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*U.S. Navy photo by Mass Communication Specialist
1st Class Daniel Garas*

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This Department of Defense magazine is an authorized quarterly publication for members of the DoD. Contents of *The Navy Reservist* (TNR) are not necessarily the official views of, or endorsed by, the U.S. government, the DoD or the U.S. Navy. The editorial content of this publication is the responsibility of the Commander, Navy Reserve Forces Command public affairs office. Questions and article/photo submissions may be sent by email to: cnrfc_pao@navy.mil.

TNR is always looking for action photos of Navy Reserve Sailors (minimum 300 dpi) that tell a story of Reserve Sailor support to the fleet. Please provide full identification of all individuals in the photograph, including their respective rating, rank and command. Photos should also include a visual information record identification number or VIRIN. Information about VIRINs is available online at www.navy.mil/photo_submit.asp. Submissions should be received eight weeks prior to the quarterly published issue (e.g., April 15th for the second quarter issue).

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

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

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Maximizing Our Contribution to the Navy Mission



U.S. Navy photo by Mass Communication Specialist 2nd Class Melvin J. Gonzalvo

In a year highlighted by a challenging and complex security environment, Reserve Sailors again provided vital contributions to the Navy team. Our Reserve Force deployed around the globe to Afghanistan, Kuwait, Bahrain, Guantanamo Bay and Djibouti, completing 3,173 mobilizations — increasing our total mobilizations since 2001 to 83,885. Altogether, the force provided a wide variety of support to fleet operations, including surging for emergency response efforts.

Recently, The Chief of Naval Operations (CNO) released “A Design for Maintaining Maritime Superiority Version 2.0.” This document provides updated operational guidance linking strategy with execution. The Navy Reserve will reevaluate our current heading to ensure we maximize our contribution to the Navy mission.

We will continue to build and employ the force the nation needs — a lethal force focused on readiness and modernization so it can be prepared to fight. Great-power competition remains the central challenge to U.S. prosperity

We will continue to build and employ the force the nation needs — a lethal force focused on readiness and modernization so it can be prepared to fight.

and security. We must continue to prioritize and make difficult and challenging strategic decisions. It also means that we must do everything possible to leverage civilian skills to maintain our competitive advantage, which has shrunk, and in some areas, completely disappeared.

We understand the challenges you face balancing your life as a citizen Sailor. You have commitments to yourself, your family and your civilian employers, to name just a few. You live busy and demanding lives and your time is a valuable asset. That is why I’m pleased to offer you the 2019 Almanac. The Almanac is a great resource that will assist you in career management, educate you on benefits, new programs and even Navy Reserve history.

This guide will give you the tools you need to prepare for a successful Navy career and life after the Navy. Wherever you are in your career development, you’ll find information in these pages that will help you learn more about opportunities to maximize your growth as a leader.

Ready 2 Win (R2W) has helped our team break through barriers you identified over the past year with great success! While not always visible, our Simplify, Enable, Leverage and Resource (SELR) lines of effort have brought you solutions, such as the new drill weekend e-Lodging app, and the AUTONAM program to simplify drafting awards and 1650 forms. In addition, you posted over 400 ideas on the Navy Reserve Idea Portal and more than 18 have been implemented, with many more under review and consideration. This year we will be rolling out campaigns on the Idea Portal to target specific areas, and I look forward to seeing your ideas continue to roll in.

I commend your passion for our Navy and the sense of purpose you bring to the mission. As always, thank you for your continued service and please pass my thanks to your family, friends and employers for their continued support.

Enjoy the Almanac!



Luke M. McCollum

Vice Adm. Luke M. McCollum
Chief of Navy Reserve

I am excited to introduce this year's Navy Reserve Almanac. This annual publication remains an invaluable leadership tool. I use the Almanac to provide information to the Reserve senior enlisted leaders of our five sister services. It is a strategic document that illustrates our value to the Navy total force. As you review its contents, take pride in what we accomplish together in support of our United States Navy. We are ONE NAVY TEAM!

This past year, I focused my efforts on walking our Reserve force deck plates. In my many command visits, I was pleased to see for my own eyes that our Sailors are fully engaged in building readiness and supporting operations around the globe. From Bahrain to Guantanamo Bay, Cuba our Sailors are giving maximum effort. Your contributions are routinely complimented by the command senior enlisted leaders I meet. While I am often pleased to hear that Reserve Sailors are indistinguishable from active Sailors, I am also happy to hear that your civilian skills are value added to the mission. The dedication and attributes you bring to the fight are invaluable — thank you, and keep up the good work!

Recently, I had the opportunity to meet with the Naval Sea Cadet Corps director, in Washington, D.C. It was important to me to deepen the command relationship with the Sea Cadets. I have seen the cadets operate at command visits in NOSC Houston and Syracuse. At both of these commands, interactions between our drilling Reserve Sailors and the Sea Cadets was commendable. In both instances, considerable time, effort and professionalism were exhibited, teaching naval science and history and heritage. Like our Sailors, Sea Cadets understand and embody an unofficial navy motto; *non sibi sed patria* (not for self, but country). I look forward to increasing the partnership with the Naval Sea Cadet Corps in the near future.

I have also been privileged to see what our R2W action plan has produced from the dedicated teams assembled in the last year. R2W SELR (Simplify, Enable, Leverage, and Resource) teams have put forth awesome effort and leadership by problem-framing and problem-solving. Those efforts directly align our responsibilities to the CNO's "A Design for Maintaining Maritime Superiority Version 2.0." I encourage every enlisted Sailor to continue to contribute to R2W through updating civilian skills in NSIPS and ensuring your good ideas are

The Navy Reservist Almanac is an Invaluable Leadership Tool



The dedication and attributes that you bring to the fight are invaluable — thank you, and keep up the good work!

submitted to the Idea Portal at www.r2w.navy.mil. We are continually reviewing your fantastic ideas.

The list of professionals I encounter during my visits throughout our Navy Reserve force continues to grow. It makes me proud to see your dedication and your overwhelming desire to do great things. Keep your support system readiness high, particularly your immediate and extended families. Continue to utilize your command OMBUDSMAN and your military mentorship network.

Thank you for all your hard work. I am humbled to serve as your force master chief and continuously proud to represent our Navy Reserve. I look forward to more visits both around the country and the fleet.



A blue ink signature of Chris Kotz.

**Master Chief Petty Officer
Chris Kotz
Navy Reserve Force Master Chief**

Reserve Force by the Numbers

In all 50 states and around the world, the Reserve force is training for and providing real-world capability and expertise to the Navy mission — to maintain global security and deterrence through sustained forward presence. Operational support can mean many different things, Reserve Sailors could be supporting the total force during a drill weekend, during two weeks of Annual Training (AT) or on extended orders.

This page serves as a snapshot of our operational strength. The numbers and dates provided are not intended to be

comprehensive and are only meant to provide an overview of core information. Please visit www.dmdc.osd.mil and www.public.navy.mil for the most up-to-date information. Dates and numbers are subject to change.

To receive direct emails with real-time notifications on opportunities for mobilizations, ADT and ADSW order advertisements and recall opportunities, sign up for Govdelivery notifications at: www.mynrh.navy.mil > **COMMANDS** > **click CNRFC (CAC required)** > **Sign up for Govdelivery**

Navy Operational Support Centers (123) Naval Air Forces Reserve Squadrons (41)	
Selected Reserves (SELRES)	47,856
Enlisted	35,279
Officer	12,709
Mobilized to Active Duty	3,197
ADSW/ADOS	627
Annual Training	1,490
Active Duty for Training	1,605
Full Time Support (FTS)	10,117
Officer	1,557
Enlisted	8,560
RC HQ/Staff Support	3,359
Operational Support	6,758
Deployed (OEF/OIF)	24
TOTAL FTS and SELRES (as of 06DEC18)	57,973
Total Reserve Performing Op Support (24%)	13,677

SELRES Mobilizations (as of 26NOV18)	
NORTHCOM*	599
SOUTHCOM	150
EUCOM	40
AFRICOM	437
CENTCOM	778
PACOM	40
* Some NORTHCOM Sailors may deploy OCONUS.	
SELRES and VTU by Region (as of 10DEC18)	
NR Mid-Atlantic RCC Great Lakes	5,526
NR Mid-Atlantic RCC Norfolk	11,859
NR Southeast RCC Jacksonville	8,302
NR Southeast RCC Fort Worth	7,085
NR Southwest RCC San Diego	10,375
NR Northwest RCC Everett	3,597
Funeral Honors Supported by Reserve Sailors (FY18)	
Funeral Honors Provided (73% of all funerals)	43,458

Services	End Strength Numbers (as of 30JUN18)	
Army National Guard	334,459	<div></div>
Army Reserve	189,387	<div></div>
Navy Reserve	57,645	<div></div>
Marine Corps Reserve	38,233	<div></div>
Air National Guard	106,912	<div></div>
Air Force Reserve	68,431	<div></div>
Coast Guard Reserve	6,141	<div></div>
TOTAL	801,208	-162 from 2017

