigned (CA) Sailor is any Sailor who is assigned a billet in a Reserve unit managed outside their local NOSC — a unit more than 100 miles from their home of record. CA Sailors have two separate chains of command:

ADMINISTRATIVE COMMAND

Referred to as the Training Unit Identification Code, or TRUIC, this is where a CA Sailor is cross-assigned out (CAO) from.

OPERATIONAL COMMAND

Listed as the Unit Mobilization Unit Identification Code, or UMUIC, this is where a CA Sailor, while on assignment orders, is cross-assigned in (CAI) to.

Cross-Assignments are established between similar units and/or within Reserve communities to the greatest extent possible

(Naval construction forces, coastal riverine squadrons, aviation squadrons, expeditionary medicine, etc.).

The TRUIC is responsible for the CA Sailor's monthly drill periods and maintains administrative and mobilization readiness (PFA, medical/dental and training). These Sailors are assigned, as much as possible, to local units within the TRUIC that are the best fit for the Sailor's rate or designator. For example, a Reserve nurse would be assigned to an operational health support unit that is part of the TRUIC.

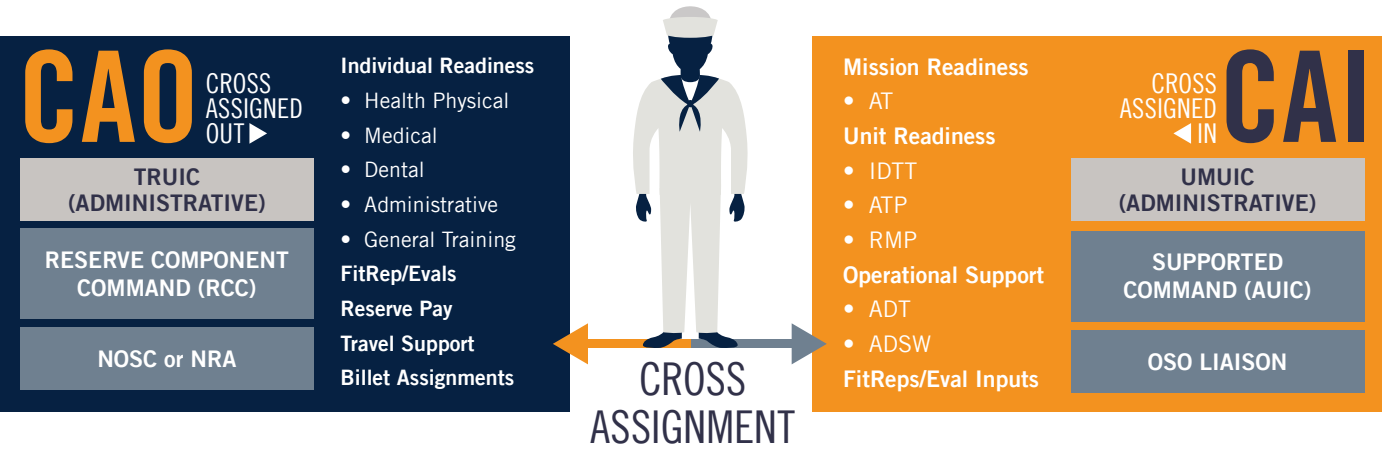
CA Sailors may also be assigned to a TRUIC's Operational Support Unit (OSU) — a general billet that is not assigned to an active duty support role.

The UMUIC is designed to maintain a CA Sailor's functional skills, mission readiness and provide leadership and mentorship opportunities. UMUICs are assigned to an active Navy unit providing Reserve support for operational requirements.

A CA Sailor supports active duty training orders through their UMUIC. UMUICs are where Annual Training (AT), Active Duty for Training (ADT), Inactive Duty for Training with Travel (IDTT) as well as quarterly annual individual training plans (ITP) are executed. The UMUIC benefits from CA Sailors by being able to fill open billets when there are no local Sailors available for assignment. FitRep and Evals for Cross Assigned Out Sailors are normally owned by the UMUIC of the member.

All CA Sailors are expected to perform their Annual Training with the UMUIC. It is also likely that a CA Sailor will be expected to drill at least quarterly with the UMUIC utilizing IDTT, as funding is available. It is vitally important when applying for cross-assignment billets to review the drill requirements under "job description" in CMS-ID. This is where commands are encouraged to clearly state their expectations for CA Sailors who are assigned to the unit.

The graphic below provides a quick visual explanation of cross assignments. Understanding the process may expand your knowledge of available career avenues and fulfilling training opportunities that you may not have known were available. For more information, contact your local training department and refer to BUPERS instruction 1600D and RESPERMAN 1610.10.





ADDITIONAL DRILL POINTS

What if you have more time available to offer the Navy Reserve after you have completed your 12-14 days of Annual Training (AT) and your 48 Inactive Duty Training (IDT) periods? Are their other drill options available to continue to serve through the rest of the year? Aside from Active Duty for Training (ADT) orders, there are a few additional drill options available for Reserve Sailors.

**ADDITIONAL FLIGHT TRAINING PERIODS (AFTP)**  
As the name implies, these drills are available to the aviation community and only for the performance of flight duties and are not distributed outside of aviation commands.

**ADDITIONAL TRAINING PERIODS (ATP)**  
ATPs are used the same as regular drill periods to accomplish any training not covered through the entitled 48 IDTs.

**READINESS MANAGEMENT PERIODS (RMP)**  
RMPs are for administrative functions to support training and readiness of the unit.

Specific details on how each of these drills may be used can be found in the **RESPERSMAN, 1570-020**. Unlike IDT periods, which are entitlements, additional drills are discretionary. For that reason, your Operational Support Officers (OSO) use them to provide additional support to their operational command.

INACTIVE DUTY FOR TRAINING - REIMBURSABLE

IDT-R authorizes reimbursement, up to \$500 per drill weekend (round trip), for qualifying travel expenses incurred when eligible participants travel from their residence to drill at their assigned (supported command) drill location.

Reimbursable travel expenses include transportation, lodging (exclusive of lodging provided at the IDT location), and meals to/from the qualifying drill location. IDT-R is voluntary and Sailors may continue to participate as long as they maintain eligibility;

up to 12 round-trip travel reimbursements are authorized per fiscal year. Members must meet the following eligibility requirements:

- Home of residence located 150 miles or more from eligible billet assignment
- In a qualifying rating and/or hold a qualifying NEC that matches their billet assignment
- Assigned to an eligible billet (associated with qualifying RUIC)

Sailors who wish to participate should review/discuss/determine eligibility requirements with their unit leadership who can verify billet eligibility using the unit RUAD. All eligible billets are identified with an RFAS code ending in “R.”

LEAVE CARRYOVER

Reserve Sailors 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. A Page 13 request to carryover unused leave must be requested through your supported command’s Command Pay and Personnel Administrator (CPPA). If not requested, unused leave by default will be paid out, base pay without allowances minus taxes, to the member.

**NAVADMIN 163/12 - MILPERSMAN Article 1050-010**

PHYSICAL READINESS

Physical fitness is a major part of readiness. Visit <https://www.navyfitness.org> for help along your fitness journey and for help preparing for the Physical Fitness Assessment. Download the official Navy PFA app at [www.applocker.navy.mil](http://www.applocker.navy.mil).

The Physical Readiness Information Management System (PRIMS), available at [www.bol.navy.mil](http://www.bol.navy.mil) > PRIMS, provides access to your official physical fitness record.

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
- Sailors in a blended family who have custody of a child or children from a prior relationship need to complete a family care plan, even if they have remarried and plan to have the new spouse care for the minor child during periods of absence.
- 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 (e.g., 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 change in personal or family circumstance
- 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).

- Dual military couples 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. This provision is to assist the service member in developing a family care plan and to establish a pattern of childcare.

NAVY RESERVE APPLICATIONS

There are dozens of programs and applications used by the Navy Reserve. Here are a few of the most frequently used websites and applications designed to help you manage and conduct your Reserve business.

**BUPERS** – BUPERS Online (BOL)  
Online access to official personnel information and your official military record. <https://www.bol.navy.mil/>

**DTS** – Defense Travel System  
The end-to-end travel management system enabling DoD travelers to create authorizations, prepare reservations, and manage all aspects of official government travel. <http://www.defensetravel.dod.mil>

**EDM** – Enhanced Drill Management  
The automated Navy Reserve drill management system in NSIPS allowing units to conduct electronic musters and Sailors to reschedule and request additional drills. <https://www.nsips.navy.mil/>

**ESAMS** – Enterprise Safety Application Management System  
The management center for Navy safety and health training readiness and programs. <https://esams.cnrc.navy.mil/>

**FLTMPs** – Fleet Management & Planning System  
FLTMPs allows users the ability to quickly access training, manpower and personnel status reports and submit training completions. <https://ntmpsweb.ncdc.navy.mil/fltmps/>

**NREL** – Navy Reserve e-Lodging (NREL)  
Submit and manage IDT Drill Weekend lodging requests through the NReL application. <https://locker.private.navyreserve.navy.mil/nrel/>

**MYNRH** – My Navy Reserve Homepage  
The helm of the Navy Reserve and the starting point for information on all aspects of the Navy Reserve. [www.mynrh.navy.mil](http://www.mynrh.navy.mil)

**NEL** – Navy E-Learning  
NeL delivers computer-based learning to enhance professional and personal growth. [www.mnp.navy.mil](http://www.mnp.navy.mil). Navigate to the professional resources tab for NeL.

**NROWS** – Navy Reserve Order Writing System  
The management center for all Annual Training (AT), Active Duty for Training (ADT) and Individual Duty Training Travel (IDTT) orders. <https://nrows.dc3n.navy.mil/nrows/>

**NRRM** – Navy Reserve Readiness Module  
Access to custom display and analysis of Navy Reserve readiness data at various levels of detail to give the user a clear picture of current readiness. <https://nrrm.nrre.navy.mil/>

**NSIPS** – Navy Standard Integrated Personnel System  
NSIPS provides Sailors access to their Electronic Service Record (ESR), training data and career counseling records. <https://www.nsips.navy.mil/>

**PROCESSQUIK** – The single source for information sharing on Navy processes, best practices and Standard Operating Procedures. You can also submit your own updates, corrections or recommendations directly on the site. <https://mynrh.navy.mil> > Applications (at the top of the screen) > ProcessQuik

**RFMT** – Reserve Force Management Tool  
Application access for JO APPLY, APPLY and Reserve Force IDT/IAP/VTU orders. <https://private.navyreserve.navy.mil/apps/rfmt/>

**ZIPSERVE** – The one-stop shop to search and apply for volunteer Reserve assignments. ZIPSERVE is available on MyNRH and through the R2S app. [locker.private.navyreserve.navy.mil/zipserve](https://locker.private.navyreserve.navy.mil/zipserve)

**NAVY APP LOCKER** visit [www.applocker.navy.mil](http://www.applocker.navy.mil) to download R2S as well as additional applications designed to help you stay up-to-date and informed on every aspect of your Navy career.

# READY TO SERVE (R2S)

We're a mobile, distributed Force, so you have to be proficient in a certain amount of self-service. Most likely you're not going to be able to drop into your NOSC anytime you need to get onto a Navy system or check your email. The Navy Reserve R2S program allows you to operate anywhere you can get a cell signal or wifi.

Through R2S you have flexible and convenient access to Reserve applications whenever and wherever you need them. Check your Navy email, muster your unit personnel in EDM, find out the status of your AT orders in NROWS, or even read the magazine you're looking at right now.

## YOUR FIRST CAC CARD READER IS ON US.

Log onto MyNRH and click the R2S icon to register for an R2S account. Then visit the Navy App Locker at [www.applockernavy.mil](http://www.applockernavy.mil) to download the R2S app.





ENHANCEMENT FOR DRILL MANAGEMENT

EDM is the Navy Reserve self-service drill management program used to process drill participation records, and pay and points associated with regular, flexible, additional Inactive Duty Training (IDT) periods (for pay or non-pay), and funeral honors duty. EDM also includes the capability to record and adjudicate unit musters.

Access EDM through NSIPS member self-service at:

[nsipsprod-sdni.nmci.navy.mil](#)

User training is available on the NSIPS homepage by accessing the Command Job Performance Aids (JPA) link. Please contact your EDM administrator if you have questions or need assistance.

GTCC

Department of Defense policy directs that the Government Travel Charge Card (GTCC) will be used as the primary payment method for all costs related to official government travel (military or civilian).

However, ADSW orders of 180 days or more — for Sailors who are not local to their ultimate duty station — are Permanent Change of Station (PCS) orders. For Reservists, GTCC is not authorized for travel on PCS orders. At the start of such orders, the NRA works with ECRC to send the member on government travel (usually SATO).

Be aware of mission requirements when traveling. The standard credit limit for a GTCC is \$7,000. Depending on your financial situation, members may be issued a restricted GTCC with a credit limit of \$4,500. Communicate early with your gaining command before initiating orders to get a clear picture of future expenses.

Credit limits may be increased if required. If you anticipate a required credit limit increase, contact the command Agency Program Coordinator (APC) under whose hierarchy you reside.

When checking in at your gaining command, verify the command has properly gained your GTCC under their hierarchy. Your card will typically transfer hierarchy to the command who is paying for your Reserve assignment.

If a delinquency is anticipated and it's due to no fault of your own, contact your APC for potential relief.

For more information on the GTCC program, contact your command APC. To create a CitiDirect user account visit:

[citimanager.com/login](#)

Contact Citibank customer service at:  
CONUS: 1-800-200-7056 / OCONUS: 757-852-9076

RESERVE PAY ASSISTANCE TEAM

Do you have a pay issue? Help is available. First, be sure you understand the steps you are responsible to address (read through pages 21-23 for possible answers to your questions). Talk with your unit leadership and seek assistance from your NOSC or supported Command Pay Personnel Administrator (CPPA). If an issue can not be resolved at your command level, your command leadership will submit an escalation of support request to the Regional Component Command level.

My Navy Career Center (MNCC) is available to support CPPAs, RESPAY leads and Reserve Sailors 24/7 at **833-330-MNCC (6622)** or [askmncc@navy.mil](mailto:askmncc@navy.mil).

In accordance with ALNAVRESFOR 017/19, Commander, Navy Reserve Forces Command (CNRFC) Reserve Pay Assistance Team (RPAT) is also here to help. We have a dedicated team working to assist Reserve members with finding resolutions to pay issues.

To submit a trouble ticket go to the RPAT MyNRH Sharepoint page at [private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRF\\_N11/SitePages/Home.aspx](#), click on the Red Stop Sign button that says “RPAT Assistance, Click Here.” Please only submit one issue per ticket.

UNDERSTANDING THE RESERVE ORDERS AND TRAVEL PROCESS

Reserve Sailors must be legally called to and detached from active duty status by an official order. There are only two organizations in the Navy that issue Reservists such orders: the Bureau of Personnel (BUPERS) and Commander, Navy Reserve Force (CNRF).

BUPERS calls Reservists to an active duty status for initial entry training (recruit training and follow-on schools), mobilizations, definite and indefinite recalls, and Active Duty for Operational Support (ADOS). CNRF calls Sailors to an active duty status for Annual Training (AT) and Active Duty for Training (ADT). CNRF also uses its orders writing functionality to place Sailors in an Inactive Duty Training Travel (IDTT) status in support of inactive duty at alternate drilling locations, if applicable.

While IDTT can help Reservists get to and from an alternate drilling location, the inactive duty itself is part of a separate standing inactive duty order issued by BUPERS and managed in the Navy Standard Integrated Personnel System's (NSIPS) Enhancement for Drill Management (EDM) module.

Ninety-five percent of Reserve orders are for AT, ADT, and IDTT, making CNRF the administrator for the overwhelming majority of orders issued to Reserve personnel. The program for issuing such orders is the Navy Reserve Orders Writing System (NROWS). NROWS links mission, requirement and resource owners at operational commands with the member and their assigned Navy Reserve Activity (NRA).