Operational Calendar

EVAL and FITREP Periodic Calendar				
	OFFICER		ENLISTED	
	MIDTERM	SIGNED	MIDTERM	SIGNED
JAN	06	03	E3, E2, E1	
FEB		02		
MAR	W2	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	E5	E8, E7
OCT	05	04	E9	
NOV	01			E6
DEC			E4	

2019 Advancement Exam Cycle				
	SELRES		FTS	
E7	FEB19		17JAN	
E6	FEB19	AUG19	07MAR	05SEP*
E5	FEB19	AUG19	14MAR	12SEP*
E4	FEB19	AUG19	21MAR	19SEP*

**September dates are projected.*

2019 Boards Convene				
Reserve LDO, CWO	09JAN	FTS/Res O4 Line	15APR	
CMC, CSC Screen	28JAN	FTS/Reserve E7	20MAY	
FTS/Reserve O6 Line	28JAN	FTS/Res O4 Staff	10JUN	
FTS/Res O6 Staff	26FEB	Reserve W5, W4, W3	13JUN	
FTS/Res O5 Staff	26FEB	APPLY Board	12AUG	
Reserve CEC Cmd	29JUL	FTS Retention	16SEP	
FTS/Res E8, E9	04MAR	FTS/Res. Maj Cmd	17SEP	
FTS/Reserve O5 Line	05MAR	RC Natl Sec Course*	21AUG	
FTS/Res Aviat Cmd	11MAR	Joint Warfighting School*	23OCT	
FTS Trnsfr Redes #2	01APR	JPME, In-resident*	11DEC	

**Board held in Norfolk, VA at CNRFC.*

Navy Week Outreach Schedule	
Mobile, Alabama	27FEB-5MAR
Charleston, South Carolina	11-7MAR
Miami, Florida	25-31MAR
Wilmington, North Carolina	1-7APR
Puerto Rico	8-14APR
Oklahoma City, Oklahoma	27MAY-2JUN
Nashville, Tennessee	3-9JUN
Quad Cities, Iowa	24-30JUN
Duluth, Minnesota	15-21JUL
Grand Junction, Colorado	22-28JUL
Boise, Idaho	19-25AUG
St. Louis, Missouri	2-8SEP
Wichita, Kansas	9-15SEP
Charleston, West Virginia	14-20OCT

Federal Holidays	
New Year's Day	Tues, 01JAN
Martin Luther King, Jr. Birthday	Mon, 21JAN
President's Day	Mon, 18FEB
Memorial Day	Mon, 27MAY
Independence Day	Thurs, 04JUL
Labor Day	Mon, 02SEP
Columbus Day	Mon, 14OCT
Veterans Day	Mon, 11NOV
Thanksgiving Day	Thurs, 28NOV
Christmas	Wed, 25DEC

N-Codes		N5	Plans and Policy
N1	Manpower & Personnel	N6	Information Technology
N2	Intelligence	N7	Readiness and Training
N3	Operations	N8	Resources & Requirements
N4	Logistics	N9	Medical

A Brief History of the Navy Reserve

For over 100 years Navy Reserve Sailors answered our nation's call in times of war and peace. From communities across America, young men and women left their homes trading out civilian clothes for Navy uniforms.

Early in the 19th century, the U.S. Navy relied on the nation's robust merchant marine to provide reserve manpower during war. With the decline of commercial shipping following the Civil War, the Navy turned to state naval militias for augmentation, and they provided nearly 5,000 Sailors during the Spanish-American War. Prior to American involvement in World War I, it became apparent the U.S. Navy needed a trained pool of personnel for mobilization. As a result, the United States Naval Reserve was established.

Initially, the Naval Reserve manpower pool consisted of only honorably discharged Sailors amounting to a few hundred men. In 1916 the Naval Reserve was reorganized to accept nonveterans and the force began to grow. By the spring of 1917 recruiting had raised the number to more than 8000. On Apr. 6, 1917, when the U.S. entered WWI, thousands of men and women flocked to join the Naval Reserve. When the fighting ended in November 1918, there were more than 269,000 Reserve Sailors — half of the total U.S. Navy manpower. Naval Reserve personnel were indispensable to waging WWI, and would be through the next century.



1939 President Roosevelt declares state of emergency due to the war in Europe. The Naval Reserve begins to mobilize.

1915 United States Naval Reserve established.

1916 Naval Reserve Flying Corps established.

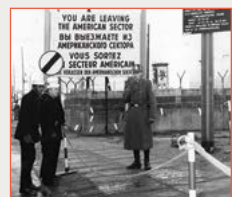
1917 Naval Reserve enters WWI mobilizing 18,000 state and local militia Sailors.

1958 Four Destroyer escorts transfer to the Naval Reserve as training platforms. The number grows to 30 later this year.

1940 Naval Reserve pilots become the majority of naval aviators.



1948 The Naval Reserve demobilized over 3,000,000 Sailors by 1948, discharging them from active duty.



1961 The Berlin Crisis. 40 Naval Reserve Training Ships and 18 Reserve squadrons mobilize for one year.



1926 Six colleges establish the first Naval Reserve officer training units.

1925 Naval Reserve force reorganizes and gets a new name, the U.S. Naval Reserve (USNR).



1918 The Naval Reserve force has grown to nearly 90,000 Sailors serving on Active Duty.

Navy Reserve Flying Corps Lt. David S. Ingalls is the first and only Navy Ace during WWI.

At the end of WWI, there are 270,000 Sailors in the Naval Reserve force, more than half the Navy.

1917 Chief Yeoman Loretta Walsh is the first woman to enlist in the Naval Reserve force.



1950 182,000 Reserve Sailors and 40 Naval Air Reserve squadrons are mobilized during the first year of the Korean War.

1948 Following WWII, a two-year construction project begins building 300 Naval Reserve Training Centers across the nation. These installations mark the beginning of the modern Naval Reserve.

1944 The Navy begins accepting African-American women for service in the Naval Reserve.

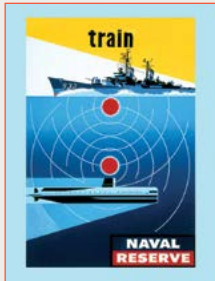
1942 President Roosevelt signs a bill creating the Women's Reserve known as Women Accepted for Volunteer Emergency Service (WAVES). Nearly 100,000 WAVES serve during World War II.

The Navy Department announces that African-American men can enlist in the Navy Reserve.

1941 May 27, 1941, Naval Reservists mobilized in preparation for WWII.

Dec. 7th, 1941, Reserve Sailors aboard USS Ward sink a Japanese midget submarine just prior to the attack on Pearl Harbor. This is the first action of the U.S. Navy in the Pacific War.





1986 New initiative to supplement active duty Naval Security Group (NSG) support to U.S. naval activities worldwide aimed to bring the skills of the NSG Reserve Sailors to the fleet. Fleet Intelligence Centers report 30 percent of their work is being performed by Navy Reserve Sailors.

1962 The Cuban Missile Crisis. Naval Air Reserve aviators log more than 775 flight hours and 350 hours of surveillance.

1980 Selected Reserve end strength begins to increase as part of President Reagan's plan to rebuild the fleet to 600 ships.

1988 Minesweeping specialists, intelligence personnel, and other Reserve Sailors deploy to the Persian Gulf during international tensions.

1990 Iraq invades Kuwait. Operations DESERT SHIELD and DESERT STORM begin. The Navy Reserve mobilizes.



2005 Admiral Vern Clark, Chief of Naval Operations, redesignates the reserve component as the Navy Reserve.

All Sailors, Active and Reserve are now referred to as United States Navy Sailors.

2000 Naval Coastal Warfare units provide port security in the Persian Gulf after the attack on USS Cole.



2006 Reserve squadron HSC-84 provides dedicated special operations support in Iraq conducting the longest sustained combat deployment of U.S. Navy helicopters in history.



2010 The Haitian Earthquake. Reserve Sailors mobilize to support relief efforts.

1973 The office of the Navy Reserve Force Master Chief is established. Richard P. Johnson becomes the first Navy Reserve Force Master Chief.

1971 USS Gearing deploys with a fully integrated crew of active and Reserve Sailors. This was the first implementation of this type of deployment by the United States Navy.



1968 Naval Mobile Construction Battalion 12 and 22 deploy to South Vietnam. Seabees build aircraft facilities, roads and bridges.



1994 The U.S. Navy intervenes in Haiti. Reserve Sailors mobilize to support Operation Upholding Democracy.

1999 Reserve aviators deploy to support electronic combat missions over Kosovo in Operation Allied Force.



2015 March 3rd, the Navy Reserve celebrates 100 years.

2003 Operation Iraqi Freedom commences.

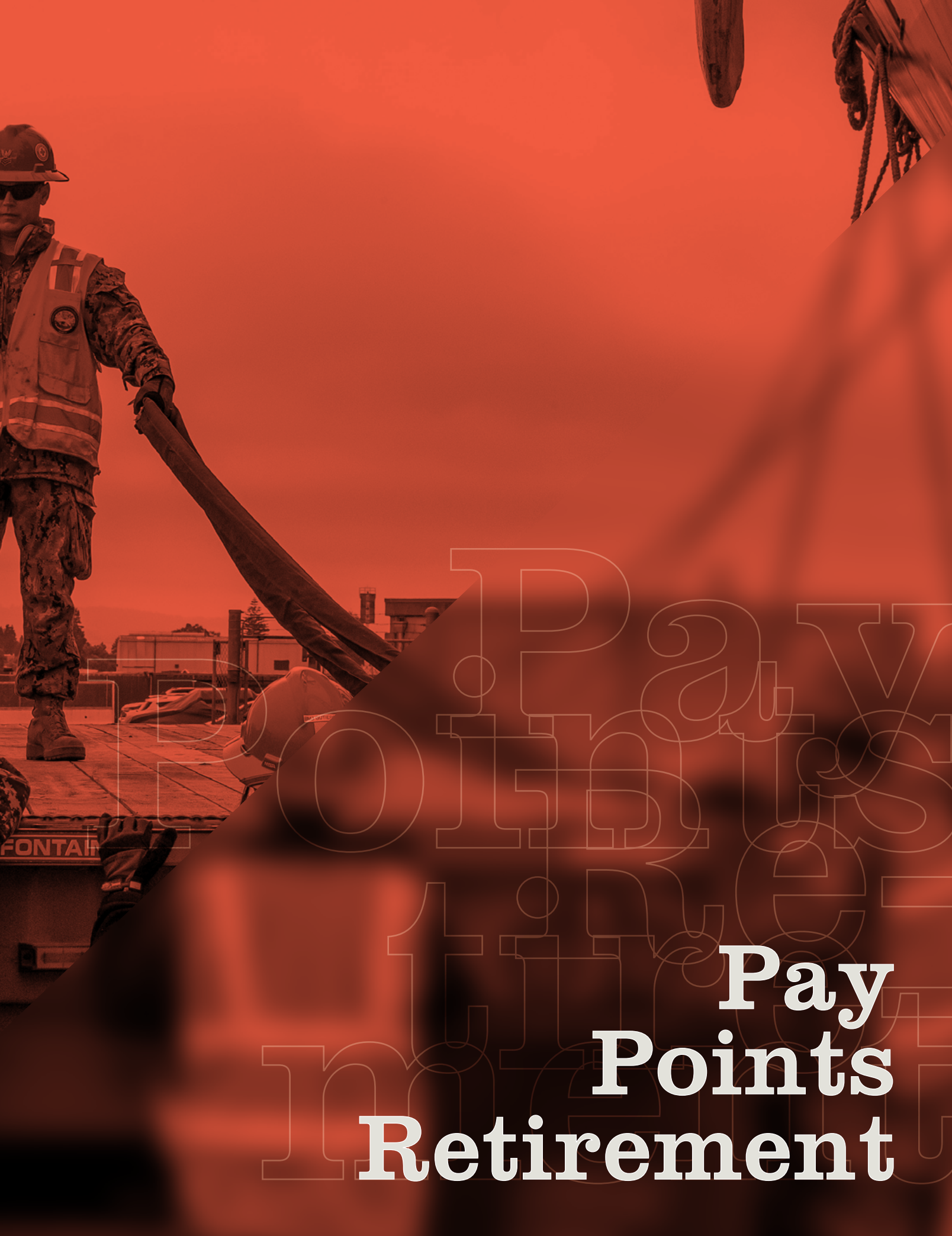
2001 September 11th, a day that changed our country forever. The Navy Reserve is mobilized to support the Global War on Terror and Operation Enduring Freedom. Combat operations begin in Afghanistan.



* The background bar chart graphically illustrates the Navy Reserve force manpower end strength.



U.S. Navy photo by Chief Mass Communication Specialist John Pearl



Pay Points Retirement

2019 Active Duty Pay Chart*

Pay Grade	YEARS OF SERVICE															
	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26	30
COMMISSIONED OFFICERS																
O-10	-	-	-	-	-	-	-	-	-	-	-	15800	15800	15800	15800	15800
O-9	-	-	-	-	-	-	-	-	-	-	-	15079	15296	15610	15800	15800
O-8	10669	11019	11251	11315	11605	12088	12201	12660	12792	13187	13760	14287	14639	14639	14639	15006
O-7	8865	9277	9468	9619	9893	10165	10478	10790	11104	12088	12919	12919	12919	12919	12986	13245
O-6	6723	7386	7871	7871	7901	8239	8284	8284	8754	9587	10075	10563	10841	11123	11668	11901
O-5	5604	6314	6750	6833	7106	7268	7627	7891	8231	8751	8999	9244	9521	9521	9521	9521
O-4	4835	5597	5971	6054	6401	6773	7236	7596	7847	7991	8074	8074	8074	8074	8074	8074
O-3	4252	4819	5201	5672	5944	6242	6434	6751	6917	6917	6917	6917	6917	6917	6917	6917
O-2	3674	4184	4818	4981	5084	5084	5084	5084	5084	5084	5084	5084	5084	5084	5084	5084
O-1	3188	3319	4012	4012	4012	4012	4012	4012	4012	4012	4012	4012	4012	4012	4012	4012
COMMISSIONED OFFICERS WITH MORE THAN FOUR YEARS ENLISTED OR WARRANT OFFICER ACTIVE-DUTY SERVICE																
O-3E	-	-	-	5672	5944	6242	6434	6751	7019	7173	7382	7382	7382	7382	7382	7382
O-2E	-	-	-	4981	5084	5246	5519	5730	5887	5887	5887	5887	5887	5887	5887	5887
O-1E	-	-	-	4012	4284	4442	4604	4763	4981	4981	4981	4981	4981	4981	4981	4981
WARRANT OFFICERS																
W-5	-	-	-	-	-	-	-	-	-	-	-	7813	8209	8504	8831	9273
W-4	4394	4726	4862	4995	5225	5453	5683	6029	6333	6622	6859	7089	7428	7706	8024	8184
W-3	4013	4180	4351	4408	4587	4940	5309	5482	5683	5889	6261	6512	6662	6821	7039	7039
W-2	3551	3886	3990	4061	4291	4649	4826	5000	5214	5381	5532	5713	5832	5926	5926	5926
W-1	3116	3452	3542	3733	3958	4290	4445	4662	4875	5043	5198	5385	5385	5385	5385	5385
ENLISTED																
E-9	-	-	-	-	-	-	5308	5429	5580	5758	5939	6227	6471	6727	7119	7475
E-8	-	-	-	-	-	4346	4538	4657	4799	4954	5232	5374	5614	5747	6076	6198
E-7	3021	3297	3423	3590	3721	3945	4072	4296	4483	4610	4745	4798	4974	5069	5429	5429
E-6	2613	2875	3002	3125	3254	3543	3656	3875	3941	3990	4047	4047	4047	4047	4047	4047
E-5	2393	2555	2678	2804	3002	3207	3376	3397	3397	3397	3397	3397	3397	3397	3397	3397
E-4	2195	2307	2432	2555	2664	2664	2664	2664	2664	2664	2664	2664	2664	2664	2664	2664
E-3	1981	2106	2234	2234	2234	2234	2234	2234	2234	2234	2234	2234	2234	2234	2234	2234
E-2	1884	1884	1884	1884	1884	1884	1884	1884	1884	1884	1884	1884	1884	1884	1884	1884
E-1	1681	1681	1681	1681	1681	1681	1681	1681	1681	1681	1681	1681	1681	1681	1681	1681

*Rounded up to the nearest dollar

2019 Drill Weekend Pay Chart*

Pay Grade	YEARS OF SERVICE															
	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26	30
COMMISSIONED OFFICERS																
O-10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O-9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O-8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O-7	1182	1237	1262	1283	1319	1355	1397	1439	1480	1612	1723	1723	1723	1723	1731	1766
O-6	896	985	1049	1049	1053	1099	1105	1105	1167	1278	1343	1408	1446	1483	1556	1587
O-5	747	842	900	911	947	969	1017	1052	1097	1167	1200	1232	1270	1270	1270	1270
O-4	645	746	796	807	853	903	965	1013	1046	1065	1077	1077	1077	1077	1077	1077
O-3	567	643	694	756	792	832	858	900	922	922	922	922	922	922	922	922
O-2	490	558	642	664	678	678	678	678	678	678	678	678	678	678	678	678
O-1	425	443	535	535	535	535	535	535	535	535	535	535	535	535	535	535
COMMISSIONED OFFICERS WITH MORE THAN FOUR YEARS ENLISTED OR WARRANT OFFICER ACTIVE-DUTY SERVICE																
O-3E	-	-	-	756	792	832	858	900	936	956	984	984	984	984	984	984
O-2E	-	-	-	664	678	699	736	764	785	785	785	785	785	785	785	785
O-1E	-	-	-	535	571	592	614	635	664	664	664	664	664	664	664	664
WARRANT OFFICERS																
W-5	-	-	-	-	-	-	-	-	-	-	-	1042	1094	1134	1177	1236
W-4	586	630	648	666	697	727	758	804	844	883	914	945	990	1028	1070	1091
W-3	535	557	580	588	612	659	708	731	758	785	835	868	888	909	938	938
W-2	473	518	532	541	572	620	643	667	695	717	738	762	778	790	790	790
W-1	416	460	472	498	528	572	593	622	650	672	693	718	718	718	718	718
ENLISTED																
E-9	-	-	-	-	-	-	708	724	744	768	792	830	863	897	949	997
E-8	-	-	-	-	-	579	605	621	640	660	698	716	749	766	810	826
E-7	403	440	456	479	496	526	543	573	598	615	633	640	663	676	724	724
E-6	348	383	400	417	434	472	488	517	526	532	540	540	540	540	540	540
E-5	319	341	357	374	400	428	450	453	453	453	453	453	453	453	453	453
E-4	293	308	324	341	355	355	355	355	355	355	355	355	355	355	355	355
E-3	264	281	298	298	298	298	298	298	298	298	298	298	298	298	298	298
E-2	251	251	251	251	251	251	251	251	251	251	251	251	251	251	251	251
E-1	224	224	224	224	224	224	224	224	224	224	224	224	224	224	224	224

*Rounded up to the nearest dollar

Reserve Retirement

A member of the Navy Reserve may request transfer to the Retired Reserve after accumulating 20 or more years of qualifying service. Unlike regular retirement from active duty, Navy Reserve non-regular retirement pay begins at age 60 or, in some cases, at a lower qualifying age.