For example, when the Operational Support Officer (OSO) at an operational command needs a member for training, the OSO writes a requirement for the member in NROWS. Once complete, NROWS notifies the member by email they have a duty assignment waiting for them to apply for. The member completes the application which is followed by a review by the member's unit, the NRA, and finally the force travel office. Once reviews are complete, the application returns to the OSO for fund approval. While the whole process usually takes 2-3 weeks, it can be greatly accelerated by good communication between stakeholders. Fund approval is the point at which the order becomes a legal direction to the member.

In some cases, a member's AT or ADT is in the same local area as their permanent residence. In this case the process is complete, and once endorsed by the supported command, the orders will allow for the member to receive their pay and allowances.

Most of the time, however, travel outside of the member's local area is required. If the orders are for a period of 139 days or less, NROWS will automatically draft a travel authorization in the Defense Travel System (DTS) for the member. The member can then login to DTS and use it to reserve flights, lodging and rental cars (if authorized), and account for expected expenses such as mileage, parking, taxi fares and tolls.

Once submitted and approved, DTS travel authorization is exactly that — authorization to travel in support of the duty assignment. NROWS and DTS go hand in hand for about 95% of orders involving travel; with some exceptions, most notably being ADT orders exceeding 139 days in duration.

Once the member arrives at their mission location, they must have their orders endorsed by the supported Command Pay Personnel Administrator (CPPA) for forwarding to the servicing pay and personnel support office.

Reimbursement for travel and transportation expenses takes place after return from the mission. Within five working days of return, but not before, the member — armed with receipts for itemized lodging, airline e-tickets, any expenses over \$75 and any other receipts the DTS Approving Official (AO) may require — logs back in to DTS and completes a travel voucher.

Once the AO approves the voucher, payment will be disbursed within three business days. This is the value of DTS; not only does it allow the member commercial-like flexibility in making their travel reservations, but it also facilitates reimbursement faster than under the legacy paper travel claim system.

Don't be afraid to ask for help ... New travelers should actively seek over-the-shoulder help the first few times using NROWS and DTS.

Each NRA should have a robust indoctrination program for new members including GTCC, NROWS and DTS training. This training may be limited to slide presentations due to time constraints, but there is nothing quite as good as hands-on experience, especially if the member's first scheduled travel occurs months after the indoctrination training.

Don't be afraid to ask for help. Systems are not always intuitive and mistakes can cost money. New travelers should actively seek over-the-shoulder help the first few times they use NROWS and DTS. In fact, members should politely insist on it.

Last but not least, it is vital to point out that members shall not travel without fund approved orders. Regardless of any advice or pressure; or if there were delays or errors in the orders routing process; or if orders were not approved as fast as they should have been; without a fund approved NROWS order in hand, the member is not and cannot be in a duty status.

Except in the rare event of a national or regional emergency for which a competent authority verbally orders a member to commence travel, any costs will be borne by the member and government insurance protection may not be available in the event of accident or injury. Appeals to have orders fund approved retroactively, though such a request may be made, will most likely be disapproved.

**GTCC DO'S AND DONT'S** — Your GTCC is a valuable and simple means to manage your travel expenses. But, it also comes with responsibilities and misuse can lead to disciplinary actions. Follow these rules for proper GTCC use and be sure to keep in contact with your command's Agency Program Coordinator to stay up to date on how you can travel GTCC smart.

**DO**

- Use your GTCC to pay for official travel expenses
- Obtain ATM official travel advances up to \$250 if authorized
- Track your expenses
- File travel claims within five days after you complete your trip or every 30 days if you are on continuous travel
- Ensure split disbursement is properly used to have appropriate travel claim reimbursement
- Submit payment in full for each monthly bill
- Follow your bank's dispute process for incorrect charges
- Keep your account information up to date and accurate
- Check in and out with your command Agency Program Coordinators and complete required online training

**DON'T**

- Use your GTCC for personal use (such as adult entertainment, etc.)
- Obtain travel advances through the ATM which exceed your expected expenditures for a trip
- Obtain travel advances through the ATM unless you are on travel or will be on travel within three business days
- Allow your monthly bill to become overdue
- Wait for receipt of your monthly bill to file your travel claim
- Make late payments that could result in GTCC suspension





# ORDERS ▶ TRAVEL ▶ PAY

Travel and a paycheck are two mainstays of a Reserve Sailor’s career. Follow this step-by-step guide and you’ll be well on your way to wherever the Navy is sending you — with the peace of mind knowing your pay is coming, too. Look for the ▶AT/ADT/IDTT and ▶MOB/RECALL signs in this guide for specific instructions pertaining to the given type of orders.

## ▶START

### MISSION DETAILS

Coordinate with your gaining command on mission and order dates. Discuss your order intentions with your local training unit (TRUIC) chain of command. Determine if government quarters and messing are available at the orders location.

### PERSONAL INFORMATION

Log into NSIPS to verify your Page 2 — Record of Emergency and Dependency Application (RED/DA) — is current and has been verified within 12 months of your orders end date. Update or establish a Family Care Plan if applicable (see page 19).

### MEDICAL

Ensure you have a current Physical Health Assessment (PHA) and your medical and dental requirements are up to date.

### CLEARANCE

Coordinate with your Navy Reserve Activity (NRA) and gaining command security manager on clearance requirements to ensure required Joint Personal Adjudication System (JPAS) visit requests are submitted.

## ORDERS

### REQUEST ORDERS ▶MOB/RECALL

Request orders through N35 home page.

### NROWS ▶AT/ADT/IDTT

Route a Navy Reserve Order Writing System (NROWS) orders application with mission details provided from your gaining command.

Track progress of the request in NROWS during routing to identify and resolve any hard holds or delays.

### BACK TO BACK ORDERS ▶AT/ADT/IDTT

Determine with your NOSC and gaining command if there is a possibility you will require back to back orders.

### TRANSPORTATION ▶MOB/RECALL

When orders are approved, contact the appropriate office for travel requirements. If traveling commercial, contact SATO. If traveling Military Aircraft (MILAIR), contact the Navy Passenger Transportation Office (NAVPTO).

### DTS ▶AT/ADT/IDTT

Once orders are fund approved, complete your Defense Travel System (DTS) travel authorization, keeping in mind lodging and messing availability as discussed with your gaining command.

Track the status of your DTS travel authorization. DTS will send emails updating you on the approval status.

### GTCC

The week prior to your orders travel start date, contact Agency Program Coordinator at your NRA to ensure your Government Travel Credit Card (GTCC) is turned on.

### TICKETING ▶AT/ADT/IDTT

If at a week prior you haven’t received an itinerary, check on your DTS approval status with your NRA.

### BOOKED vs TICKETED ▶AT/ADT/IDTT

Booked travel is not the final step in the ticketing process. Booked simply means travel reservations have been submitted. Verify your travel has been approved and ticketed — at least three days before travel start date — by checking online at [www.cwtsatotravel.com](http://www.cwtsatotravel.com).

Find the “Travel Office Locator” on the left side of the screen > Choose “Military/Dept of Defense” > Type NASJRB New Orleans in the text box and click “Search” > Select the appropriate office from the list of available links. You will be automatically directed to the webpage for the CWTSato office responsible for handling your travel. You may also click the “Advanced Location Form” link below the Search button of the Travel Office locator > Scroll down and click the “Itinerary/Invoice Request” box > Provide the required information on the form, to include a government email address, and then click “Submit”.

Verify the invoice has been paid.

## TRAVEL

### UNDERWAY — SHIFT COLORS

Travel to orders location

### RENTAL CAR ▶AT/ADT/IDTT

If a rental car was requested, authorized and approved, the rental reservation information will be listed on your SATO itinerary. Unauthorized rental cars will not be reimbursed.

### ITINERARY CHANGES

If your ticketed itinerary needs to be adjusted for any reason, CONTACT SATO. If you make any changes directly with the VENDOR, additional costs above what the government would have paid cannot be reimbursed.

### LODGING CHECK IN

Arrive at government lodging.

A Certificate of Non-Availability (CNA) is required if you stay anywhere but government lodging. Lodging is not a personal choice and you are directed to utilize government lodging when available.

CNAs for DTS travelers are issued at the same time lodging is reserved in DTS. While the CNA is normally received digitally, it is recommended to obtain a copy of the CNA record number from the government lodging location.

### PCS ORDERS ▶MOB/RECALL

If your orders call for a Permanent Change of Station (PCS), you will establish a local residence at the orders location.

## MISSION

### REPORT

Check in to gaining command by the “no later than” date listed on your orders. Seek out the Command Pay/Personnel Administrator (CPPA) to have your orders endorsed and submitted for processing. Ensure the CPPA understands orders and supported documents are to be submitted for pay on your first day upon arrival.

### LEAVE

If orders are for more than 30 days, a Page 13 must be submitted stating your intent to carry over or sell back any acquired leave and also a Family Separation Allowance form DD1561 (if applicable) must be submitted as detailed in the Navy Pay and Personnel Support Center’s (NPPSC) 1571/1 orders checklist.

### GET TO WORK

Complete the mission (make us proud).

## RETURN

### CHECK OUT

On the day prior to the end of your orders, speak with your gaining command’s CPPA to discuss check out procedures. The CPPA will need to endorse your orders and list the Transaction Online Processing System (TOPS) number — the payment transaction confirmation number— as well as the CPPA’s email and direct phone number.

It is also strongly recommended that you obtain a backup point of contact for the CPPA — as in the gaining command’s admin chief.

## FINISH

### TRAVEL CLAIM ▶AT/ADT/IDTT

Upon arriving home — within 5 days of your return — submit your DTS travel voucher along with all receipts and CNAs for split payment to your GTCC.

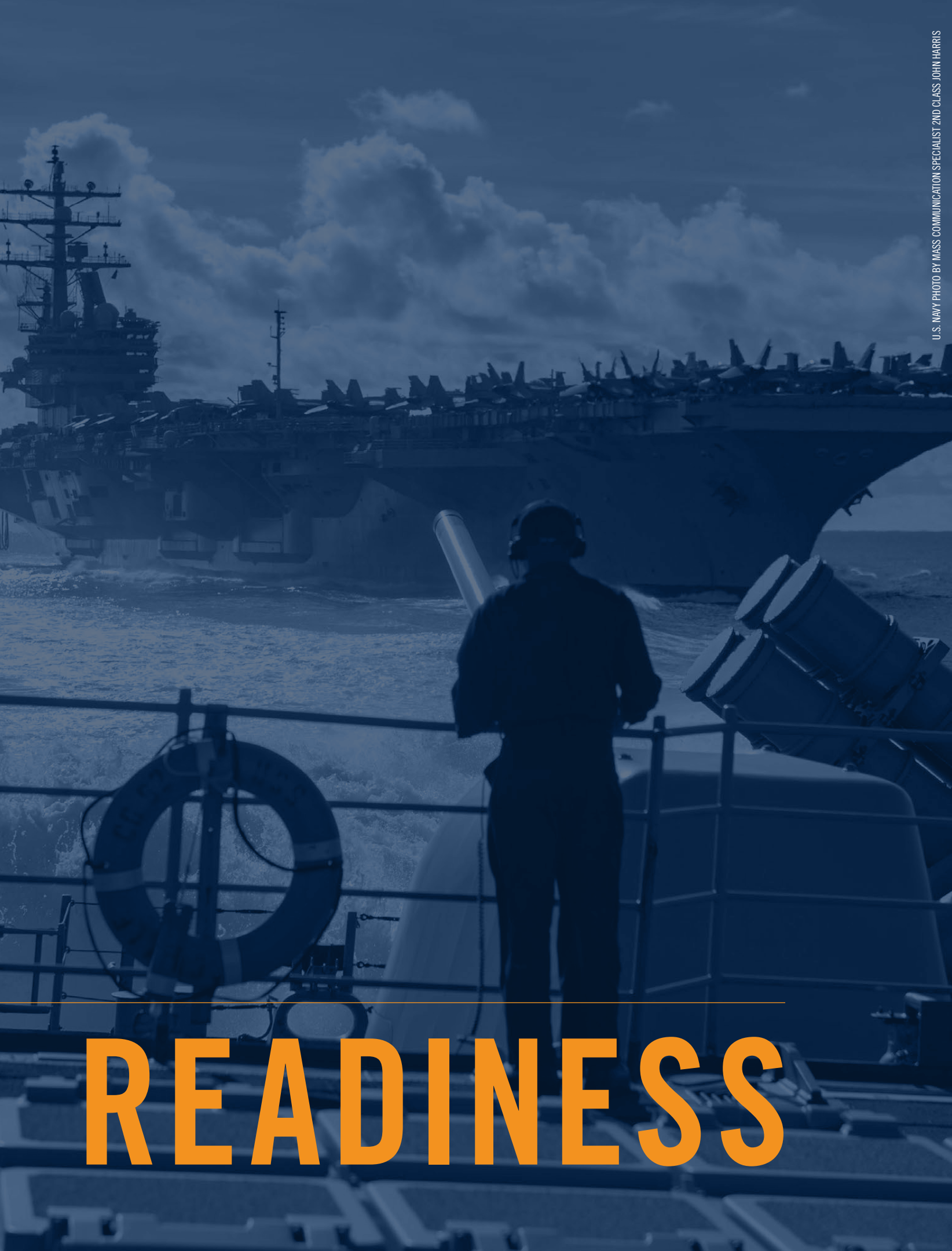
### PAY

Track your voucher approval in DTS.

Once your travel voucher has been approved, check that payment has been made to your GTCC. Pay off any remaining balance on the card.







U.S. NAVY PHOTO BY MASS COMMUNICATION SPECIALIST 2ND CLASS JOHN HARRIS

# READINESS

## Ready for the Fight

INTRODUCTION BY  
REAR ADM. JOHN SCHOMMER  
COMMANDER NAVY RESERVE FORCES COMMAND

Our trust in Sailors to operate ships of war, accomplish tactical objectives, and effectively run the bulk of military processes has proven a time-tested practice. We do it effectively, and we do it well. Yet, while our Sailors strive to understand the technical aspect of their jobs, we as leaders do not always convey the current threats facing our nation and the reality of deployment at a moment’s notice. The recent tensions with Iran should serve as a wake-up call to make sure we’re ready to answer the call. Ready now!

The Department of Defense’s 2018 National Defense Strategy describes China and Russia as our country’s peer competitors and has labeled our current national military environment as Great Power Competition. Additionally, we have ongoing conflict in the Middle East and tensions with North Korea. Many of you may not be familiar with the idea of Great Power Competition because it is not a common line of discussion. This is where we need to focus our efforts. Our entire Navy Reserve Force — 49,000 selected Reservists, 10,000 Full-Time Support, the active component Sailors tied in with Reserve commands and the 45,000 Individual Ready Reservists — must understand that every day Reserve Sailors go to drill they are preparing to go to war.

One drill-weekend a month will not do the job of instilling urgency or getting you ready to fight. I firmly believe that when Sailors understand where they fit in, and why they are important to the Navy, out of that grows the motivation to be mobilization ready and warfighter ready. We need a cultural shift in mindset, which begins with leadership. It is leadership’s responsibility — whether the active component, NOSC, squadron, or unit — to ensure their Sailors clearly understand the purpose of their assigned billet and the expectation for their job. For each of you, individually, own your personal Navy mission, know your role as a warfighter, and seek the training to prepare yourself if our nation and Navy calls on us to mobilize for a major crisis.

The Essentials section, and this Readiness section, go hand-in-hand. If you follow and understand both, you’ll be ready for the fight. We are warfighters. That’s why we wear the uniform. The expectations for each of us are clearly spelled out. When called upon, we must be 100% ready to provide the strategic depth and warfighting readiness essential to maintaining the Navy’s lethal force. Let’s get after it.

ESSENTIALS  
READINESS





MOBILIZATION

Mobilizations requirements are managed by U.S. Fleet Forces. Fleet Forces (USFF) validates Navy-wide Individual Augmentee (IA) requirements in support of overseas contingency operations and assigns them to either the active or Reserve component to fill.

Requirements assigned to the Navy Reserve are sourced by Commander, Navy Reserve Forces Command (CNRFC) N35.

Both officer and enlisted Reserve Sailors are eligible to volunteer for mobilizations. Prior to volunteering, Sailors should ensure they are volunteering for a requirement for which they are fully qualified and for which they have chain of command approval. Mobilization opportunities are advertised on the ZipServe application.

The Navy Operational Support Center (NOSC) is the Reserve Sailor’s primary point of contact once they are notified of selection for mobilization. Upon notification, Reserve Sailors should contact their NOSC’s mobilization department to start the pre-mobilization process as soon as possible.

ZIPSERVE

ZipServe is the one-stop shop for volunteer Reserve assignments. Reserve Sailors can view and apply for mobilizations, Active Duty Operational Support (ADOS), Active Duty for Special Work (ADSW), Annual Training (AT), Active Duty for Training (ADT) and Definite Recall. If you are interested in finding Reserve order opportunities, this is the place to go.

In ZipServe, Sailors can apply for multiple opportunities, view opportunity details, and monitor the status of applications. Users can register to receive email notifications on their applications including selection, non-selection and changes or cancellations to their active applications.

ZipServe is available at [locker.private.navyreserve.navy.mil/zipserve](https://locker.private.navyreserve.navy.mil/zipserve), on [www.mynrh.navy.mil](http://www.mynrh.navy.mil) and through the R2S mobile application.

RESOURCES

Communicate regularly with your unit leadership to discuss how you can get involved and maintain your own personal readiness as a warfighter in the Navy Reserve.

Visit <https://www.public.navy.mil/bupers-npc/career/augmentation/462/Pages/ADSWFAQs> for further resources, governing directives and answers to frequently asked questions.

EXPEDITIONARY COMBAT READINESS CENTER

ECRC provides administration, training, equipping and transportation for all Individual Augmentee personnel and also manages the mobilization of Reserve Component Sailors returning to active duty. From the moment a Sailor departs their

home station, whether it is a Navy Operational Support Center or parent command, ECRC works to support Sailors and their families during the tour of duty.

During mobilization processing, Sailors will conduct the many steps necessary to return to active duty and ensure the screening required for their assigned mission has been completed. Mobilization Processing normally consists of five days with ECRC at Naval Station Norfolk. ECRC is responsible for this transition and ensuring the Sailors being sent forward are fully trained and qualified.



### ECRC RESERVE MOBILIZATION SCHEDULE

Your experience at ECRC may vary — even your ECRC location, as some mobilization trainings are handled at a remote site — but here is a typical schedule of events to expect as you head out on mob.

PREMOB SCHEDULE	
<b>DAY 1</b> <ul style="list-style-type: none"><li>• Arrival/check in</li><li>• OIC welcome</li><li>• OSC/chaplain brief</li><li>• PSD and Legal brief</li><li>• Fleet &amp; Family Services brief</li><li>• Uniform fitting</li><li>• ECRC IA overview</li><li>• Medical/dental brief</li><li>• EDHA if required</li></ul>	<b>DAY 3</b> <ul style="list-style-type: none"><li>• Follow ups</li><li>• Medical/dental/PSD processing</li><li>• Gas mask fitting</li></ul> <b>DAY 4</b> <ul style="list-style-type: none"><li>• Medical/dental/PSD processing</li><li>• Specialty appointments</li></ul> <b>DAY 5</b> <ul style="list-style-type: none"><li>• Travel claims</li><li>• Transportation briefing</li><li>• Departure</li></ul>

DEMOB SCHEDULE	
<b>ESSENTIAL TASKS</b> <ul style="list-style-type: none"><li>• Gear turn in (as required)</li><li>• Post-Deployment Medical Screening</li><li>• DD-214 Appointments</li><li>• VA brief</li><li>• WTP Lite (as required)</li><li>• TAPS (as required)</li></ul>	The duration of your demobilization process can vary. It could be as short as a few days to as long as a couple weeks depending on whether you are required to complete the WTP and TAPS programs.

ECRC assigns Action Officers (AOs) to IA Sailors and provisional units grouped by mission. AOs review missions and training pipelines and communicate directly with IA Sailors throughout the mobilization process to ensure that IAs are fully ready to deploy both medically and administratively. AOs can answer questions about the upcoming mission, including contact information in theater, and provide the peace of mind of knowing that Sailors have a Navy advocate to guide them through the transition into their Individual Augmentee missions.

ECRC also provides Navy Liaison Officer (LNO) teams to provide direct assistance to Sailors at pre-deployment training sites. LNOs update Sailor information used to support students and family members during student training and deployment. LNOs assist with berthing, pay issues, communications, scheduling, uniforms, transportation, documentation, surveys, database updates and information archives.

Following the completion of all required training, Sailors will be transported to their ultimate duty station. Again, ECRC has personnel stationed forward to receive and direct inbound personnel, to coordinate temporary billeting, gear handling/ stowage and customs assistance and to ensure they arrive at their final destination. Outbound personnel receive the same support on their way to the Warrior Transition Program.

At the Warrior Transition Program, ECRC personnel assist redeploying Sailors in gear turn in, readjusting to “normal” operations, and transportation back to Norfolk for demobilization activities. ECRC provides transportation support by coordinating IA Sailors’ return home through the redeployment/demobilization process, helping Sailors get home expeditiously and safely.

For more information, talk with your Command IA coordinator or visit the ECRC website at <https://www.public.navy.mil/NECC/ecrc/Pages/default.aspx>.

MEDICAL READINESS

There have been a lot of changes in Navy Reserve Medicine over the last year. In this new era of Great Power Competition, we are finding our priorities are turning to the ability to deploy entire units as a whole compared to our legacy focus on individual mobilizations. What this means to Reserve Sailors is that our mission as a ready force depends on every member being fit to fight.

The basics of medical readiness rest on communication. The Reserve Sailors who ace their timely accomplishment of medical requirements each year are the ones who stop by and talk with their medical representatives on a regular basis. Ongoing conversation about upcoming requirements allow Sailors to be ahead of the deficiency list on mandatory tasks such as immunizations, blood draws, etc.

The top two requirements are to complete your annual Physical Health Assessment (ePHA) and dental exam. Don’t wait until you’re on a deficiency list. Make a calendar, schedule an appointment, take ownership of your own medical readiness.

Another task to keep in mind is when you return from extended orders. After returning from mobilizations, and as required,

## MOBILIZATION TIPS

**BEFORE YOU LEAVE ON ORDERS**

Print and carry with you hard copies of your Page 2 and SGLI documents to deliver to ECRC — but keep a copy with you during deployment.

Ensure your GTCC has been activated. (Follow guidelines on page 18)

If required in your orders, have your official government passport in hand or verify that your passport has been forwarded and is on it’s way to your gaining command.

**ALWAYS MAKE A COPY**

As with every other important document you fill out in the Navy Reserve, always make a copy. Throughout your mobilizations, keep your orders safe and easily accessible. You must physically have your NOSC check you out by signing the endorsement sheet on your orders — and give them a copy.

Have ECRC check you in and out by endorsing your orders — and give them a copy.

Have your gaining command check you in and out by endorsing your orders — and give them a copy.

When you return to your NOSC bring your well-traveled and properly signed and endorsed orders to their final destination — and keep a copy.

complete a post deployment health reassessment (PDHRA) within 90-180 days. This requirement is equally as important as completing your annual ePHA or dental exam.

The ePHA is standardized throughout the Department of Defense as the preeminent document to disclose medical conditions. Discussing changes in your medical condition with your medical department representative is critical to meeting the Navy’s expectations for deployability. Even if your condition was documented years ago, it doesn’t excuse your obligation to report the condition annually on the ePHA for as long as the condition persists.

If a new condition occurs, you must notify your medical department representative in person or via email within 60 days. The sooner a change is reported, the more time can be dedicated to managing injuries and generating faster injury case adjudication.

If you should happen to find yourself in an injury case status, such as Medical Retention Review (MRR), Line of Duty (LOD), Temporarily Not Physically or Dentally Qualified (TNPQ/ TNDQ), you must, at a minimum, provide an update of your condition to your medical department representative monthly.

The Deployability Assessment, Assignment Program presented in NAVADMIN 239/18 introduced new rules for medical deployability. Regular communication and accomplishment of medical requirements is now mandated for retention in the Navy Reserve. Talk with your medical department for further information.

You are the reason Corpsmen are at the NOSC, with individual readiness our primary mission. It’s the medical

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department’s responsibility to provide the highest class of medical care and support to our Reserve team. Senior medical leadership is looking at how to accomplish our mission with excellence. A new Reserve Medical Administration Technician (RMAT) NEC is in the final steps of approval and will soon be required for medical professionals serving at NOSCs. It’s a change that will improve your NOSC medical service. Our mission is a Navy and Marine Corps Reserve team who are ready to win.

LINE OF DUTY HEALTHCARE

It doesn’t happen very often, but in the event that you incur or aggravate an injury, illness or disease while in a duty status you could qualify for LOD-HC benefits. This authorizes you medical and/or dental care benefits until a military physician finds you fit for duty with no additional follow-up required, or until final disposition is determined by the Physical Evaluation Board. You could also be eligible for incapacitation pay, but it’s incumbent upon you to prove with clear and convincing evidence the amount of gross civilian earned income and any losses incurred. You should notify your NOSC medical department and chain of command if you feel you qualify for LOD-HC.

HEALTHCARE

You and your eligible family members become eligible for the same health and dental benefits as an active-duty service member if called or ordered to active-duty service for more than 30 consecutive days.

- If enrolled in TRICARE Dental Program, you will be automatically disenrolled and begin using active-duty dental benefits
- If eligible family members are enrolled in TDP prior to activation, coverage will continue at a reduced premium (if not enrolled, eligible family members may enroll at any time)

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 benefits as though activated.

The Transitional Assistance Management Program (TAMP) provides 180 days of premium-free transitional health care benefits after regular TRICARE benefits end. 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. Family members are also eligible for TAMP.

If activated, but not in support of a Contingency Operation you are not eligible for TAMP and any active-duty medical benefits end the day after your last day of active duty.

INDIVIDUAL AUGMENTEE

Whether preparing for your first or fifth deployment, mobilizing as a Navy Individual Augmentee can be an involved and complicated process.

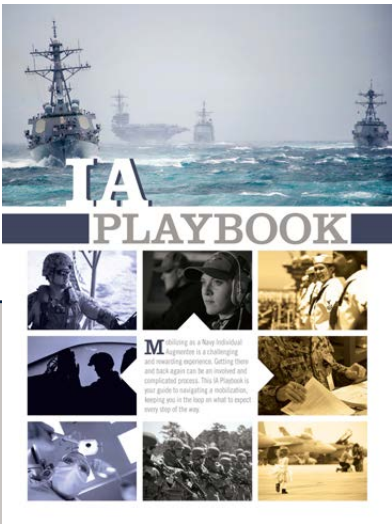
U.S. Fleet Forces and Commander Navy Reserve Forces Command collaborated to create a user-friendly, phase based guide to assist IA Sailors throughout the IA mobilization, screening and demobilization phases. As summarized in the chart below, the IA Playbook bridges knowledge gaps Sailors may have between executing orders and completing

requirements outlined in the NAVPERS 1300/22 and the NAVMED 1300/4. The guide provides user-friendly documentation and support to help prepare for mobilization, empowering Sailors to complete requirements on their own and manage expectations before arriving at ECRC.

The IA Playbook also defines roles and responsibilities by listing appropriate points of contact for specific phases to eliminate guesswork on the part of IA Sailors and to ensure consistent information is passed.

For more information and to download the complete IA Playbook, visit the IA Website at [ia.navy.mil](http://ia.navy.mil) > Index > IA Playbook or contact your Command IA Coordinator (CIAC).

If you have questions, suggestions or feedback about the IA program, contact the USFF IA team at: [usff.ia.fct@navy.mil](mailto:usff.ia.fct@navy.mil).



PRE-DEPLOYMENT  
1-5 MONTHS



**NOTIFICATION**  
Your Navy Operational Support Center (NOSC)/ Navy Reserve Activity (NRA) (Reserve Component) or chain of command (Active Component) will notify you of your Individual Augmentee (IA) assignment before receiving written orders. Your Command IA Coordinator (CIAC) will guide you through the IA process. RC Sailors may utilize Annual Training (AT), Active Duty for Training (ADT), or drill periods to prepare for mobilization.



**ORDERS**  
You will receive IA orders outlining your assigned location, billet description, report date, parent activity, intermediate activities, ultimate activity, and boots on ground length. Additional instructions and contact information can be found within your orders as well.



**SCREENING**  
Upon receipt of orders you will be medically and administratively screened to ensure suitability for deployment. Your orders may have you report to your NOSC/NRA (RC) or parent command (AC) to verify completion of screening requirements.



**PROCESSING**  
Report to the Expeditionary Combat Readiness Center (ECRC) or Navy Mobilization Processing Site (NMPS) for administrative processing, theater screening, and onward transportation.



**TRAINING**  
Once you are processed through the ECRC, you may complete a training track with intermediate stops (I-stops). Training requirements are dependent on your billet. ECRC will coordinate your transportation, but you will need to secure lodging and use a Government Travel Charge Card (GTCC) for travel related expenses.



**BOOTS ON GROUND**  
This is the reason you’re here. Report to your ultimate duty station to perform your designated mission. During the BOG stage, you perform your designated mission at your ultimate duty station. RC Sailors, you will receive demobilization orders 90 days prior to your detach date.



**WARRIOR TRANSITION**  
Report to Warrior Transition Program (WTP) for a week of Third Location Decompression (TLD), if required. WTP-TLD, located in Sembach, Germany, helps prepare you to reintegrate with your family, command, and communities following war zone deployments. WTP-TLD is a 4 day program to include gear turn-in, workshops, and rest time to ease your transition back home.



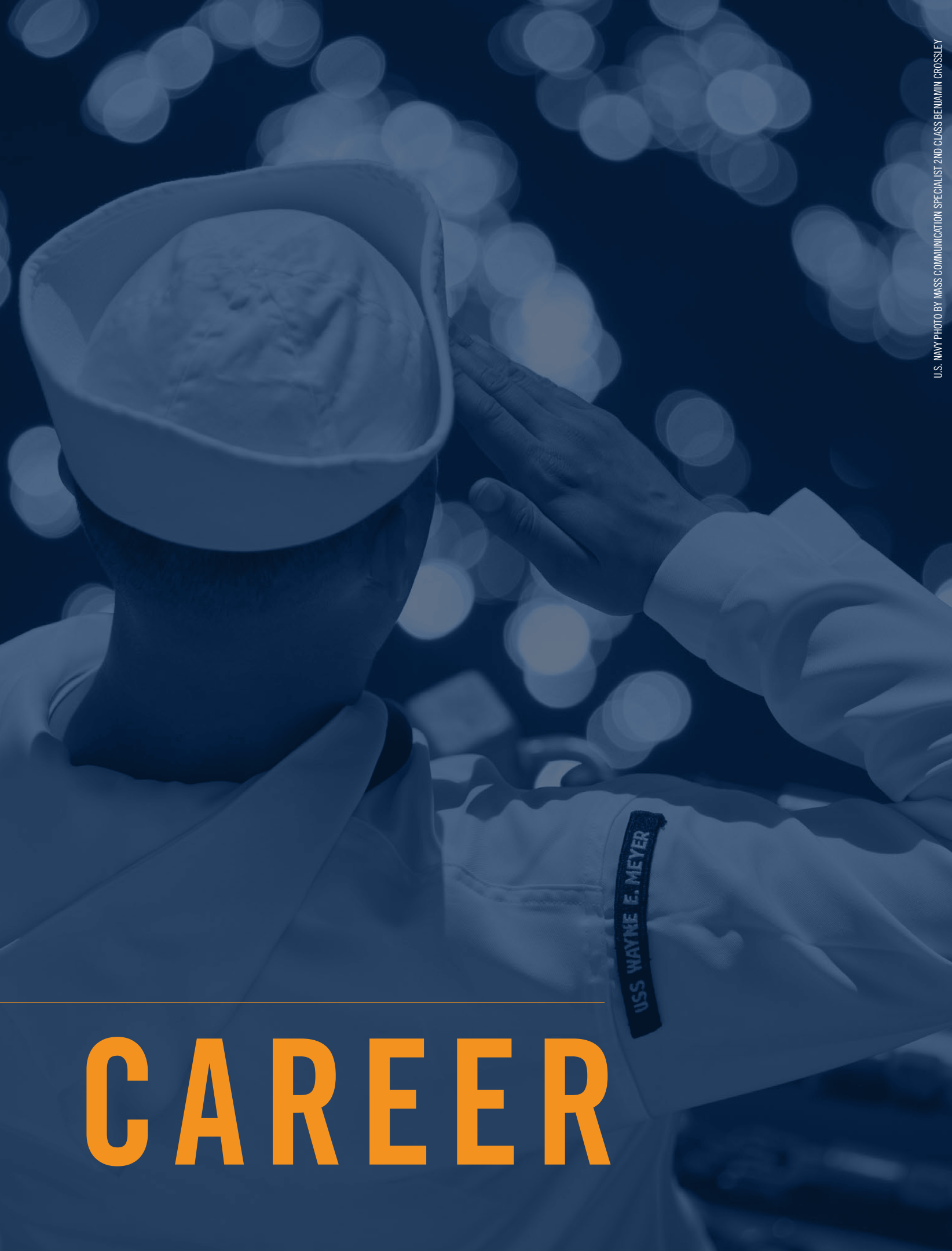
**OUT-PROCESSING**  
If stated in your orders, you will return to ECRC to complete your post-deployment processing that includes a health assessment and briefs related to pay, reintegration support services, and travel. AC will report direct to Parent Command for reintegration. You will be provided an opportunity to provide IA feedback to USFF via survey.