There are three non-disability defined benefit plans currently available: **Final Pay**, **High-36** (also known as High-3) and **Blended Retirement System (BRS)**. For Reserve members who entered military service on or after Jan. 1, 2018, and those who opted in, are under the new BRS system. BRS is a hybrid plan that combines a defined benefit plan with a defined contribution plan featuring fixed and matching Thrift Savings Plan (TSP) contributions by the Department of Defense (DoD) in a manner similar to many civilian retirement plans.

Anyone who initially entered military service prior to Sept. 8, 1980, is under the Final Pay plan and anyone who initially entered on or after Sept. 8, 1980, and before Jan. 1, 2018, is under the high-36 plan. To calculate retired pay, a retiree refers to the active-duty pay chart in effect at the time he or she becomes eligible for retired pay, with Final Pay using base pay for the month prior to receipt of retired pay and High-36 using an average of the last 36 months of base pay prior to receipt of retired pay. The basis of retirement pay in the Navy Reserve is retirement points earned over the course of a career, so the total points need to be entered into the following equation to determine retirement pay:

Calculating Retirement Pay

Formula:

Total Retirement Points ÷ 360 x .025 x Base Pay
= Retirement Pay

Sample:

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:

$5,262 \div 360 \times .025 \times \text{High-36 average upon reaching age 60}$, 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.

BLENDING RETIREMENT SYSTEM

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). The trade-off for receipt of the fixed contribution and the matching contribution is a change of the retirement pay multiplier from .025 to .02 percent, with the base pay calculated in the same manner as the High-36 plan.

For members under BRS who opt out of TSP contributions, DoD will contribute 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.

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%

Besides DoD matching contributions to TSP, the beginning of the third year of service marks the point where you are fully vested in your TSP account. Therefore, if you leave the Navy Reserve after beginning your third year of service, your entire TSP balance goes with you.

In addition to the automatic and matching TSP contributions, members may be eligible for receipt of Continuation Pay at 12 years of service, based on Pay Entry Base Date (PEBD), in exchange for an additional service obligation. Details of Continuation Pay have not been finalized as this issue goes to print.

NAVY RESERVE YEARS OF SERVICE

Years of service has a different meaning depending upon the situation. Total Years of Qualifying Service (TYQS) is the number of years completed with the minimum number of points to qualify as a satisfactory year toward retirement. Length of Service (LOS) is the total number of years, months and days a member has been under contract and is used to calculate

the PEBD. Since LOS is used to calculate PEBD, it is also the measure of when a Reserve Component Sailor reaches High Year Tenure (HYT).

Retirement Eligibility. This category of years of service counts each anniversary year in which the member earned at least 50 points. The maximum number of total points in an anniversary year 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 as of Oct. 30, 2007.

Points accrue from the following sources:

- One point for each day of active service, for each drill period performed, and for each day of funeral honors duty
- 15 points for each year affiliated with the Navy Reserve

Generally, a member must have 20 years of qualifying service to be eligible for non-regular retirement. Navy Personnel Command will issue a Notice of Eligibility (NOE) after a member meets this requirement.

Base Pay. Years of service for pay purposes includes all periods of active service, and all periods of Reserve or National Guard service and is counted day-for-day. A unique feature of Reserve retirement is the continued accrual of longevity for pay purposes from the time one transfers to the Retired Reserve without pay (Gray Area Retiree) until the day prior to receipt of retired pay.

REQUESTING RETIREMENT AND BENEFITS OF RESERVE RETIREMENT

Retirement Age. A member is generally not eligible for non-regular retired pay until they reach age 60. The exception is a member of the Reserve Component who is recalled to active duty after Jan. 28, 2008 shall have the age 60 requirement reduced by three months for each cumulative period of 90 days performed in any fiscal year after that date, or in any two consecutive fiscal years if after Sept. 30, 2014.

Applying for Retired Pay. Members eligible for non-regular retirement pay must request their retired pay from Navy Personnel Command, PERS-912. It is not automatic.

Applying for Retirement Without Pay. Submit request for transfer to the Retired Reserve (without pay) per the templates and timelines provided in BUPERSINST 1001.39F.

Applying for Retirement with Pay. PERS-912 will send notification advising you of how to submit an application for retired pay prior to reaching age 60. If you have not received notification four months prior to reaching age 60, contact PERS-912 at (866) 827-5672. The earliest date that retired pay can start is your 60th birthday, unless qualified for earlier receipt of retired pay under the provisions of NDAA 2008.

Benefit*	Gray Area Retiree (without pay)	Retiree (with pay)
ID Cards	Member: DD Form 2A (Red)	Member: DD Form 2 (Blue)
	Dependents: DD Form 1172-1	Dependents: DD Form 1173
Facilities		
Exchanges	Yes	Yes
Commissary	Yes	Yes
Lodging	Yes	Yes
Medical Facilities	Member: No, except on ADT or AD	Member: Yes
	Dependents: No	Dependents: Yes
TRICARE	Member: Yes (TRICARE RETIRED RESERVE)	Member: Yes, until age 65
	Dependents: No	Dependents: Yes, until age 65
Space-A Travel	Member: Yes, CONUS only	Member: Yes
	Dependents: No	Dependents: OCONUS only

* The complete table of benefits for Retired Reserve Members is available at: http://militarypay.defense.gov/Portals/3/Documents/Blended%20Retirement/DOD-BRS%20Reserve%20Component_08.16.2016.pdf?ver=2016-08-17-094311-077

Reserve Component BRS Infographic. The most recent infographic for Reserve Component BRS is available at: militarypay.defense.gov > **Blended Retirement** > **Resources** > **BRS Infographics** > **New Accession Infographics (Guard/Reserve)**



Notification of Change of Address. Retired Reserve Sailors who will be eligible for retired pay at age 60 (Gray Area Retirees) and personnel on the retired list (receiving pay) must keep PERS-912 informed of their current mailing address. If a temporary change of residence is planned and mail cannot be delivered promptly by means of the existing mailing address, members should inform PERS-912 prior to the change of residence.

Financial Improvement and Audit Readiness (FIAR)

The secretary of defense mandated that the Department of Defense (DoD) achieve audit readiness. Tasked with this requirement, the Office of the Under Secretary of Defense Comptroller Office of Financial Operations (FMO) established the Department of Navy (DoN) FIAR program.

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

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

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

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

Travel is an area of concern in terms of audit readiness. Please read through the following actions to ensure compliance with the rules and regulations concerning travel:

AT/ADT Orders:

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

Government Purchase Card:

- Ensure an authorized approving official approves purchases
- Ensure the funds are obligated within 10 days of having your documentation signed by an action officer
- Circle, sign and date all receipts as evidence of acceptance of goods and services

Reserve Sailors can use the Defense Travel System travel policy compliance tool to review travel vouchers and identify any potential errors: <http://www.defensetravel.dod.mil/site/compliance.cfm>



U.S. Air Force photo by 1st Lt. Elias Zani

Group Life Insurance

SERVICE MEMBERS

Servicemembers Group Life Insurance (SGLI) provides low-cost term life insurance coverage to eligible service members.

Eligibility

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

Coverage

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

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

Cost/Rates

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

- To designate beneficiaries, or to reduce, decline or restore SGLI coverage, you **must** complete and submit SGLI form SGLV 8286
 - » Sign in to milConnect at <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)”

Payment

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

FAMILY SERVICE MEMBERS

FSGLI provides term life insurance coverage to spouses, qualifying biological and adopted children, and stepchildren of service members participating in SGLI. The service member pays the premium for spousal coverage. Dependent children are insured at no cost.