**REINTEGRATION**  
Welcome home! The last stop you have upon return from mobilization will be at your NOSC/NRA (RC) or Parent Command (AC). This final stage will include administrative tasks and the Post-Deployment Health Reassessment, as required.







U.S. NAVY PHOTO BY MASS COMMUNICATION SPECIALIST 2ND CLASS BENJAMIN CROSSLEY

# CAREER

## Finding Personal and Professional Career Success

INTRODUCTION BY  
MASTER CHIEF NAVY COUNSELOR KIMBERLY CEDAR  
RESERVE FORCE CAREER COUNSELOR

One of the first steps for a successful and meaningful career is to step back and decide what is important to you personally and professionally. Uncovering your career roadmap and setting both long and short term goals are essential in your career development. Career development opportunities are available at all levels, ranks, and milestones in a Sailor’s career from affiliation to transition.

The Navy continues to improve upon resources available to Sailors to achieve SUCCESS. There are new and improved opportunities available to you, now more than ever. SELRES Sailors — enlisted and officer — are eligible for new and improved educational vehicles to excel your development in both your Navy and civilian career.

The following section is provided as an overview of some of the many programs available to enhance and develop a Sailor’s career. The ambition and drive to follow the path belongs to YOU, the SAILOR. These tools and resources are in place and can help you focus your efforts and propel your success.

The Navy’s career programs are always changing. Keep an eye out for new policies and programs in the future and please utilize your unit or command career counselor for further information and guidance.

# CAREER





JOAPPLY

As you start your Navy career as an officer, one of the first systems you'll encounter is JOAPPLY. This online tool is how to search for career opportunities and apply for them online. The system uses a three-step quarterly process: application phase, ranking phase and selection/directed assignment phase. The phases are outlined to the right, but remember this system is only for O4 and below officers seeking non-command billets.

The first step in JOAPPLY is to register on the Reserve Force Manpower Tools (RFMT) homepage: <http://private.navyreserve.navy.mil/apps/rfmtweb>. Registration must be done before submitting an application.

Next you'll create and update your profile, verifying your current assignment, Projected Rotation Date (PRD) and qualifications. This information is important and must be accurate in order for program managers, Operational Support Officers (OSO), unit leadership and Commander Navy Reserve Forces Command (CNRFC) assignment coordinators to make informed selections. The last step is submitting your application. You need to do this within 180 days of your PRD or while in an In-Assignment Processing (IAP) status. If you're already in a billet, then be aware that your current billet will advertise during the 180-day window — this means other JO's will be submitting applications for your current job, so make sure you're applying as well.

Two other reasons to use JOAPPLY are Local Assignment Requests and TRUIC Change Requests. A local assignment is defined as a billet located within 100 miles of the applicants home of residence, as listed in RFMT. If a cross-assigned JO applies for a local assignment and is not selected, they will remain in the current assignment with the same PRD.

A TRUIC Change Request allows you to remain assigned to your current billet while requesting a change in the drilling location in support of a relocation/move or a unit-to-unit transfer. TRUIC Change Requests should be submitted at least three months in advance of the requested effective date. After a TRUIC change request, as a cross-assigned Sailor, you may use the new local assignment tool to submit applications for local billet opportunities in RFMT.

The reference for all JOAPPLY assignments in the Navy Reserve Personnel Manual (RESPERMAN) M-1001.5 (Change 12) located on the Navy Reserve Homeport N1 Homepage. For additional questions or information regarding JOAPPLY, please contact [cnrfc\\_joapply@navy.mil](mailto:cnrfc_joapply@navy.mil).

APPLY

So you've progressed as a naval officer and now you're looking for more responsibility, or maybe a command billet. APPLY is the place for you. APPLY allows you to determine the level of responsibility you are willing to take, such as unit CO or OIC, and the amount of travel you are willing to accept to drill at the unit location — often at your own expense.

STEP 1: RECORD REVIEW

Before every APPLY cycle and every promotion board, be sure to review your record to ensure sure everything is correct

JOAPPLY QUARTERLY CYCLE TIMELINE

APPLICATION

During this phase, you may apply for up to seven jobs — called billets. Maximize your billet request and read each billet description. If there is information you need that isn't listed on the description, you can reach out to the unit for more information. Don't make the mistake of applying for a job with certain drilling requirements if you're not able to meet them.

RANKING

During the command/OSO ranking phase, supported command OSOs and program managers will rank and add comments on applicants' ability to perform requirements for each billet. Make sure your profile is up to date and has all your qualifications — especially if you're applying for a billet that needs a specific skill set.

SELECTION/DIRECTED ASSIGNMENT

This is where CNRFC assignment coordinators review all applications, rankings and comments to make informed selections. Once selections are complete, directed assignments begin. Officers who have expired PRDs greater than 60 days, or have been in an IAP status for more than 60 days, are directed to available billets with regard to their specific rate/rank and job qualifications. All orders are issued via RFMT.

before applying for billets. If your community requires specific credentials, like medical or engineering, you need to ensure those are reflected in your record, along with all your Additional Qualification Designators (AQD). You also need to make sure you don't have any missing FITREPS or gaps in your record — if you do, then you need to submit a letter to the board explaining the lack of information.

STEP 2: REGISTRATION AND DREAMSHEET

The APPLY registration and dreamsheet submission phase is where you create a list of the billets you want to be considered for. In RFMT, you are required to validate your current assignment and personal info, as well as update your billet history. In the remarks section of the dreamsheet application, you are encouraged to provide remarks to the APPLY board regarding your desire and qualifications to fill certain billets. Writing remarks is vital. Don't miss your only chance to express your desire and justification for your preferred billets. You can apply for up to 35 billets during this time — increase your assignment opportunities and apply for as many as possible.

STEP 3: CONFIDENCE FACTOR

At this point the APPLY board has convened and board members review and brief your record to the panel. Board members will then vote to determine a confidence factor. Everything you submitted during step two is reviewed and your record is scored by all board members who use the following criteria to rank a record:

100	ABSOLUTELY SELECT FOR COMMAND
75	CONSIDER FOR COMMAND / MUST STAY IN PAY BILLET
50	RECOMMEND FOR A PAY BILLET
25	CONSIDER FOR A PAY BILLET
0	NOT COMPETITIVE WITH OTHER OFFICERS

STEP 4: SLATING

The last step in the process is slating you to a billet. The billets are introduced to each panel in random order, and the officers who applied for the billet, ranked in confidence factor order, will come before the board for slating. 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 billet choice, you may be slated to your next billet choice if qualified to fill that billet.

Senior officer assignments are determined at the annual national command and senior officer non-command board, otherwise known as the APPLY board. The APPLY board takes place every August in Millington, TN and only considers officers who submit applications.

All eligible officers must meet deadlines established in the annual COMNAVRESFORNOTE 5400. Eligibility for post board assignments requires APPLY participation as defined in the 5400. Failure to do so could result in transfer to the VTU. For more information about APPLY or to get a copy of the current APPLY timeline, contact [cnrfc\\_apply@navy.mil](mailto:cnrfc_apply@navy.mil).

**\*TIP** Not receiving a billet at APPLY is not necessarily indicative of a low confidence factor. Often it is the result of officers not maximizing the number of billets they can list on their dreamsheet.

RESERVE/ACTIVE/FTS CONVERSIONS

RESERVE COMPONENT TO ACTIVE COMPONENT (RC2AC) / FULL-TIME SUPPORT (FTS)

Three RC2AC transition programs are available for RC Sailors to meet AC and FTS mission requirements.

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

Definite (temporary) recall to active duty gives RC 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.

Indefinite Recall (Officer)/Augmentation (Enlisted) 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.

ACTIVE COMPONENT TO RESERVE COMPONENT (AC2RC)

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

First, AC or FTS Sailors may request a SELRES quota through the C-WAY-Reenlistment module during their Soft Expiration of Obligated Service (SEAOS) C-WAY-Reenlistment window (13 to 3 months prior to SEAOS. Always discuss submission of a SELRES request outside of the SELRES only window (5-3 months prior to SEAOS) with your career counselor.

Second, prior service personnel not approved for direct affiliation through the CWAY-Reenlistment 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 [mynavyassignment.navy.mil](http://mynavyassignment.navy.mil).

CORRESPONDENCE COURSES

As a Reservist, you can gain valuable knowledge and earn retirement points for completing correspondence courses.

CNRFC N7 maintains the official list of correspondence courses eligible for credit of retirement points. The list is released each fiscal year through an ALNAVRESFOR message. The fiscal rear 2020 list is available at [www.mynrh.navy.mil](http://www.mynrh.navy.mil). Navigate to [cnrfc](#) > n-codes > N7, click the more tab and then retirement points.

If you would like to recommend a course to be added to the following fiscal year's approved course list, there is a link at the bottom of the retirement points page to request an addition.

AWARDING NON-PAY RETIREMENT POINTS

Completing an approved correspondence course does not automatically generate retirement point credits. You must present your course completion certificate to your Navy Reserve Activity (NRA) for credit. The course credit must be entered within 12 months of the course completion date. After the 12 month 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.







U.S. Navy photo by Mass Communication Specialist 3rd Class Adam Ferrero

I am now asking that each Sailor fully understand their LADR ... The future of our Navy Reserve is going to be oriented more on billet fit and less on billet fill. This means that milestones will become more valuable in career progression.

MASTER CHIEF PETTY OFFICER CHRIS KOTZ  
NAVY RESERVE FORCE MASTER CHIEF

NAVY CREDENTIALING OPPORTUNITIES  
ON-LINE

Navy COOL assists Sailors by funding the certification and licensing exams that map their education, training, experience and competencies to industry/civilian credentials. Sailors can link an academic degree, rating specialty (even prior ratings), current civilian occupation, other service occupations, collateral duty assignments and even credentials earned and maintained prior to joining the Navy. You can view credentialing opportunities at [cool.navy.mil](https://cool.navy.mil).

LEARNING AND DEVELOPMENT ROADMAPS

LaDRs provide rate specific guidance to Sailors along a learning and development continuum to help navigate their present and future career moves. These guides explain in detail what Sailors need to succeed at specific points in their career and receive yearly updates to maintain relevance.

In 2019, LaDRs received a comprehensive update to include Reserve specific guidance on SELRES career paths to all applicable ratings. Download your rating LaDR at [cool.navy.mil](https://cool.navy.mil).

UNITED SERVICE MILITARY  
APPRENTICESHIP PROGRAM

USMAP allows you to obtain a certificate of completion from the U.S. Department of Labor by documenting work experience during military service. Apprenticeships expand career options, build on military experience and can qualify you for a better civilian job with significantly higher pay. Each apprenticeship trade requires from 2,000 and 8,000 hours of on-the-job work and formal classroom instruction (A or C schools). There are specific requirements to participate in USMAP. To learn more, visit [usmap.netc.navy.mil](https://usmap.netc.navy.mil).

JOINT QUALIFIED OFFICER

Being able to operate in joint environments is crucial to modern military success. The requirement for commissioned officers to be educated and experienced in joint matters was codified in the Goldwater-Nichols Act of 1986. The Joint Qualified System builds upon this historic legislation by providing a structure that recognizes the expeditionary and inherently joint nature of military operations in the 21st century. JQO is one of four JQS levels that provide a path for attaining joint qualifications through either a traditional joint duty assignment or by accumulating an equivalent level of joint experience, education and training over the course of a career.

For more information on JQO, visit: <https://www.public.navy.mil/bupers-npc/officer/detailing/jointofficer/pages/default.aspx>.

MILITARY EDUCATION

The military takes great pride in providing access to formal military education, and there are numerous opportunities available for professional growth in the Navy Reserve. Some examples of available opportunities are in-residence programs offered through four major military war colleges, two-year blended learning programs through the Army War College, executive education programs, the Joint Combat Warfighting School, the Foreign Military Exchange Program and the Naval Postgraduate School’s defense-focused part-time executive master of business administration program.

Information about all military education and other competitive selection board Active Duty for Training funded opportunities can be obtained by visiting the CNRFC N77 SharePoint site at [www.mynrh.navy.mil](https://www.mynrh.navy.mil) > commands > CNRFC > N-codes > N77 (view current announcements). Sailors who interested in receiving direct notification of advertisements should subscribe to GovDelivery in the link below announcements.

RESERVE ENLISTED  
ASSIGNMENTS

Reserve enlisted assignments are conducted via MyNavy Assignment (MNA). MNA is a web-based application that allows Sailors who are within their orders negotiation window to research, apply for jobs, and to communicate assignment preferences to the Commander, Navy Reserve Forces Command (CNRFC) Reserve Assignment Coordinators (RACs).

MNA RESERVE SCHEDULE

The MNA Reserve schedule follows a quarterly cycle and is located on the MNA homepage at [mynavyassignment.navy.mil](https://mynavyassignment.navy.mil). There are three phases during the MNA cycle that affect Sailors who are within their orders negotiation window.

APPLICATION PHASE

MNA displays available billets and allows Sailors to submit applications for billets they are qualified to fill. Sailors may submit up to seven applications per cycle. By utilizing the comments section, Sailors can communicate directly to the unit and RAC and should utilize this function to provide necessary details for assignment.

COMMAND PHASE

Reserve commands view, rank and comment on applications submitted for their unit. Command comments are vital to the selection process as it provides RACs with further details of command needs/requirements.

SELECTION/DIRECTED ASSIGNMENT PHASE

RACs review applications and select the best fit candidate for the specified billet. Once selections are complete, RACs begin the directed assignment phase during which Sailors who are

in a needs-of-the-Navy status are directed into available billets based on their rate/rank and job qualifications.

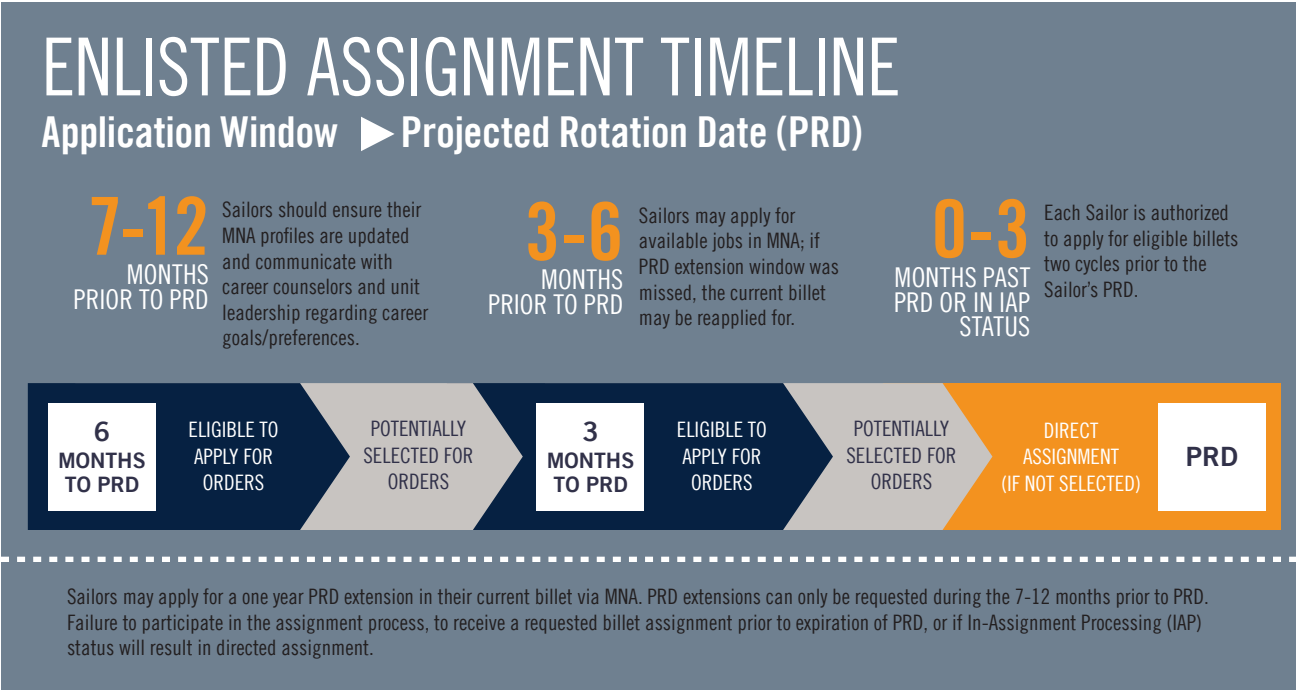
LOCAL ASSIGNMENT REQUEST

Local assignment requests allow Sailors who are Cross-Assigned Out (CAO) and desiring a local billet to apply for local assignment during the application phase, regardless of their PRD window. Sailors who are CAO desiring a local billet must use the “request local placement” function on their MNA homepage. Once the request has been submitted, MNA will lift the PRD gate and allow Sailors to apply for local billets via the job search tab. Please note, this is a two-part process and will not be seen by RACs unless both steps are completed. This function is only available during the MNA application phase.

TRAINING RESERVE UNIT IDENTIFICATION CODE (TRUIC)  
CHANGE REQUEST

TRUIC changes are completed when a Sailor desires to transfer from their current drill site or between units within their Navy Reserve Activity (NRA). There are several reasons why this would happen: relocation, rate training or Reserve Program Code (RPC) alignment with their CAO unit. TRUIC Changes are conducted via the Reserve Force Manpower Tools (RFMT) website and must be submitted by the Sailor’s NRA for processing. Direct individual requests submitted via MNA are not valid and will be disapproved/redirected to the NRA for submission via RFMT.

The Reserve enlisted assignments program is governed by **RESPERSMAN M-1001.5 (CH-13), Articles 1000-1300**. For specific policy guidance please visit [mynrh.navy.mil](https://mynrh.navy.mil) > **References** > **Navy Reserve Instructions**.





## GET INVOLVED

As you manage your Navy Reserve career, you may have questions on certain processes or ideas on how to improve Navy Reserve business. Did you know every Reserve Sailor has the ability to submit suggestions to the Commander, Navy Reserve Forces Command (CNRFC) and the Chief of the Navy Reserve (CNR)?

Using the Navy Reserve Idea Portal you can submit your own innovative ideas, policy recommendations and proposals for how we can take better care of our Sailors through the CNRFC Staff, Ready to Win Teams and Navy Reserve Policy Board (NRPB).

The CNRFC Staff and Ready to Win teams routinely review submissions to the Idea Portal and provide subject matter expert responses to the members. The NRPB takes it a step further.

The NRPB is an independent advisory board that evaluates and provides recommendations on innovative ideas submitted by members of the Reserve force. The board is made up of a diverse group of officer and enlisted Sailors who review, research and discuss every idea submitted through the Idea Portal page and assigned to the NRPB.

If your idea is accepted, the board will then recommend the issue directly to CNRFC and CNR for consideration so that a decision on the appropriate course of action can be made.

If the board chooses not to recommend your idea, they will tell you why and encourage you to follow up with questions if you are not satisfied with the response.

The NRPB is your voice to speak to Reserve force leadership and make a real difference to our Navy Reserve.

It works. Here are four recent significant changes to the Navy Reserve that were the result of Sailors' submissions to the NRPB:

- GTCC training requirement changed from yearly to every 3 years to match active component
- Medical sub-specialties added to the annual Reserve medical screening. NSIPS is being updated to reflect the increase beyond just doctors to include providers such as physician assistants, nurse practitioners, physical therapists and more.
- Commanding officers of operational units may request (to CNRFC N1) for no additional In-Assignment Processing (IAP) Sailors to be assigned if unit is within six months of a deployment.
- Added NC ratings to staffs of NOSCs greater than 150 Sailors. The increase will be a phased approach based on community manager restraints to fill new billets.

Let your voice be heard — submit your ideas today through the Idea Portal available through <https://www.r2w.navy.mil>.

## READY2WIN

R2W is the Navy Reserve's action plan to accelerate the impact of the Navy Reserve's mission and vision in this new competitive environment. By listening to Navy operational commanders, Reserve Sailors, their family members, and employers, we will continue to sharpen our perspective on areas where we can improve both the efficiency and effectiveness of the Navy Reserve. R2W provides a framework to harness your talents, ideas and leadership toward making the Total Force more lethal and capable as rapidly as possible, so we are ready to win.



A Call to Action for the Navy Reserve

R2W is accomplished through four key focus areas, called the SELR initiative.

**SIMPLIFY** - Simplify the way Reserve Sailors support the fleet by streamlining activities, programs and policies to more efficiently place them whenever and wherever they are needed.

**ENABLE** - Enable Reserve Sailors to more effectively provide warfighting capabilities to the fleet through innovative application of technology and supportive policies.

**LEVERAGE** - Leverage Reserve Sailor civilian skills and partnerships with industry and academia to further enhance our contributions to the fleet.

**RESOURCE** - Resource the manning, training and equipment that delivers more responsive Reserve Force capabilities to the fleet.

For more information on R2W and how to get involved, visit: <https://www.r2w.navy.mil>

## CAREER WAYPOINTS

C-WAY is a force management tool, balancing manning across rates, ratings, active component, Full Time Support (FTS) and the Reserve component through the Bureau of Naval Personnel's (BUPERS) control reenlistment and enlistment contract extension quotas.

Through C-Way you can apply for rating, active component and FTS conversion opportunities. For more information, talk with your career counselor or visit <https://www.public.navy.mil/bupers-npc/career/careercounseling/Pages/C-WAY.aspx>.

## ELECTRONIC SERVICE RECORD

ESR is the official source documenting your pay and personnel information through the Navy Standard Integrated Personnel System (NSIPS). Ultimately, your record is your responsibility. Be sure to regularly look through your documentation in NSIPS and talk with your unit and NOSC leadership to ensure your information is correct and up-to-date.

Your ESR is not the same as your OMPF (see below). However, when your reenlist, the applicable documents in your ESR are closed out and submitted to your OMPF. This is important because selection board members only have access to your OMPF record when considering candidates for advancement or special programs. Keep this in mind if there are documents you want board members to consider — unless you recently reenlisted, documents missing from your OMPF will need to be submitted to the board manually.

A good practice is to review your ESR a couple months prior to reenlisting to ensure the OMPF close out and submission process is delivering correct information. View your ESR data at <https://nsipsprod-sdni.nmci.navy.mil>.

## OFFICIAL SERVICE RECORD

Your Official Military Personnel File (OMPF) is a record of documents on your accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status and separation/retirement from the Navy.

You can download and print service record documents at <https://www.bol.navy.mil> > Official Military Personnel File (OMPF)

### OMPF SUBMISSIONS AND CORRECTIONS

Your servicing personnel office or Training Support Center (TSC) is the primary, and recommended, way to submit documents and changes to OMPF. However, you can submit corrections or missing documents as long as they meet the following requirements.

- If required, the document must be the original signed version
- The document must be actual size
- If the document is a copy, such as an award citation; ensure it is legible and printed in black and white
- Ensure the document does not contain Privacy Act information on another service member

- Do not duplicate information already in your OMPF record
- Your complete SSN should be recorded on the document. If not, handwritten your SSN in the upper left corner
- Faxed or emailed documents are not accepted.

For missing EVAL and FITREP corrections contact PERS-32 at: [uasknpc@navy.mil](mailto:uasknpc@navy.mil) - (866) 827-5672 - (901) 874-4881/4882/3313.

Navy Personnel Command PERS-32  
5720 Integrity Drive  
Millington, TN 38055-3201

## AWARDS

The U.S. Navy Awards website provides online access to your Navy awards as well information on the submission process.

Your awards are normally recorded on the website without any required input from you, but you should check to see if your awards record is complete and accurate.

Visit <https://awards.navy.mil> to view your awards. Talk with your NOSC awards coordinator for any changes or submissions.

## CHANGE OF DESIGNATOR

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

BUPERSINST 1001.39F - MILPERSMAN 1212-010, 1212-020

## ACADEMIC DEGREE RECORD

You are responsible for the submission of your own official transcripts to the Joint Services Transcript (JST) office.

If you have a completed/finished degree or earned college credits to document, ask your educational institution to send an official sealed transcript to the JST office. JST will not accept transcripts unless mailed by the institution.

JST also describes your military schooling and work history in civilian terms, as a standard form, making it easier for colleges to read and recommend credits. JST provides documented evidence to colleges and universities of professional military education, training and occupation experiences achieved by service members and veterans. JST translates military experience into civilian language and:

- Gives potential employers a chance to see the real-world value of your experience
- Allows academic counselors a better understanding of a military member's skills
- Saves time and money by awarding academic credits for military experience

Visit <https://jst.doded.mil> for more information.







# RESERVE RETIREMENT

ARTICLE BY CMDR. SARAH MCGANN, RESERVE RETIREMENT WORKSHOP DIRECTOR

What keeps you motivated to serve? Is it the camaraderie or the nature of the work? Is it devotion to country or the satisfaction of being part of something bigger than yourself? Could it be at least partly the money, whether the drill or AT pay, or the GI Bill benefits or the future retirement value? For whatever reasons you serve, at some point your time in service will come to an end. The main question is whether or not you will be ready for retirement — but you probably have more than one question about how to get to that end point in your Navy career.

Let's start by checking in together about your basic understanding. Do you know which retirement “defined benefit plan” you will be eligible to retire under? Do you know how to interpret your Statement of Service and verify how many Qualifying Years you have? What kinds of things should you consider along the way, as you work toward deciding when to retire? How do you calculate or estimate the value of your future retirement? When you will be eligible to receive retirement pay? What forms, paperwork or electronic submissions are required to retire? Let's work through these questions together, so you can be best prepared to navigate this important career life event.

An important concept to internalize before we get into the details is that most Reserve Sailors will essentially need to retire TWICE — once to Retired Without Pay status (also known as the Gray Area), and then again to Retired With Pay status — at a time unique to you, but nominally at age 60. Both retirements involve administrative steps either submitted electronically or through manual forms. Retiring with Pay also includes taking action with the Defense Finance and Accounting Service (DFAS) to fully establish your Retiree Pay Account. You'll want to mark your calendar and set aside ample time to tend to these important processes.

## RESERVE RETIREMENT BASICS

Generally, a Reservist is eligible for Non-Regular Retirement once they have 20 Qualifying Years of service. Also known as a Good Year, a member accrues a Qualifying Year after they have earned a minimum of 50 retirement points in their own Anniversary Year. This is the Sailor's individual Reserve year, which typically begins on the anniversary of their first day in the Reserve or date commissioned and ends the day prior to the anniversary. This date can change throughout a career depending on breaks in service or other factors. Knowing your Anniversary Year can help you maximize your future retirement value.

The 50 retirement points (or more) accrued over each year are from the following sources:

- You receive one point for each drill period performed (e.g., Inactive Duty for Training (IDT)); one point for each day of active service (e.g., Annual Training (AT), mobilization); and one for each day of funeral honors. You may also earn points from approved correspondence courses (See page 33).
- For each year you are affiliated with the Navy Reserve you will automatically receive 15 points for Reserve service — or as pro-rated for partial years.

The annual maximum number of total points is equal to the number of days in the Anniversary Year (365 or 366), while the maximum number of Inactive Points is capped at 130.

It is possible to earn a Good Year while simultaneously having unsatisfactory participation. In other words, the Sailor may have over 50 retirement points in an Anniversary Year, qualifying the member for a Good Year, but have unsatisfactory participation from not completing an AT (and not having an approved AT

waiver), or having more than 9 unexcused drill period absences. Unsatisfactory participation does not cancel out a Good Year, but could lead to an early separation from the Navy Reserve.

## KEEP AN EYE ON YOUR POINTS

As your years of service close out along the path toward retirement, you should be keeping an eye on your point record. Your annual record of accrued Retirement Points, also known as your Unofficial Statement of Service, is available to you with a CAC login to the Navy Standard Integrated Personnel System (NSIPS) via Employee Self-Service in the Retirements and Separations module. This is the source platform for what you may know as the Annual Statement of Service History (ASOSH), found on BUPERS Online (BOL). If you do not have a CAC, you may request a copy by contacting the My Navy Career Center (MNCC).

Here are a few terms you will need to be familiar with as you decipher your point record.

**Total Years of Qualifying Service (TYQS)** - Number of years completed with the minimum number of points to qualify as a satisfactory year toward retirement.

**Pay Entry Base Date (PEBD)** - Date that denotes how much of your service is creditable towards longevity for pay purposes. It can be found in field four of your last active duty Leave and Earnings Statement (LES).

**Length of Service (LOS)** - Total number of years, months and days a member has been under contract. LOS is used to calculate PEBD and is also the measure of when a Reserve Component Sailor reaches High Year Tenure (HYT).

**Years of Commissioned Service** - Total number of years an officer has been commissioned, which is subject to Statutory Limits.

Take time to assess your goals and ensure your career path is taking you where you hope to be when you reach retirement eligibility and beyond. Strategically plan your time in regard to active and inactive points, anniversary and fiscal years.

If you anticipate reaching HYT (Enlisted) or Statutory Limits (Officer) at twenty years of service, you should be especially mindful of your Qualifying Years compared to Years of Service. You should start talking with your career counselor now about the best time to submit your retirement request.

Frequent review of your Statement of Service is critical. A discrepancy in your point record can be a meaningful difference in Qualifying Years and/or the dollar value of your future retirement. The earlier discrepancies can be identified and corrected, the better. Looking ahead, some discrepancies can still be corrected while in the Gray Area, but this can be problematic for members who are no longer focused on drilling, have competing priorities in their daily retired life, and no longer have CAC-enabled access to systems like NSIPS and BOL or support from a NOSC or Program Office to readily verify that the point record updates were made. Get your corrections taken care of now!

While still a member of the Reserve Component, you can take your supporting documentation to your NOSC or Program Office for assistance in correcting any discrepancies. If unable

to correct an issue, contact the My Navy Career Center to create a service request in order to begin the discrepancy resolution process. Again, you will need to be able to provide supporting documentation to MNCC.

MNCC can be reached by phone at 1-833-330-MNCC or by email at [askmncc@navy.mil](mailto:askmncc@navy.mil).

## NOTICE OF ELIGIBILITY

After you achieve 20 qualifying years of service, and within 12 months, Navy Personnel Command (NPC) PERS-912 will send a Notice of Eligibility letter to you at the mailing address they have on record. If you are getting close to that time, it is a good idea to mark your calendar for the earliest date you might receive the letter. There could be a delay in receiving it if you are on active duty orders during the time your 20th qualifying year is posted to your statement of service. The delay is due to the time needed to complete the transfer from the Active Component back into the Reserve Component, and the Retirement Points from that 20th Qualifying Year to post to your Statement of Service (i.g., your point record).