Eligibility

- Spouses and children of active-duty service members covered by full-time SGLI (must be on members Record of Emergency Data (RED), Dependency Application (DA) and Defense Enrollment Eligibility Reporting System (DEERS))
- Spouses or children of the National Guard, or Ready Reserve (Selected Reserve and Individual Ready Reserve — Voluntary Training Unit) members covered by full-time SGLI
- Family coverage is available only to members insured under the SGLI program
- If you are covered under full-time SGLI, you are eligible to insure your spouse, regardless of whether your spouse is on active duty, retired or is a civilian

Coverage

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

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

How to Apply

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

Payment

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

ProcessQuik

Did you know there is a single source for Navy Reserve processes? Did you know you can give your feedback on how these should change or what supporting documents or links can be part of that information? ProcessQuik is the Navy Reserve centralized source for standardized business processes and supporting documentation.

In addition to SOPs and related resources, you can find a list of roles and responsibilities for processes ranging from Physical Fitness Assessments to Direct Commission Officer onboarding. Turn to ProcessQuik to find answers to your questions, support NOSC Staff, PQS completion, validate processes for inspections and assessments and assist with turnover.

With ProcessQuik you can:

- Search more than 1,500+ processes, QuikGuides and references using the search feature on the homepage
- Share processes with colleagues by clicking the “Share” button on a process page
- Save favorite processes, QuikGuides or references to your QuikLinks for easy access

- Receive updates on significant changes by adding resources to your QuikLinks list
- Submit updates, corrections and recommendations by clicking on the Feedback link on each process page or from the homepage

The CNRF ProcessQuik site is located at: [https://mynrh.navy.mil > Applications > ProcessQuik \(CaC Required\)](https://mynrh.navy.mil > Applications > ProcessQuik (CaC Required))



HPE Record Manager

Commander, Navy Reserve Force (CNRF) implemented a practical Electronic Records Management System (ERMS) to improve on the current state of the records management program. An ERMS offers considerable value to the force by facilitating the sharing of information, improving the use of staff time, and reducing the unnecessary physical space and costs associated with the storage of records.

HPE (Hewlett Packard Enterprise) Record Manager is the approved ERMS tool (formerly TRIM) for OPNAV and its subordinate commands. The program satisfies Financial Improvement and Audit Readiness (FIAR) document retention requirements and will help the Reserve force to become audit ready. As of Oct. 1, 2016, all Key Supporting Documents (KSDs) shall be stored properly in HPE Record Manager. HPE Record Manager is available on all NMCI workstations, and supplies the Reserve force with a single auditable and compliant records management system.

HPE RECORD MANAGER offers:

- Robust search functionality for record retrieval

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

HPE Record Manager does not replace SharePoint. Instead it is to be used in collaboration with the current electronic platforms that are available.

Contact Commander, Navy Reserve Force Command (CNRFC) HPE Record Manager Support Team at CNRFC_TRIM@navy.mil for any questions or comments and to request an user account. For training resources and more information, please refer to CNRFINST 5210.1 and visit:

https://private.navyreserve.navy.mil/coi/Records_Management/TRIM/SitePages/TRIM-Training.aspx

Enhancement for Drill Management (EDM)

EDM is the Navy Reserve self-service drill management module within the Navy Standard Integrated Personnel System (NSIPS). EDM is accessible 24/7 for all Navy personnel with a Common Access Card (CAC) and CAC-enabled computer or mobile device via the Ready 2 Serve (R2S) application.

EDM has improved accuracy and timeliness of processing drill participation records, and increased pay and point accuracy 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.

How do you access EDM?

Access EDM by logging into NSIPS member self-service at: <https://nsipsprod-sdni.nmci.navy.mil/>

- SELRES and VTU Sailors who are new to NSIPS must first use the NSIPS Self-Service (New Users) link to request an NSIPS account
- New Navy Reserve Activity (NRA) or system administrator users, must first request an NSIPS account via the new user SAAR validation (supervisor) link

How does it work?

- For individual drill requests:
 - » Reserve Sailor logs into NSIPS and accesses the EDM module to request an IDT action (e.g., request to reschedule regular IDT periods or schedule additional IDT)
 - » The unit commanding officer, or designated representative, receives notification of a submitted request in NSIPS and approves or disapproves the request
 - » If approved, the request is electronically forwarded to the assigned NRA for final approval and generation of an electronic Individual Participation Record (IPR)
 - » Disapproved requests are returned to the Sailor. The Sailor is notified via system-generated email notification
 - » The Reserve Sailor performing the IDT must be electronically mustered in NSIPS. The muster can be performed by any E-6 and above member of the Navy, Active or Reserve, or GS-5 and above Civilian Employee via their NSIPS member self-service account.

- For unit musters:
 - » Unit mustering officials must log into NSIPS and access the EDM module to perform the unit muster
 - » Unit mustering official annotates the muster status for each Reserve Sailor assigned to the unit on the unit IPR
 - » Once individual or unit is mustered, the electronic IPR is sent to the unit CO
 - » The electronic IPR is then forwarded to a second approver and subsequently forwarded to NRA for certification
 - » Upon NRA certification, the IPR is electronically recorded for pay and/or retirement point accrual processing in EDM

The screenshot displays the NSIPS My EDM Dashboard. At the top is the NSIPS logo. Below it, the 'My EDM Dashboard' section features a table titled '2019 FY Drill Totals'.

	Regular	AFIP	ATP	RMP
Authorized	48	0	35	35
Scheduled	35	0	0	0
Completed	12	0	0	0

Below the table is a button labeled 'Create New IDT Request'. The dashboard also includes sections for 'My IDT Request(s) Pending' (with a message 'You have no Pending IDT Request'), 'My Muster Report(s) Pending' (with a message 'You have no Muster Reports Pending'), and 'My IDT Request(s) Completed'. The 'Completed' section shows a table with columns for Request Type, IDT Date, Status, Date Approved/Disapproved, and View Details, with a 'View Details' button at the bottom right.

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



U.S. Navy photo by Mass Communication Specialist 2nd Class Caine Storino



Career Development

Career Navigator

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

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

Career Waypoints (C-WAY)

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

C-WAY-Conversion is the module that allows Reserve Sailors to apply for rating conversions within the Reserve community based on the Sailor's qualifications and the needs of the Navy.

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

Engage with your unit career counselor or Navy Reserve Activity (NRA) command career counselor to submit C-WAY-Transition applications.

Official Military Personnel File (OMPF)

OMPF consists of documents that reflect information about your accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status and separation/retirement from the Navy.

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

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

Electronic Training Jacket (ETJ)

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

<https://my.navy.mil/> > **MY RECORD > ETJ**

Electronic Service Record (ESR)

The ESR contains personal, training, education, awards and performance information. When required by regulation, some ESR data is printed as NAVPERS forms and filed in your OMPF. Your ESR is not used in the selection board review process, although documents printed from your ESR and accepted into OMPF are reviewed by board members. All AC, FTS and SELRES personnel are required to establish a self-service ESR account within Navy Standard Integrated Personnel System (NSIPS) per NAVADMIN 043/09.

<https://nsipsprod-sdni.nmci.navy.mil>

Physical Readiness Information Management System (PRIMS)

PRIMS provides access to current and historical Body Composition Assessment (BCA) and Physical Readiness Test (PRT) results, Physical Activity Risk Factor Questionnaires (PARFQs), medical and administrative separation waivers and Fitness Enhancement Program (FEP) data.

www.bol.navy.mil > **PRIMS**



U.S. Navy photo Mass Communication Specialist 1st Class Gary Prill

U.S. Navy Awards

Previously known as the Navy Department Awards Web Service (NDAWS), the U.S. Navy Awards website provides online access to Navy awards information and assistance. The website provides news and information, references and recent updates for Navy personnel, veterans and those in administrative offices responsible for preparing and submitting awards.

<https://awards.navy.mil>

Career Management System-Interactive Detailing (CMS-ID)

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

<https://www.cmsid.navy.mil>

Navy e-Learning (NeL)

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

<https://my.navy.mil/> > **PROFESSIONAL RESOURCES** > **Navy e-Learning** >

ONLINE COURSES

Joint Services Transcript (JST)

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

<https://jst.doded.mil/>

Navy Credentialing Opportunities Online (Navy COOL)

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

<https://www.cool.navy.mil>

Selected Reserve (SELRES) Change of Designator

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

BUPERSINST 1001.39F: Administrative Procedures For Navy Reservists

MILPERSMAN 1212-010: Lateral Transfer And Change Of Designator Codes Of Regular And Reserve Officers

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



Continuum of Service

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

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

Career Transition Office (CTO)

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

Navy Veteran (NAVET) Affiliation Physicals

For individuals who have separated from the AC and are looking to affiliate with the RC, the validity of the separation physical has been extended from six months to two years for NAVET affiliations of officer and enlisted personnel.

Enlistment/Affiliation Bonus for NAVETs

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

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

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

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

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

MILPERSMAN Article 1320-155: Active Duty (ACDU) Navy Definite Recall Program For Reserve Enlisted

Indefinite Recall (Officer)/Augmentation (Enlisted) 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.