Take time to assess your goals and ensure your career path is taking you where you hope to be when you reach retirement eligibility and beyond.

You'll want to be on the lookout in your regular postal mail, at the address on file with PERS — check both DEERS and NSIPS for your correct mailing address. You'll also want to plan time for you and your spouse to complete and return this important future decision paperwork within the 90-day time frame.

A common misconception is that this letter notifies you of your achieving 20 qualifying years and being eligible to retire. Although that is true, it is more importantly your notice that a limited time frame has begun — a time frame that has important future financial implications. From receipt of the NOE, you have 90 days to complete and return your Reserve Component Survivor Benefit Plan Election Certificate (DD Form 2656-5). You should discuss your Survivor Benefit Plan election options with your spouse and ideally meet with your financial planner. This also presents a timely opportunity to look over other financial planning aspects of your future retirement.

The Reserve Component Survivor Benefit Plan (RC-SBP) is an annuity which would provide a monthly payment should you as the member pre-decease your eligible beneficiary. The amount of the monthly annuity payment is a percentage of your retired pay. The choices you make as RC-SBP elections incur a premium cost from that future retired pay. If you are electing anything other than the highest benefit option, which typically incurs the



highest future premium cost (Option C, the Immediate Annuity, detailed below), your spouse must also sign and date the form, with a notarized witness of that signature.

There are three main options from which to elect.

**OPTION A** - Decline to make an annuity election until age 60.

**OPTION B (DEFERRED ANNUITY)** - Election to provide an annuity beginning on the 60th anniversary of the member's birth date if member should die before that date, or on the day after date of death should member die on or after their 60th birthday.

**OPTION C (IMMEDIATE ANNUITY)** - Election to provide an immediate annuity beginning on the day the member's death, whether before or after age 60. RC-SBP defaults to this option for members with eligible dependents at the NOE.

You must submit the RC-SBP Election Certificate to PERS-912, within the 90-day period after being notified of eligibility, as detailed in your NOE letter. If you do not submit the form as required, your election, if any, will be determined by law. Currently, that means that if you have eligible dependents at the time of your NOE, your RC-SBP election will default to the highest level, which implicates the highest future premiums payable from your retirement pay.

It is very important to realize that this election has financial implications, both in terms of the premium taken from the member's future retired pay, as well as the annuity available to surviving eligible dependents. It is a very personal financial decision. You and your family may have a variety of other financial options available should you die before your eligible beneficiaries, such as other retirement plans or accounts, or even life insurance. But, declining RC-SBP means that your future retired pay would die with you.

The most important takeaway is that this decision is to be made within 90 days of receipt of your NOE letter. You can find more information about RC-SBP on the election form itself, on DFAS's website, and a variety of other open sources. Please review the program details carefully and consider the effects of your decision before making an election.

Electing to decline RC-SBP coverage (Option A) within the 90 days following your NOE receipt means you will not have another opportunity to select SBP coverage until you Retire With Pay, essentially age 60. In the event you decline RC-SBP coverage and die prior to your 60th birthday, no survivor benefits will be paid. Electing Option C basically means that you would have that benefit available to your eligible beneficiaries during your Gray Area years. Should you want to reduce the election level when you Retire with Pay, the higher premiums will still be recouped for the first two years and one month of your Retired Pay at the higher benefit level whether elected or defaulted.

#### KEEP YOUR LEADERSHIP INFORMED

As your end of service date approaches, talk with your career counselor and command leadership. Per NAVADMIN 243/14, Reserve members are to receive their retirement counseling from their career counselor through a Career Development Board for Enlisted Sailors or from the Commanding Officer through Mid-Term Counseling for Officers.

#### RETIREMENT WITHOUT PAY

Beginning March 2019, Reserve Component members are directed to submit retirement requests via the NSIPS Employee Self-Service Retirements and Separations module. Retirements Without Pay are effective the first day of the given month. For those reaching HYT or statutory limits, this is the first of the month following that date.

PERS-912 recommends applying at least six months prior to your requested retirement effective date. This lead time allows for the routing of requests and communication with your unit, NOSC or Program Office and your supported command. A change expected to be announced soon by NAVADMIN should allow members to submit a retirement request once they've accrued 19 qualifying years, as opposed to only after accruing 20 qualifying years. This change should solve significant administrative challenges for members who would otherwise be mandatorily separated due to HYT or statutory limits prior to effectively retiring after 20 Qualifying Years..

Retirement With Pay is effective on your Retired Pay Eligibility Date, nominally your 60th birthday. If you have estimated your Retired Pay Eligibility Date (RPED) and believe you are eligible to retire directly to a Retired With Pay status, see that section below.

Using NSIPS, you can track your retirement request through the approval process, much like orders in the Navy Reserve Order Writing System (NROWS). Retirement requests are routed from the member; often times through designated unit personnel, then certainly through your NOSC or Program Office, and then to NPC. Once fully approved, NPC will mail you a retirement orders letter, a certificate of appreciation and a retirement information sheet. Upon receipt, you should then contact MNCC by phone or email to initiate a service request to find out what PERS-912 determined to be your RPED, if other than your 60th birthday.

Make a note of this important future milestone as a record in your personal Navy Reserve retirement files. Store these files in a safe location and ensure your dependent(s) and/or executor of your estate knows how to access them. These files should absolutely include any DD-214s received over your career as well as your official Statement of Service. Organizations such as the VA may require these documents as proof of eligibility for various benefits.

Once you have retired, you are no longer earning Reserve retirement points or Reserve pay; however, you are not yet collecting retired pay. You are now officially in the Gray Area — a time frame lasting from your initial retirement until you are eligible to draw retired pay. For some members, this could be as long as 22 years. As a Gray Area retiree, make sure you tend to several important tasks, decisions and milestones. First, get your Retired Reserve ID card from your local ID card office. While in the Gray Area, and until age 60, you are eligible for TRICARE Retired Reserve health benefits, though the premiums tend to be significantly higher than TRICARE Reserve Select for the same coverage. You'll want to consider this cost in balancing your health care needs with your insurance options. During these years, it is paramount that you as the member keep the Navy

# CALCULATING RETIREMENT PAY

There are three non-disability defined benefit plans currently available for Reserve retirees.

**FINAL PAY** - Anyone initially entering military service prior to Sept. 8, 1980, is under the Final Pay plan. Final Pay uses the member's base pay for the month prior to receipt of retired pay to determine the final retirement pay amount.

**HIGH-36** - Unless opting into the BRS system, anyone initially entering service on or after Sept. 8, 1980, and before Jan. 1, 2018, is under the High-36 plan (also know as High-3). High-36 uses the member's average base pay amount during the last 36 months prior to receipt of retired pay to determine the final retirement pay amount.

**BLENDED RETIREMENT SYSTEM (BRS)** - For Reserve members entering military service on or after Jan. 1, 2018, and those who opted in, are under the new BRS system. BRS is a hybrid plan combining a defined benefit plan with a defined contribution plan featuring fixed and matching Thrift Savings Plan (TSP) contributions by the Department of Defense (DoD). BRS operates in a manner similar to many civilian retirement plans.

Two significant elements of BRS are the DoD fixed contribution of one percent of base pay (commencing after 60 days of service) and the DoD matching contribution of up to four percent of base pay (commencing with your third year of service and ending on your 26th year). Besides DoD matching contributions to TSP, the beginning of your third year of service marks the point where you are fully vested in your TSP account. This means that if you leave the Navy Reserve after beginning your third year of service, your entire TSP balance goes with you.

A unique feature of Reserve Retirement With Pay is the continued accrual of longevity for pay purposes. Longevity basically means your time keeps counting until you are Retired With Pay. So, from the time you enter Retirement Without Pay status until the day prior to Retirement With Pay status, you will continue to accrue BOTH Time in Grade as well as Years of Service.

But, if you are a Reservist who joined later in life and therefore closer to Retirement With Pay, or if you are planning to retire directly to the pay status, you should be aware of any relevant Time in Grade requirements based on your latest Date of Rank. This applies especially to LDOs, CWOs and all O5s and above, as the law does specify Time in Grade requirements. By law, O5s and above require three years Time in Grade for retirement calculation purposes.

The basis of retirement pay for the Navy Reserve retiree is retirement points earned over the course of a career, across all services and components. A key difference in calculating retired pay is the factor by which base pay is multiplied. Both Final Pay and High-36 use a factor of .025 times base pay; BRS uses a factor of .02 times base pay. This factor difference is the trade-off for receipt of the fixed contribution and the matching contribution.

informed of any life changes you may experience. Specifically, contact both NPC PERS-912 through MNCC and the DEERS ID Card Office online or in person if you have any changes in name, address, contact information or marital or dependency status. Not doing so could result in significant delays in drawing retired pay and cause issues with benefits such as TRICARE and RC-SBP. You must also report any qualifying life events that could affect your status with eligible dependents for survivor benefits (such as marriage, divorce, re-marriage, birth, death or adoption) within one year of that event. Once again, take a good look at your point record. You can still make final point capture corrections, if needed. You may still perform Funeral Honors, for a cash stipend, and you may apply to serve on the Secretary of the Navy's Retiree Council, or volunteer with an existing or establish a new Retired Activities Office in your geographic area. You should also keep apprised of any changes in retiree benefits as well as retirement with pay processes, timelines, forms and related systems. One way to do this is to regularly read the publication "Shift Colors," which can be found electronically on the NPC website under OPNAV N17 Retired Affairs.

#### RETIREMENT WITH PAY

Your Retirement Pay Eligibility Date will nominally be your 60th birthday. However, receiving retirement pay is not automatic.

DoD Automatic Contribution	Your Contribution	DoD Matching Contribution	Total TSP Contribution
1%	0%	0%	1%
1%	1%	1%	3%
1%	2%	2%	5%
1%	3%	3%	7%
1%	4%	3.5%	8.5%
1%	5%	4%	10%

For members under BRS who opt out of TSP contributions, DoD will still contribute the one percent of your base pay into your TSP account, and it does not reduce your pay. TSP continues to be available to members under the Final Pay and High-36 retirement plans, but without fixed and matching DoD contributions.

**FORMULA** - To calculate your retirement pay, enter your total amount of points into the retired pay equation below. Refer to the active-duty pay chart in effect at the time you will become eligible for retired pay to determine your base pay. To calculate your BRS retirement pay, visit <https://militarypay.defense.gov/BlendedRetirement/>.

TOTAL RETIREMENT POINTS ÷ 360 X .025\* X BASE PAY = RETIREMENT PAY \*Substitute .02 for BRS calculation.

**EXAMPLE** - For a SELRES Sailor who initially entered military service on Feb. 14, 1990, served 8 years on active duty and 18 years in the SELRES, accumulated a total of 5,262 points, and retired from the SELRES as a senior chief after 26 qualifying years of service and a minimum of three years (High-36) at the rank of E-8, the retirement pay would be:

5,262 ÷ 360 x .025 x High-36 average upon reaching age 60, which results in receipt of 36.5% of the High-36 average of base pay in effect when eligible for retired pay. Calculated with the 2016 pay tables, resulting in \$2,108.86 per month.

Members eligible for Retirement With Pay (also known as Non-Regular Retirement) must submit their request through PERS-912. This includes the Application for Retired Pay Benefits (DD Form 108) and Data for Payment of Retired Personnel (DD Form 2656). If you are a current Reserve member expecting to retire directly into the Retired With Pay status, expect to submit your request electronically through the NSIPS Employee Self Service, Retirements and Separations module. You must have both DD Forms 2656 and 108 completed, signed and uploaded along with your NSIPS request. If you do not have access to NSIPS, requests must be mailed to PERS-912.

There are exceptions allowing you to retire with pay before age 60.

**National Defense Authorization Acts (NDAA) 2008** - This law lowers the Retired With Pay date (age 60) by three months for every 90-day aggregate of active duty service completed in a fiscal year. For example, if a Sailor served 180 days in a fiscal year, they would be eligible to retire 6 months early.

**National Defense Authorization Acts (NDAA) 2015** - This amendment allows 90 day aggregates of active duty to cross into any two consecutive fiscal years. However, this change applies only to qualifying periods of duty after the fiscal year 2015 effective date. Note that regular active duty service does not qualify under







U.S. NAVY PHOTO BY MASS COMMUNICATION SPECIALIST 3RD CLASS MAGAN STRICKLAND

NDAAs. Additionally, TRICARE medical benefits eligibility remains at age 60 regardless of early retirement eligibility. The most your RPED may be reduced under these updated provisions is age 50. You can run your own unofficial calculation using the spreadsheet found on the NPC Reserve Retirements website. Annual Training orders (AT) never count toward these aggregates. ADT, ADSW, Mobilizations and Recalls — with certain exceptions — are calculated by PERS-912 unofficially during the Retirement Without Pay process and officially during the Retirement With Pay process. This is completed automatically as part of your submission for Retirement Without Pay. PERS-912 performs this service only upon receipt of your retirement request.

PERS-912 recommends applying for your retired pay up to a full calendar year in advance of your RPED. At the time of finalizing this article in January 2020, PERS-912 was currently processing Retirements With Pay received in May 2019. Requests are processed by date received, not by Retirement Pay Eligibility Date or other means. If you delay submitting your request, your pay will also be delayed, due to the processing time and other factors that may be outside of PERS-912’s control.

Your unique situation may mean you have additional timing factors to consider. You may be trying to Retire With Pay as soon as possible from coming off active duty orders, so you’d need to factor in your active duty terminal leave accrued and then the time required for the Reserve component to re-gain you. Also, the first step in the retirement process from PERS-912’s perspective is to close out your point record, meaning you must no longer be accruing retirement points in order for the staff to begin processing your retirement request. If you continue to accrue points, they will be unable to close out your point record, and your request will be delayed. Retired Pay that is delayed will eventually be back-paid, but it is time-limited to six years per the Barring Act. Some members may also have age waivers or continuation boards creating additional time factors to consider.

Fulfilling your own personal obligations is another key step as you prepare to submit for retirement pay. You must personally account for your incurred service obligations. If you request

to retire prior to your service obligation end date, you may be liable for recoupment of any benefits used. Also, plan time for the transfer of your earned Post 9/11 GI Bill to your dependent(s), if necessary and account for any time you may spend on terminal leave.

In any case, approximately ten months prior to your RPED, PERS-912 typically mails a letter to your address on file, advising you of how to submit an application for retired pay. If you have not received notification at least four months prior to reaching age 60 (or your reduced RPED date), contact PERS-912 via the MNCC. Marking your calendar for these important milestones and making a note of them in your personal retirement preparations can prove quite helpful to you.

As is the same with the Retirement Without Pay process, PERS-912 cannot begin processing your request for Retirement With Pay from the Reserve component if you are on orders as a member of the active component. If you intend to retire soon after a late career mobilization, recall or ADSW orders, you must first be gained back into the Reserve Component before your request can be processed. PERS-912’s first step in the process is to close out your point record. Put simply, you must stop drilling and taking on orders or your request will continue to be in a holding pattern, and your retired pay will be delayed.

FINAL STEPS

Once PERS-912 processes your retirement request and it is sent to DFAS, you will receive your retirement orders and can procure a new retiree ID card at your local ID card office. After this, allow a couple of months to finalize with DFAS the activation of your Retired Pay Account.

You will separately need to work with TRICARE to transition your health benefits. Be sure to pay attention to key timing milestones, as well as your medical benefit details in relation to your Medicare options as you approach age 65. Also look into how your Social Security benefits come in to play. A great resource available to you as you take these next big steps is to seek out assistance from your local Retired Activities

Office, local accredited veteran services organizations and the Veterans Administration, as well as making an appointment with your local Social Security office.

RESOURCES

If you’ve read this far, you most likely now understand that a Reserve retirement is more complicated than holding a retirement ceremony, or even just receiving your NOE letter. There are a lot of steps and important dates to remember and there are plenty of ways for you to get help through the process. The Navy Reserve recently launched an outreach campaign across the Reserve force to help educate members about managing their own Reserve retirement.

If you are interested in learning more about Reserve retirement, look for a drill-weekend Reserve Retirement Counseling Session coming to a NOSC near you. Listed below are this year’s remaining RRCS dates. RRCS sessions will educate and inform you on the retirement process as well as provide an excellent way to get answers to your specific questions.

NOSC	DRILL WEEKEND
ST. LOUIS	07-08 MAR
MEMPHIS	02-03 MAY
CHICAGO/GREAT LAKES	06-07 JUN
NORFOLK	06-07 JUN
WASHINGTON DC	20-21 JUN
EVERETT	19-20 SEP

If you are close to — or already eligible for retirement — the Reserve Retirement Awareness Workshop at the Navy Personnel Command (NPC) in Millington, Tenn., offers a more comprehensive look at retirement. The workshop includes time to thoroughly examine your point record and prepare your actual retirement request, including necessary forms. The next workshop is scheduled for 5-7 May, 2020.

The NPC teams conducting these sessions are Reservists just like you. During the RRCS sessions and the workshop, you have the opportunity to contribute to the developing Navy Reserve Retirement checklist and the NOSC Career Counselor Conversation Guide.

Another great resource is on the Career Compass Facebook page at <https://www.facebook.com/NavyReserveCareerCompass/>. Look under Events on the page for “Navigating Reserve Retirement FB Live.” Also visit the NPC Reserve Retirements webpage at <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/ReserveRetirements/Pages/default.aspx>. This page contains a recent version of the Navy Reserve Retirements Pay & Benefits brief delivered at the 2019 Retirement Awareness Workshop.

As you think ahead to your retirement, the most important thing to remember is that you are in charge of the process. Any amount of time you allow for thoughtful planning and research on the process will pay big dividends in mitigating any potential frustrations in the future and ultimately in enjoying the retirement that you earned.

For more information, or to sign up for a seminar or workshop, contact your local NOSC career counselor or visit the Reserve Retirement page on the Navy Personnel Command website.

HIGH YEAR TENURE AND VOLUNTEER TRAINING UNIT

Most Sailors understand there are a maximum amount of years allowed for military service, known as high year tenure (HYT). And yet, it is not uncommon to meet a Reserve Sailor with more service stripes on their arm than what should perceivably be allowed.

HYT is based off of a Sailors Pay Entry Base date and includes all service in the active, Reserve and inactive components. Limiting service years based on rank serves as a management tool to properly shape and balance the Navy’s total force but there are exceptions allowing Reserve Sailors to serve extended careers past their HYT restrictions.

HYT WAIVERS AND VTU

The Voluntary Training Unit (VTU) offers Sailors a way to achieve qualifying years for retirement. VTU is a part of the Individual Ready Reserve, where Sailors must complete the same requirements as drilling Reservists to accrue retirement points and qualifying years, but without pay for drill periods.

Unlike the active component, Reserve Sailors could reach their HYT mark without being eligible for retirement pay due to insufficient drill points in a given year.

However, options are available to most Reserve Sailors in order to help them extend their service out to make up for lost years. Sailors can request an HYT waiver to remain in a paid billet, or request a transfer to the VTU. When E4 to E6 Reserve Sailors reach their HYT date they are able to request a transfer to the VTU to obtain 20 qualifying years for retirement.

With few exceptions, Sailors have 30 years (all service years including IRR) to complete their eligibility for retirement pay.

VTU TO SELRES

At times, VTU Sailors in certain rates may be eligible to apply for billets as a paid Reserve member through an HYT waiver and return to Selected Reservist status. The list of eligible rates is released quarterly and is available at:

<https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/default2.aspx>.

HYT waivers can be requested and submitted through your NOSC command career counselor.

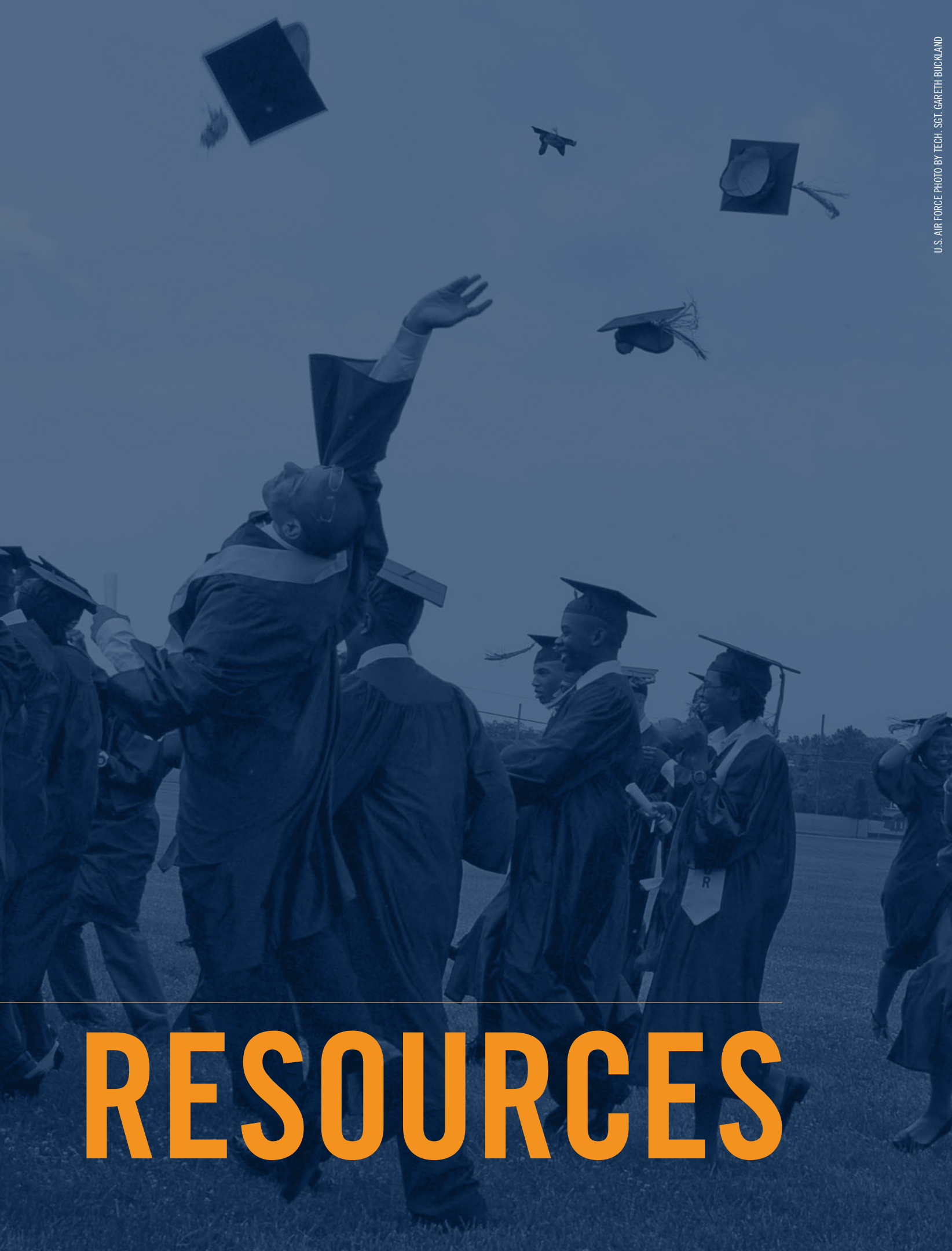
CAREER WAYPOINT

If your rate is not eligible for an HYT waiver, you may be able to utilize the Career Waypoint — conversion module. The Reserve enlisted community manager provides a monthly updated list of rates open to convert-in and convert-out of, providing cross-rating options.

For Sailors serving in an over-manned rate and facing advancement challenges or HYT deadlines, a change of rating may provide opportunities for continued career progression.

For more information, talk with your command career counselor or refer to **MILPERSMAN 1160-120**.





U.S. AIR FORCE PHOTO BY TECH. SGT. GARETH BUCKLAND

# RESOURCES

## TAKING CARE OF OUR RESERVE SAILORS

INTRODUCTION BY  
COMMAND MASTER CHIEF TRACY HUNT  
NAVY RESERVE FORCES COMMAND CMC

Serving in the military is in-and-of itself a distinct honor and privilege. Being able to wear the cloth of a nation and fight for the freedoms that have built our country should not be taken for granted. In turn, the military has an obligation to take care of its Soldiers, Sailors, Marines and Airmen who willingly take on the challenges we face.

For active duty military, the benefits and resources put in place to take care of service members and their families are well defined. Put simply, any resources or benefits available for Sailors are more than likely available to you and your family — if — you are serving on active duty. But in the Reserve, are childcare services available? Does a Reserve Sailor qualify for a pay advance from the Navy and Marine Corps Relief Society? How do medical, education, legal and so many other resources stack up next to what’s available to active-duty Sailors?

The list of resources on the following pages isn’t meant to be comprehensive. It is designed to give you an understanding of what is available to you and to direct you to the best place to learn about eligibility, availability and find the most up-to-date information. In addition to the websites listed, be sure to check-in regularly with your leadership and command career counselor to stay current on changes and updates.

The part-time nature of the Navy Reserve — in some ways — is a limiting factor when comparing Reserve benefits to active duty benefits. As the Reserve Forces Command CMC, I have a vested interest in the well-being of our force and to ensure we are taking every opportunity possible to improve how the Navy Reserve takes care of its own. But we also rely heavily on your feedback. If you have ideas, concerns or suggestions on how to improve Reserve benefits and resources, reach out to your command leadership and let them know. You can also share your ideas with senior Navy leadership through the Navy Reserve Idea Portal at [www.r2w.navy.mil](http://www.r2w.navy.mil).

Every idea submitted through the Idea Portal is reviewed and assigned to subject matter experts. If accepted for action, they are presented directly to the Chief of Navy Reserve for consideration. Either way, the portal allows Sailors to track the idea and receive feedback during the review process.

I personally want to thank you for your service, leadership and sacrifice in support of our Navy and the nation. Like my Chief told me many years ago, “Someone has to stand the watch Shipmate,” and each of you are standing the watch. As always, Keep Pushing Forward (KPF)!





TRICARE RESERVE SELECT  
TRICARE DENTAL

As a Reservist, you have access to medical and dental insurance in the form of TRICARE Reserve Select (healthcare) and TRICARE Dental. These insurance options are premium-based health and dental care that you can purchase to cover you and your family. As long as you're not on orders, covered under the Transitional Assistance Management Program, or working for the federal government in a capacity that enrolls under the Federal Employees Health Benefits program, then you can take advantage of these benefits. More information is available at [https://www.tricare.mil/FormsClaims/Forms/Enrollment/TRS\\_TRR](https://www.tricare.mil/FormsClaims/Forms/Enrollment/TRS_TRR)

To verify eligibility, visit [www.mydodbenefits.dmdc.mil](http://www.mydodbenefits.dmdc.mil). You and your family members must be registered in DEERS to be eligible for TRICARE. Visit a uniformed services identification card issuing facility to register family members.

GROUP LIFE INSURANCE

Servicemembers Group Life Insurance (SGLI) provides you and your family (FSGLI) low-cost term life insurance coverage. Coverage is available in \$50,000 increments up to a maximum of \$400,000 for you, a maximum of \$100,000 for your spouse and \$10,000 for dependent children. Premiums are deducted from monthly pay automatically once enrollment has been completed.

To designate beneficiaries, or to reduce, decline or restore SGLI and FSGLI coverage, visit <https://www.dmdc.osd.mil/milconnect/> > select "Sign In" > select "log in with your CAC" > go to "Benefits" and select "Life Insurance (SOES-SGLI Enrollment System)."

THRIFT SAVINGS PLAN

TSP is one of the three parts of your retirement entitlement, your pension and social security being the other two. TSP provides more benefits than retirement though. With TSP you pay very low administrative and investment related expenses, you can make catch-up contributions, there are multiple fund investment options, and you can also take out TSP loans and make withdrawals.

The good news is if you are a FERS employee and you were hired after July 31, 2010, you are automatically enrolled in the TSP, and 3% of your basic pay is deducted from your paycheck each pay period and deposited in the traditional balance of your TSP account. That is unless you have made an election to change or stop your contributions. To check your balance and explore more TSP benefits, visit the TSP website at [www.tsp.gov](http://www.tsp.gov).

POST 9/11 GI BILL AND TRANSFERABILITY

As a Reservist you qualify for educational assistance, as long as you meet the requirements – six years of service and 90 days of aggregate active-duty service after Sept. 10, 2001. The qualifying active-duty periods are mobilizations, Active Duty for Training, Active Duty for Special Work, and Active Duty for Operational Support. You're also able to transfer your unused entitlements to your spouse or dependents, as long as they are enrolled in

the Defense Eligibility Enrollment System and are eligible for identification card benefits. Using and transferring your benefits isn't difficult, but there are a number of steps you must complete to ensure you're ready.

Step-by-step instructions and updates to the Forever GI Bill can be found at: [www.mynrh.navy.mil](http://www.mynrh.navy.mil) > Commands > CNRFC > N-codes > N1C > N1C2 (CAC required)

You may also contact the post 9/11 hotline at **1-800-621-8853**, or email [cnrfc\\_post911GIBILL@navy.mil](mailto:cnrfc_post911GIBILL@navy.mil). More information on the Forever GI Bill can be found at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

MILITARY FUNERAL HONORS

Military Funeral Honors benefit you two ways. First, as a Reservist you're entitled to be buried with military honors, which is a great honor. Our nation regards the memorializing of its military deceased as an honorable and sacred obligation. Second, you're eligible to participate in funeral honors ceremonies, earning you drill pay and points for retirement. Navy military funeral honors is a total force mission – it takes Active-Duty personnel, Reservists, members of the National Guard and retirees.

Contact your NOSC's funeral honors representative to learn how you can participate. For further clarification on eligibility, refer to DoD Instruction 1300.15 (military funeral honors support). You can also visit the National Archives at <http://www.archives.gov/veterans>, or call **(314) 801-0800** for more information.

NAVY RESERVE CHAPLAINS

Chaplains provide a wide spectrum of counsel, advice and pastoral care for service members and their families. They keep all 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.

Services are available to any Reserve Sailor or family member. Find out more through your command, or visit the Chaplains Corps website at <https://www.navy.mil/local/chaplaincorps>.

CHILDCARE

Maintaining family readiness is an important piece of a Reserve career. How your children are cared for while you are in a drilling status or on orders can be a complicated situation. Prior planning and education are critical in assisting our Reservists in gaining resources for childcare support. Ensure your Family Care Plan (see page 19) is up-to-date before heading out on active duty orders. Also ensure that your updated status reflects your profile's tier group for childcare priority.

Learn more about assistance and resources available to Reserve members through the Military One Source website at: [www.militaryonesource.mil/family-relationships/parenting-and-children/childcare/child-care-the-essentials](http://www.militaryonesource.mil/family-relationships/parenting-and-children/childcare/child-care-the-essentials)

TRICARE Regional Coverage Map

West Region

Health Net

1-844-866-9378

[www.tricare-west.com](http://www.tricare-west.com)

East Region

Humana Military

1-800-444-5445

[www.tricare-east.com](http://www.tricare-east.com)

TRICARE Overseas

<div>Eurasia-Africa Area</div> <div>International SOS</div> <div>+44-20-8762-8384</div> <div>1-877-678-1207 (Stateside)</div> <div><a href="http://www.tricare-overseas.com">www.tricare-overseas.com</a></div>	<div>Latin America and Canada Area</div> <div>International SOS</div> <div>+1-215-942-8393</div> <div>1-877-451-8659 (Stateside)</div> <div><a href="http://www.tricare-overseas.com">www.tricare-overseas.com</a></div>	<div>Pacific Area</div> <div>International SOS</div> <div>+65-6339-2676 (Singapore)</div> <div>+61-2-9273-2710 (Sidney)</div> <div>1-877-678-1208/1209 (Stateside)</div> <div><a href="http://www.tricare-overseas.com">www.tricare-overseas.com</a></div>
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YELLOW RIBBON REINTEGRATION PROGRAM  
RETURNING WARRIOR WORKSHOP

The Yellow Ribbon Reintegration Program (YRRP) is a Department of Defense 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. YRRP hosts Deployment Readiness Training (DRT) events for Sailors departing for a mobilization and Returning Warrior Workshops for Sailors as they return home.