U.S. Navy photo by Mass Communication Specialist
1st Class Kleydia R. McKnight

MILPERSMAN Article 1160-030: Enlistments And Reenlistments Under Continuous Service Conditions

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

MILPERSMAN Article 1306-1502: Eligibility Requirements and Application Procedures for Conversion and Recall to the Full Time Support (FTS) Program

MILPERSMAN Article 1306-1505: Enlisted Reserve Component to Active Component (RC2AC) Procedures

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. The two points of entry into the Navy Reserve are:

- 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.



- 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 the Career Management System-Interactive Detailing (CMS-ID). To facilitate AC2RC, Sailors who complete and submit their completed Reserve affiliation screening checklist (NAVPERS 1307/97) to the CTO more than 60 days prior to their Expiration of Obligated Service (EAOS) will have their final Permanent Change of Station (PCS) orders written to the selected NOSC. The AC separation and RC gain transactions will occur at the NOSC following the final PCS move.

MILPERSMAN 1160-140 Career Waypoints - Reenlistment

SELRES to FTS

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

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

MILPERSMAN Article 1306-1502: Eligibility Requirements and Application Procedures for Conversion and Recall to the Full Time Support (FTS) Program

Reserve Component Leave Carryover

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

NAVADMIN 163/12: Implementation Of DoD Policy Allowing Reserve Component Leave Carry Over

MILPERSMAN Article 1050-010: Leave Policy

Pay/Benefits Guide

The pay and benefits guide is provided to educate AC and RC members on all pay and benefits associated with their service, accessed here: https://www.public.navy.mil/nrh/Documents/Benefits_Guide_2008_FINAL.pdf. Service members who are better educated on their pay and benefits are more likely to stay Navy, resulting in more successful retention and recruiting.

Official Service Record Management

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

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

Submission/Correction Criteria

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

- The document is the "Original Signed"
- The document is of actual size
- If the document is a copy, such as an Award Citation; ensure it is of good quality with black lettering and white background
- The document does not contain Privacy Act information on another service member
- The document does not duplicate information already in the OMPF record
- The complete SSN is recorded on the document. If not, handwrite in the upper left corner

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

Most common OMPF correction requests

- Removal of duplicate document(s)
- Removal of document(s) that were corrected by another document (both documents must already be in the OMPF Record)
- Removal of document(s) belonging to someone else
- Removal of document(s) that were erroneously filed to the record, i.e., document filed contrary to policy or regulation such as birth certificate)

Submitting Official Transcripts

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

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

Fitness Report (FITREP) Submission/Corrections

For FITREP issues contact PERS-32 at: uasknnc@navy.mil
(866) 827-5672
(901) 874-4881/4882/3313
DSN: 882-4881/4882/3313

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

Submission of Awards

- Check to see that the award has been entered into the U.S. Navy Awards website at: <https://awards.navy.mil>. Select "personal awards," then "personal awards query" on the right
- If reflected accurately in the U.S. Navy Awards website, print your full SSN in the upper right corner of the award, and ask your command to send it or a copy of it to PERS-313 at:

Navy Personnel Command, PERS-313
5720 Integrity Dr.
Millington, TN 38055
- If your award is not showing in U.S. Navy Awards, or is in error, ask your administration office to contact the command Navy awards authority for assistance in authenticating the award in accordance with policy guidance provided on the U.S. Navy Awards website.

Personal Data Record

Your personal data record includes your Electronic Service Record (ESR) and other documents updated by other agencies, such as your servicing TSC or the Navy Standard Integrated Personnel System (NSIPS). NSIPS contains pay and personnel information entered by your command and/or servicing TSC. Periodically, ESR information is printed and electronically submitted to your OMPF. It is important to ensure the information in your ESR is current. To view ESR data, go to: <https://nsipsprod-sdni.nmci.navy.mil>. For assistance, contact your personnel officer, command pay/personnel administrative support system coordinator and/or command career counselor.

Reserve Enlisted Assignments

The Reserve enlisted assignments program is governed by RESPERMAN M-1001.5 (CH-12), Articles 1000-1300. For specific policy guidance please visit www.mynrh.navy.mil > [References](#) > [Navy Reserve Instructions](#).

Reserve enlisted assignments are conducted via Career Management System-Interactive Detailing (CMS-ID). CMS-ID 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).

CMS-ID RESERVE SCHEDULE

The CMS-ID Reserve schedule follows a quarterly cycle and is located on the CMS-ID homepage at <https://www.CMSID.navy.mil>. There are three phases during the CMS-ID cycle that affect Sailors who are within their orders negotiation window.

Application Phase: During this phase CMS-ID 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: During this phase Reserve commands can 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: During this 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.

NEGOTIATION WINDOW/PROJECTED ROTATION DATE (PRD) TIMELINES:

10-12 Months prior to PRD: Sailors should ensure their CMS-ID profiles are updated and communicate with career counselors and unit leadership regarding career goals/preferences.

7-9 Months prior to PRD: Sailors may apply for a one year PRD extension in their current billet via CMS-ID. PRD extensions can only be requested during this window.

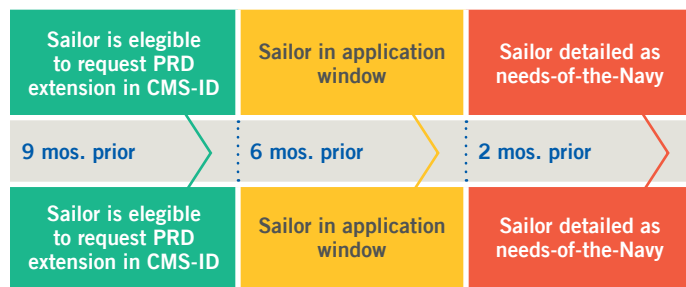
0-6 Months prior to PRD: Sailors may apply for available jobs in CMS-ID; if PRD extension window was missed, the current billet may be reapplied for.

0-60 days past PRD or In-Assignment Processing (IAP)

status: This window is the last opportunity for Sailors to apply for billets before direct assignment.

60+ days past PRD/IAP: If a Sailor is 60+ days past their PRD, or has been IAP 60+ days, and has not been selected for a billet, they are direct assignment eligible and will be directed into a billet.

PRD Timeline



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 CMS-ID homepage. Once the request has been submitted, CMS-ID 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 CMS-ID 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. Requests submitted via CMS-ID are not valid and will be disapproved/redirected to the NRA for submission via RFMT.

APPLY

Senior officer (O5/O6) and all commanding officer (CO)/officer-in-charge (OIC) billet assignments are determined at the annual national command and senior officer (O5/O6) 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, referred to as dreamsheets, for requested billets in Reserve Force Manpower Tools (RFMT).

[PLEASE REFER TO THE MOST RECENT COPY OF COMNAVRESFORNOTE 5400 FOR DATES AND COMMUNITY SPECIFIC INFORMATION]

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.

APPLY is a four step process. The first two steps are the responsibility of the officer, while the last two steps are the responsibility of the APPLY board and associated panels, in the evaluation of your record and slating to a billet.

STEP 1: Review your record! Check your official record before every APPLY cycle and every promotion board.

- If you go on active duty or are still on active duty when applying for a billet, your record may be missing some billet history details. Check your record and correct the gaps.
- If your community requires specific credentials (acquisition, medical, chaplain, engineering duty officer, etc.) or professional registrations, make sure your credentials and appropriate Additional Qualification Designators (AQD) are listed.
- If your record is missing information (FITREPS, credentials, etc.), write a letter to the board. Be brief and succinct, document what is missing, and send the appropriate attachments. The letter to the board does not stay with your record; it is for a single board purpose only. The board only sees your letter during the confidence factor voting (step 3).

STEP 2: APPLY registration and dreamsheet submission. 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. Neither your record nor your letter to the board goes to the slating process (see step 4). You may apply for up to 35 billets. Increase your assignment opportunities and apply for as many billets as you can.

- State your willingness to accept billets not listed on your dreamsheet and the distance you are willing to travel for these billets — these are referred to as suggested billets. This optional selection may present you with overlooked assignments. Unlike your dreamsheet billet, there is no penalty to decline a suggested billet.

STEP 3: Confidence factor. At this point, the APPLY board has convened. A board member will review and brief your record to the panel. Board members will then vote to determine a confidence factor.

- Each board member will see your officer summary record (OSR)/performance summary record (PSR), listen to your record summary by the briefer, and your letter to the board (if submitted). All board members will determine the confidence they have in your ability to hold the toughest jobs. Records are only reviewed one time. Your record is scored by all board members 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 final step 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.

- Your top remaining billet choices are shown as well as your qualifications, your billet history and the comments you made to the board in the remarks section.
- Your remarks should relate to your ability to perform the billets you selected. Tell the board about your qualifications aligning with the requirements of the billets on your dreamsheet. Board members do not see your letter to the board during the slating process; they only see what you submitted in the remarks section on your dreamsheet in RFMT.
- 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.
- 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.