While DRTs are a mandatory training stop for Reserve Sailors before leaving on mobilization, RWW's are a unique opportunity for returning mobilized Sailors. Designed to provide resources, encouragement, reintegration and support for Sailors returning home from deployment, RWW's are an all expenses paid weekend retreat held at a three-star (or higher) hotel.

Any Reserve Sailor recently returned from a mobilization or deployment is invited to attend an RWW with a guest of their choice. RWWs are hosted by one of the six Navy Region Reserve Component Commands (RCC) at a hotel away from military bases to ensure a safe and 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 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.

A list of this year's RWW weekends can be found on page 10. For more information, visit [www.yellowribbonevents.org](http://www.yellowribbonevents.org).

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. If you're on active duty for 30 days or more, then you are entitled to legal assistance. As resources permit, Reserve Sailors on active duty for single periods of 29 days or less may be provided legal assistance in emergency cases, or prior to events like a deployment or mobilization for 30 days or more.

Upon receipt of orders, Reserve personnel identified for mobilization to active duty (even for periods under 30 days) are eligible for pre-mobilization legal counseling and assistance. Pre-mobilization assistance typically consists of drafting or updating wills, advance medical directives and powers of attorney. Talk with your unit leadership to obtain information on legal assistance close to your NOSC. Don't forget: Reserve Sailors identified for mobilization may seek help terminating home leases, staying (delaying) civil court proceedings, or help with other issues related to rights under the Servicemembers Civil Relief Act (SCRA) at [scra.dmdc.osd.mil/](http://scra.dmdc.osd.mil/) and the Uniformed Services Employment and Reemployment Rights Act at [www.esgr.mil/USERRA/USERRA-for-Service-Members](http://www.esgr.mil/USERRA/USERRA-for-Service-Members).

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INSPECTOR GENERAL

As a member of the armed services, you have an obligation to report things that undermine the integrity of the military. The Navy Reserve office of the Inspector General plays a critical role in helping the Navy Reserve maintain the highest level of integrity and public confidence. The IG inquires and reports on matters which affect the discipline and efficiency of the Navy. Matters which are appropriate for the IG to look into may be broadly placed under the heading of fraud, waste, abuse and mismanagement.

The IG’s office is not always the most appropriate place to initiate a compliant or voice a concern. Typically, the chain of command and the informal resolution system (military) or the alternate dispute resolution system (civilian) act as the model for resolving conflict and reporting violations and improprieties.

Follow the four-step process located on the SECNAV IG website to determine the best place to start: <https://www.secnav.navy.mil/ig/Pages/ComplaintProcedure.aspx>.

You can also call the toll-free hotline, 1-866-237-2298, or email [nwor\\_navresforhotline@navy.mil](mailto:nwor_navresforhotline@navy.mil).

NAVY-MARINE CORPS RELIEF SOCIETY

NMCRS is a private non-profit charitable organization sponsored by the Navy and has been providing need-based financial assistance for Sailors, Marines and their families since 1904.

Reserve members are not eligible, with certain exception, for NMCRS services except when on active duty orders for 30 days or more. If you are experiencing financial hardship, NMCRS may be able to help. Talk with your command leadership and visit the NMCRS website at [www.nmcrcs.org](http://www.nmcrcs.org).

FLEET AND FAMILY SUPPORT CENTER

Fleet and Family Support Center is a one-stop shop for free parenting and life skill programs, financial counseling, deployment support, transition and employment assistance, relocation support, counseling and victim assistance, exceptional family member support, information and referral and many more programs to promote quality of life for military personnel and their families.

Specific eligibility requirements may be required for some services. Visit your nearest Fleet and Family Support Center for further information or online at [www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program.html](http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program.html).

MILITARY LODGING

As a Reservist, you are eligible to use temporary military lodging facilities and resorts located across the U.S. and around the world. 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.

There are a number of sites to visit for Military Lodging options. Two recommendations are the Armed Forces Vacation Club and Military One Source,

Visit [www.afvclub.com](http://www.afvclub.com) and [www.militaryonesource.mil/recreation-travel-shopping/travel/recreational-lodging](http://www.militaryonesource.mil/recreation-travel-shopping/travel/recreational-lodging) for more information.

For DoD Lodging options, visit [www.dodlodging.net](http://www.dodlodging.net) or [www.navy-lodge.com](http://www.navy-lodge.com).

VETERAN AFFAIRS HOME LOANS

Veterans Affairs, known as the VA, helps service members, veterans and eligible surviving spouses become homeowners. As part of their mission to serve you, they provide a loan guaranty benefit and other housing-related programs to help you buy, build, repair, retain or adapt a home for your own personal occupancy.

As a Reservist, you’re not immediately eligible for a VA Loan. You must first meet the time in service requirements — completed six years in the Reserve, or served 181 active-duty days during peacetime or 90 days during war time. Buying a home is a complicated process, but the VA can help make it a little easier.

Visit the VA website for more information: <https://www.benefits.va.gov/homeloans/index.asp>.

COMMUNITY RECREATION TICKETS AND TRAVEL

You can take advantage of local Community Recreation & Travel offices for discounted tickets to local attractions and vacations. Morale Welfare and Recreation’s Tickets & Travel offer tickets to parks, museums, movie theaters, concerts and theme parks such as Walt Disney World, Sea World and Universal Studios.

For more information on discounts available to you, visit your installation CRTT office (it may also be referred to as MWR or Leisure Travel Service). If you’re not located close to an installation, visit them online at [www.navywmr.org](http://www.navywmr.org).

SPACE-AVAILABLE TRAVEL

SPACE-A travel is available to you as a Reservist. Traveling by military aircraft can save you a tremendous amount of money if you’re flexible — military flights can be unpredictable and subject to delays and cancellations. You will need to be ready both financially and emotionally to change plans at a moment’s notice, but for many Space-A passengers, traveling to places like Hawaii, Alaska, Germany, Italy or Japan at little or no cost is worth the effort.

You can find the locations DoD-controlled flights leave from at <http://spacea.net/misc-space-links>. Flight schedules can be found at [www.spacea.net/social](http://www.spacea.net/social). Additionally, check out the following sites for specific information about traveling as a Reservist: <http://www.spacaea.net/faq/reservist>, <http://www.spacaea.net/faq/reservist-dependents>.

EMPLOYEE SUPPORT OF THE GUARD AND RESERVE

Being a Reservist isn’t an easy job — you’re required to complete all of your military requirements while balancing work and family. It’s not easy for employers either — knowing they might lose a great employee for an extended period of time. To help, the military uses ESGR as a resource to inform and educate service members and their civilian employers about the rights and responsibilities of all parties affected by the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Since USERRA is law, there are parts of the legislation that protect both the employee and the employer. First, to be eligible for protection under USERRA after uniformed military service, service members 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

Employers are required to provide the following to returning employees, where applicable:

- 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

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.

- 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

EMPLOYER SUPPORT FREEDOM AWARD

As a way to recognize civilian employers that go above and beyond and to ensure their employees are well-taken care of, the Secretary of Defense established the Freedom Award in 1996.

Nominations for the Freedom Award must come from a Guard or Reserve service member employed by the organization they are nominating. Family members can also submit nominations on behalf of the service member. Employers from all sectors of employment are encouraged for nomination (local, state and federal agencies are eligible). To nominate your employer, visit the Freedom Award page at [www.freedomaward.mil](http://www.freedomaward.mil).

## NAVY EMPLOYER RECOGNITION EVENT 2020

For a decade, the Navy Reserve has hosted the annual Navy Employer Recognition Event to recognize civilian employers who provide outstanding support to the Reserve Sailors in their organizations. If your employer fits that description, consider nominating your leadership to attend NERE 2020 in Norfolk, VA, on Friday, 26 June.

This all-day event includes tours of Navy ships, aircraft and facilities. Transportation and lunch is provided. NERE will conclude with a dinner reception with the Chief of Navy Reserve and Commander, Navy Reserve Forces Command, as well as other flag officers.

**E-MAIL NOMINATIONS MUST INCLUDE:**

- Name of company or organization
- Name and title of leader you wish to highlight
- Mailing address of employer
- E-mail address of leader (or his/her administrative assistant, if applicable)
- Approximate number of employees in organization
- Approximate number of Reserve/Guard employees, if known
- Your name and contact information
- Brief description of why your employer should be selected to attend NERE

Employer nominations are due by 28, February. Letters of invitation will be mailed to nominees in March.



**SEND NOMINATIONS TO**

**LT. CMDR. MATT MCLAUGHLIN / MATTHEW.C.MCLAUGHLIN@NAVY.MIL**

U.S. NAVY PHOTO BY MASS COMMUNICATION SPECIALIST 2ND CLASS NANCY DIBENEDETTO





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ON THE COVER

FRONT COVER (FROM TOP LEFT):

HULL TECHNICIAN 1ST CLASS MARIA PEREZ PRACTICES WELDING DURING TRAINING WITH RESERVE SUBMARINE EXPEDITIONARY MAINTENANCE DETACHMENT NORFOLK.  
LT. J.G. ARVIN VERMA VISITS THE FLIGHT LINE WITH THE BLUE ANGELS DURING JUNIOR OFFICER PROFESSIONAL DEVELOPMENT AT JOINT BASE ANDREWS.  
EQUIPMENT OPERATOR 2ND CLASS MILTON BARON OPERATES A BULLDOZER WHILE SUPPORTING AMPHIBIOUS CONSTRUCTION BATTALION 1.  
RESERVE MEMBERS PARTICIPATE IN DRONE OPERATION TRAINING.  
HULL TECHNICIAN 2ND CLASS STEVEN STORY RAISES A FLAG AT NAVY OPERATIONAL SUPPORT CENTER RICHMOND.  
HULL MAINTENANCE TECHNICIAN 2ND CLASS ALEXANDRIA AGBASOGA SETS UP A TENT WHILE ON ORDERS TO NAVY EXPEDITIONARY FORCES COMMAND PACIFIC.  
A NAVY RESERVE SENIOR CHIEF SALUTES AS THE ARLEIGH BURKE-CLASS GUIDED-MISSILE DESTROYER USS CARNEY (DDG 64) PULLS INTO ODESA, UKRAINE, DURING EXERCISE SEA BREEZE.  
OPERATIONS SPECIALIST 2ND CLASS TRICIA LUETT SHOWS HER NEWLY EARNED COXSWAIN QUALIFICATION PIN WHILE ON ORDERS TO COASTAL RIVERINE SQUADRON 8.  
MASTER AT ARMS 2ND CLASS JOSHUA BENSLEY STANDS PIER ROVER WATCH AT THE SEATTLE SEAFAIR FLEET WEEK.  
AVIATION ELECTRICIAN 1ST CLASS CHRISTINA WASSENHOVE STANDS ON THE FLIGHT DECK WHILE ON ORDERS WITH VAW-115 EMBARKED ON THE AIRCRAFT CARRIER USS THEODORE ROOSEVELT (CVN 71).  
BOATSWAIN'S MATE 3RD CLASS BIANCA WARD ACTS AS COXSWAIN DURING TRAINING WITH NAVY RESERVE ASSAULT CRAFT UNIT-1.  
HULL TECHNICIAN 2ND CLASS RICARDO SANTILLAN STANDS OUTSIDE NAVY OPERATIONAL SUPPORT CENTER MINNEAPOLIS.  
LT. ALEXANDER CORNELL DU HOUX, ASSIGNED TO JOINT ENABLING CAPABILITIES COMMAND, TALKS WITH A ROMANIAN MARINE INFANTRYMAN DURING EXERCISE SABER GUARDIAN.  
CHIEF YEOMAN ERIN ALBISTON STANDS IN FRONT OF THE CHIEF OF NAVAL OPERATIONS RESIDENCE AT THE WASHINGTON NAVY YARD WHILE WORKING ON ORDERS FOR THE NAVY HISTORY AND HERITAGE COMMAND.  
BUILDER 2ND CLASS KEITH PRICE, ASSIGNED TO NAVAL MOBILE CONSTRUCTION BATTALION (NMCB) 14, RESPONDS TO ENEMY FIRE DURING SQUAD LEADER TRAINING AT CAMP SHELBY, MISSISSIPPI.  
LT. CMDR. JAY ROSS, PROVIDES DENTAL SURGERY SUPPORT DURING INNOVATIVE READINESS TRAINING APPALACHIAN CARE 2019 IN WISE, VIRGINIA.

BACK COVER (FROM TOP LEFT):

LT. CMDR. DAVE KOEPPPEL STANDS ON DECK WHILE TRANSITING THE STRAIGHT OF GIBRALTAR ABOARD USS MOUNT WHITNEY (LCC 20) DURING EXERCISE TRIDENT JUPITER.  
A RESERVE SAILOR WITH A SIMULATED GUNSHOT WOUND IS CARED FOR DURING A COMBAT TRAINING EXERCISE AT CAMP MCCRADY IN SOUTH CAROLINA.  
INTELLIGENCE SPECIALIST 2ND CLASS STACEY PARKS HOLDS A PLAQUE AWARDED TO HER IN RECOGNITION OF HER SERVICE ON THE LAST DAY OF HER ORDERS TO JOINT INTELLIGENCE OPERATIONS CENTER, MAKALAPA, HAWAII.  
2019 RESERVE SAILOR OF THE YEAR, PERSONNEL SPECIALIST 1ST CLASS ANGELITA BAGGOO, TAKES A PHOTO AT NATIONALS PARK IN WASHINGTON, D.C. DURING THE CHIEF OF NAVAL OPERATIONS SAILOR OF THE YEAR CEREMONY.  
SUBMARINE FORCE RESERVE MEMBERS ATTEND THE SUBMARINE FORCE ENLISTED TRAINING SYMPOSIUM IN GROTON, CONNECTICUT.  
INTELLIGENCE SPECIALIST 2ND CLASS MATTHEW TAJUM COMPLETES COMBAT SKILLS TRAINING AT FORT BLISS, TEXAS IN PREPARATION FOR MOBILIZATION.  
CULINARY SPECIALIST 1ST CLASS ELIZABETH PILCO MAKES MEAL PREPARATIONS WHILE ON ORDERS TO UNITED STATES FIFTH FLEET.  
PERSONNEL SPECIALIST 1ST CLASS ASHLEY SCOTT BOWLS DURING THE ARMED FORCES BOWLING CHAMPIONSHIP AS A MEMBER OF THE ALL-NAVY BOWLING TEAM.  
YEOMAN 2ND CLASS SKYLAR SMITHSON AND PERSONNEL SPECIALIST 3RD CLASS SHANNON HELTON AUDIT RECORDS WHILE ON ORDERS TO UNITED STATES FIFTH FLEET.  
DENTAL TECHNICIAN 3RD CLASS CASEY MULLEN PROVIDES ASSISTANCE DURING A DENTAL PROCEDURE AT A TEMPORARY CLINIC IN SIKESTON, MISSOURI.  
ENS. JOSH CAMPBELL IS PROMOTED TO THE RANK OF LT. J.G. ABOARD THE INDEPENDENCE-VARIANT LITTORAL COMBAT SHIP USS JACKSON (LCS 6) IN SAN DIEGO.  
CONSTRUCTION MECHANIC 2ND CLASS ELMER LOSLOS, ASSIGNED TO NAVAL MOBILE CONSTRUCTION BATTALION (NMCB) 18, LAUGHS DURING A RETURNING WARRIOR WORKSHOP (RWW) IN SAN DIEGO.  
CHIEF YEOMAN ADAM COLBY AND YEOMAN 1ST CLASS EDWIN PESSARA PARTICIPATE AS HONOR GUARD MEMBERS DURING THE UNITED STATES AFRICA COMMAND CHANGE OF COMMAND CEREMONY.

U.S. NAVY PHOTO BY MASS COMMUNICATION SPECIALIST 3RD CLASS ERICK A. PARSONS



I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country’s Navy combat team with Honor, Courage and Commitment.

I am committed to excellence and the fair treatment of all.