FY-20 Apply Timeline

- Early January: nomination for participation at FY20 APPLY begins. Commander, Navy Reserve Forces Command (CNRFC) N122 begins accepting applications to participate at the FY20 APPLY board as either a voting panel member (O6) or panel recorder (O5 and below).
- Mid-March: deadline for nomination form submission to participate at the FY20 APPLY.
- 3rd week in April: Operational Support Officers (OSO) complete billet validation in preparation of billets advertising for FY20 APPLY applicants.
- Early May: APPLY application or “dreamsheet” phase opens in RFMT.
- Mid-June: dreamsheets phase closes.
- 3 weeks in mid-August: FY20 APPLY board convenes in Millington, TN.
- Mid-September final results are released.

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.

JOAPPLY

The quarterly JOAPPLY online application process is for junior officers (O4 and below) seeking non-command billets. The reference for all JOAPPLY assignments is the Navy Reserve Personnel Manual (RESPERSMAN) M-1001.5 (Change 12) located on the Navy Reserve Homeport N1 homepage.

The first step in the JOAPPLY process is to register on the RFMT homepage at: <https://private.navyreserve.navy.mil/apps/rfmtweb/>

- Registration must be done before submitting an application.
- Create/update your profile, verifying your current assignment, projected rotation date (PRD) and qualifications. This information must be accurate in order for program managers, OSO, unit leadership and CNRFC assignment coordinators to make informed selections.
- Submit applications in JOAPPLY within 180 days of your Planned Rotation Dates (PRDs) or while in an In-Assignment Processing (IAP) status. Of note, your billet will advertise during this time period as well. Other junior officers (JOs) may be submitting applications for your billet if you are within 180 days of your PRD so make sure you are applying for billets.

JOAPPLY Timeline

- The JOAPPLY schedule is posted on the RFMT homepage. There are several phases for each quarterly cycle:
 - » **Application Phase:** during the application phase, you may apply for up to seven billets. Maximize your billet request and read each billet description.
 - » **Ranking Phase:** 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.
 - » **Selection/Directed Assignment Phase:** during the final selection phase, CNRFC assignment coordinators review all applications, rankings and comments to make informed selections. Once selections are complete, directed assignments begin, and officers who have expired PRDs greater than 60 days or have been 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.

Local Assignment Request

A local assignment is defined as a billet located at a NRA 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.

TRUIC Change Request

Training Reserve Unit Identification Code (TRUIC) change requests allow JOs to remain assigned to their current billet (attached to their Unit Mobilization Unit Code) while requesting a change in 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.

NOTE: JOs are eligible to compete for a leadership billet in APPLY, even with tenure remaining in a current JO billet. Consider contacting an experienced mentor to discuss your options and refer to the COMNAVRESFORNOTE 5400 for guidance.

For additional questions or information regarding APPLY or JO APPLY please contact cnrfc_apply@navy.mil or cnrfc_joapply@navy.mil.



U.S. Navy photo by Mass Communication Specialist 2nd Class Pyoung K. Yi



Education

Officer Leadership Training

Leadership training is important preparation for extended combat deployments and effective normal operations. ALNAVRESFOR 018/18 requires all drilling Selected Reserve (SELRES) officers (pay and non-pay) to attend qualifying leadership training once every five years.

The five-year limit starts from the date an officer completes a qualifying leadership course. This is separate from the Commander, Navy Reserve Forces Command (CNRFC)

requirement for APPLY board-selected officers slated to “K” and “O”- coded billets to attend Navy Reserve Unit Management (NRUM). The latest guidance, references and links to qualifying classes are located on CNRFC N7 SharePoint: [www.mynrh.navy.mil > Commands > CNRFC > N-codes > N7 > Leadership > Leadership Training](https://www.mynrh.navy.mil/Commands/CNRFC/N-codes/N7/Leadership/Leadership%20Training)

Contact your Navy Reserve Activity (NRA) training department to obtain a quota.

Joint Qualified Officer (JQO)

Under the Joint Qualification System (JQS), the concept of career-long accumulation of joint experiences, education and training is crucial for an officer to be proficient in joint matters. JQS is open to Reserve Component (RC) officers and are able to earn the same qualifications as Active Component (AC) officers. Joint Qualified Officer (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.

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

Enrollment in any of the distance learning curriculum from the Naval War College or the Air Command and Staff College is open to any officers at or above the paygrade of O-3. Officers can also receive their JPME Phase I (JPME1) qualification while attending the Naval Postgraduate School. JPME Phase II (JPME2) qualification requires candidates to be O-4 at a minimum and requires completion of JPME1 as a pre-requisite.

[... the concept of career-long accumulation of joint experiences, education and training is crucial for an officer to be proficient in joint matters.](#)

After having completed JPME2 and a full joint tour (or obtained equivalent joint experience points), officers in the paygrade O-4 and higher can be designated JQO (also known as JQS Level III). Lieutenants (O-3) may apply for designation as JQS Level II after having completed JPME1 and documented at least 18 points of joint experience. A full joint tour is obtained by meeting the time requirements in an active-duty standard joint duty assignment list billet (S-JDA) or by the experience-based self-nomination process (E-JDA) for periods that amount to at least 36 points.

RC officers may receive joint credit towards their JQO qualification for periodic duty while assigned to a SELRES S-JDA, or for any active duty (MOB/ADT/ ADSW/AT) that meets the “definition of joint matters.” RC officers interested in achieving JQO need to read DoDI 1300.19, enclosure 13 for the multiple routes to designation. RC officers have one year from the end date of their active-duty orders to self-nominate for E-JDA credit.

For more information on the E-JDA submission process or any other joint qualification topics, please visit: <https://www.public.navy.mil/bupers-npc/officer/Detailing/jointofficer/Pages/default.aspx>

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

Correspondence Courses

The ability of Reserve personnel to receive retirement points for voluntary completion of correspondence courses is an important aspect of the Navy's total force continuum of service concept. It enables the Navy to retain personnel with strategically valuable skills and provides a method for crediting completion of electronically available training.

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

- Non-pay retirement points for completion of correspondence courses will be credited at the rate of one point per four hours of instruction. Courses which contain less than four hours of instruction are not eligible for retirement point credits. The Commander, Navy Reserve Forces Command (CNRFC) N7 will maintain an assistant secretary of the Navy-approved list of authorized courses available on the NRH portal at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/correspondence_courses. If a course is not currently listed on the master course list, it may be submitted to CNRFC N7 for

consideration in future lists by using a correspondence course proposal form provided on the correspondence course portal in the reference library.

- Sailors currently enrolled in other correspondence courses that were on the previous year's list and which are no longer on the FY19 list will have 120 days from the start of FY19 to complete the course and receive credit.

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

The Navy Reserve Activity (NRA) will make Navy Standard Integrated Personnel System (NSIPS) entries for all assigned personnel who complete correspondence courses. 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.

Navy E-Learning (NeL)

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

- Sailors may complete NeL courses online or within the shipboard intranet NIAPS server.
- In the internet environment, the NeL home page links to mandatory training, thus providing a listing and direct access to courses you are required to complete.

- On the afloat NIAPS server, the NeL home page provides lists of courses available on the ship or submarine.

Access to NeL is available through the My Navy Portal (<https://www.mnp.navy.mil/>) by logging in with a Common Access Card (CAC) and navigating to the professional resources tab.



U.S. Navy photo by Mass Communication Specialist 1st Class Darren M. Moore

Joint Professional Military Education (JPME)

Information about all JPME, professional military education (PME) and other competitive selection board Active Duty for Training (ADT) funded opportunities advertised by Commander, Navy Reserve Force Command (CNRFC) N7 can be obtained by visiting the CNRFC N7 SharePoint site at www.mynrh.navy.mil > **Commands** > **CNRFC** > **N-codes** > **N7** and by viewing current GovDelivery solicitations. Sailors who are interested in direct notification of advertisements should subscribe to GovDelivery.

Selection Process for Courses and Programs

Sailors are selected for courses and programs through a competitive selection board process. Applications are meticulously screened for strength of record as indicated in selectee's performance summary record and officer summary record or electronic service record, jobs held, strength of letter(s) of recommendation and return on investment. Sailors must be in the commensurate paygrade, be fully fit for duty, have a minimum of three years of service remaining before mandatory retirement, and have not failed to select to the next highest paygrade to be eligible to apply for an advertised opportunity. Selections are announced via GovDelivery typically within two weeks after the board concludes.

JPME I & II Full-Time In-Residence Programs

The JPME I & II are 10 to 12 month in-residence programs offered through the four major military war colleges; Navy (Newport, RI), Air Force (Montgomery, AL), Army (Fort Leavenworth, KS and Carlisle PA), and Marine (Quantico, VA). The target audience is O-4 through O-6.

The Joint Combined Warfighter School (JCWS) program is a 10-week in residence course that awards JPME II through the Joint Forces Staff College (JFSC) in Norfolk, VA. The target audience is O-4 through O-6. There is currently no requirement for SELRES to take a JDAL billet on graduation per instruction.

Additional 10-month in-residence program opportunities may be available for students to earn a master's degree, JPME II and/or war college diploma simultaneously through the National Defense University (NDU). The target audience is O-5 through O-6.

JPME I & II Blended Programs

The Army War College Department of Distance Education (AWCDDE) is a two-year blended learning program that awards JPME Phase I through the Army War College in Carlisle, PA. The target audience is O-5 through O-6. Students receive a U.S. Army War College diploma and master of science degree in strategic studies. The curriculum consists of 10 graduate level distance education courses and four weeks in-residence,

completed in two-week sessions held each summer on the campus. AWCDDE may award credit for JPME Phase II based upon appropriate joint composition of the class.

The JCWS-Hybrid, formerly known as AJPME, is a 40-week blended online and face-to-face course that awards JPME II through the Joint Forces Staff College (JFSC) in Norfolk, VA. The target audience is O-4 through O-6. The coursework, reading and online work are interspersed with a one-week face-to-face session at week 13, and a two-week face-to-face session at week 38 culminating with graduation at week 40. Face-to-face sessions are held at the JFSC campus.

Additional Opportunities

The Navy Senior Leadership Seminar (NSLS) is an intensive nine-day executive education program offered through the Naval Postgraduate School in Monterey, CA. The target audience is O-6. The course introduces the latest "best practices" in strategic planning, goal setting, strategic communication, risk management, financial management, and leadership.

The Reserve Component National Security Course (RCNSC) is a two-week seminar offered through the NDU. The target audience is O-4 to O-6, CWO3 to CWO5 and E8 to E9. This course is designed to lay a foundation for students moving on to joint command management and staff responsibilities in a multinational, intergovernmental or joint national security setting.

The Military Reserve Exchange Program (MREP) is a foreign exchange program sponsored by the Office of the assistant secretary of defense (Reserve affairs) to provide a unique two-week training opportunity for participants to broaden professional development and increase knowledge of allied reserve forces. The target audience is O-3 through O-4, warrant officers and E-7 through E-8. Selectees participate in exchanges hosted in the United Kingdom, Denmark, Estonia and Germany.

JPME and Professional Military Program Funding

Funding sources for selectees not on active duty at the time of a course or program include Annual Training (AT), ADT Schools or ADT Special. Parent commands are required to provide funding for selectees who are serving on active duty at the time of a course or program.

Executive Master of Business Administration Program

The Naval Postgraduate School (NPS) defense-focused executive master of business administration program provides SELRES officers a stand-by opportunity to attend a 24-month, part-time graduate program focused on resource management. The target audience is O-4 select and above. Applicants are screened by CNRFC for provisional acceptance and if selected,

undergo an additional selection process conducted by NPS for final acceptance. Students are responsible for funding their own travel and are required to utilize no-cost Temporary Additional Duty (TAD) orders from their parent command. Students will receive no compensation for coursework and will not be reimbursed for program expenses.

Student Expectations

You are expected to complete the program or course for which you are selected. If you drop out, CNFRC N7 will not fund

re-enrolling or rolling you back into another course or program, unless the reason for dropping out or rolling back is directly related to operational support to the Navy, e.g., recall or mobilization, and it is the only alternative to continue in the program. In this case, a letter from your commanding officer will be required explaining the circumstances. Direct letters to: **Commander, Navy Reserve Forces Command, ATTN: N7, 1915 Forrestal Drive Norfolk, Virginia 23551-4615.**



U.S. Navy photo by Mass Communication Specialist 1st Class Arthurgwain L. Marquez



U.S. Navy photo by Mass Communication Specialist 1st Class Oliver Cole



Mobilization / Demobilization

Mobilization



U.S. Air Force Photo by Staff Sgt. Amy Picard

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

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

Mobilization Process

The Navy Operational Support Center (NOSC) is the Reserve Sailor's primary point of contact for mobilization preparation 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. USFF also maintains an informative website for IAs at www.public.navy.mil/ia/Pages/index.aspx.

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

CNRFC N35 includes billet information in all mobilization billet advertisements to include:

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

Volunteering For Mobilization

Reserve Sailors interested in receiving mobilization billet advertisements can sign up through GovDelivery at: www.public.navy.mil/nrh. Click on the red envelope on the bottom right side and enter your email address. Choose "CNRFC N35 MOB Enlisted/Officer."

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

Returning Warrior Workshop (RWW)

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

Guests can be any individual designated by the Sailor whose presence will contribute to the purpose of the event for the member. RWWs are hosted by the six Navy Region Reserve Component Commands (RCC) and held at a three-star (or above) hotel away from military bases to ensure a safe, relaxed atmosphere for Sailors and guests to focus on the reintegration process. Sailors attend the event on ADT travel orders paid for by the Yellow Ribbon Reintegration Program. Attire for all attendees is civilian business casual. All lodging, meals and travel expenses are covered at the RWW and include: dinner Friday night, three meals on Saturday and breakfast and lunch on Sunday. Travel is primarily by personal vehicle, and mileage is paid at the current government rate for up to 400 miles. The host RCC will work to pair returning Sailors with an RWW nearest to their residence.

During the RWW, trained facilitators lead Sailors and their guests through a series of presentations and table-top discussions that address post-combat stress and transition back to civilian life. Participants are afforded the opportunity to

share their experiences in a safe environment with their peers. Symptoms such as sleep and appetite disturbances, decreased intimacy, job loss, financial difficulties, increased anger and/or frustration, alcohol or drug use, and other behaviors not present prior to deployment are safely discussed. The goal is for Sailors to learn that they are not alone and have resources available to help them move forward.

Upcoming RWWs

RCC San Diego: Honolulu, HI	9-11 Nov 2019
RCC Fort Worth: Dallas, TX	7-9 Dec 2019
RCC San Diego: La Jolla, CA	8-10 Feb 2019
RCC Great Lakes: Milwaukee, WI	15-16 Mar 2019
RCC Fort Worth: San Antonio, TX	26-28 Apr 2019
RCC Norfolk: Norfolk, VA	26-28 Apr 2019
RCC Jacksonville: Puerto Rico, PR	3-5 May 2019
RCC Everett: Seattle, WA	17-19 May 2019
RCC Great Lakes: Pittsburgh, PA	19-21 Jul 2019
RCC Everett: Portland, OR	2-4 Aug 2019
RCC Jacksonville: Tampa, FL	23-24 Aug 2019
RCC Norfolk: Boston, MA	6-8 Sep 2019

Signing Up

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

Upcoming RWWs

RCC Fort Worth: Brenda DeVaul	brenda.s.devaul.ctr@navy.mil
RCC Jacksonville: Matthew Davis	matthew.davis2@navy.mil
RCC San Diego: Susan Hare	susan.hare@navy.mil
RCC Great Lakes: Lisa Loomer	lisa.loomer.1@navy.mil
RCC Everett: Ricardo Raphael	ricardo.rafael@navy.mil
RCC Norfolk: Eric Harris	eric.t.harris@navy.mil

Utilize the following link to register for an upcoming RWW event: www.yellowribbonevents.org



U. S. Navy photo by Mass Communication Specialist
1st Class Kleyntia R. McKnight

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 (i.e. food and medical care). For example, Sailors and their families who are assigned to an isolated location with a family member who has limited language or communication skills in that country of residence may require a family care plan.

Sailors who meet this criteria are required to submit a new or updated family care plan to their commanding officer within

60 days for active duty and 90 days for Selected 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).

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

Transitional Assistance Management Program

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

Pre-Activation Benefits

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

Deactivation

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

If Activated in Support of a Contingency Operation:

You will immediately receive TAMP benefits for 180 days. TAMP begins on the first day after your active duty service ends. 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. To keep minimum essential coverage when TAMP ends or if you are not eligible for TAMP:

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

Reserve Component Healthcare

As members of the Navy Reserve transition between an inactive status — such as performing required drills, to an active status, such as being activated for a mobilization or long term recall, and then back to an inactive status — health care benefits can be a major concern. Remember to always check with a TRICARE regional contractor, local military hospital or military clinic to confirm current policies.

Healthcare Benefits in an Inactive Status for Selected Reserve (SELRES)

You and your eligible family members may qualify to purchase TRICARE Reserve Select (TRS) while serving in an inactive status as a SELRES, such as:

- Inactive Duty for Training (IDT)
- Annual Training (AT)
- Active service for 30 days or less

Healthcare Benefits in a Pre-activation Status

Upon receipt of orders for activation, you may qualify for early eligibility for active-duty TRICARE if 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.

Healthcare Benefits in an Activated Status

You and your eligible family members become eligible for the same health and dental benefits as an active-duty service member, if you are 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)

Healthcare Benefits Following Deactivation

You and your eligible family members may be eligible for 180 days of no-cost transitional healthcare benefits if you separate from a period of more than 30 consecutive days of active duty served in support of a contingency operation.

Yellow Ribbon Reintegration Program

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.

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

Transition Goals, Plans and Success (T-GPS)

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

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

Transition Assistance Services Include:

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



U.S. Navy photo by Mass Communication Specialist 2nd Class Pyoung K. Yi

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Medi
Medical

TRICARE Dental Program (TDP)

<p>The TDP is a voluntary, premium-based dental insurance plan.</p> <p>Eligibility</p> <ul style="list-style-type: none">• Family members of active-duty service members• Family members of National Guard/Reserve members• National Guard/Reserve members who are not on active duty or covered by the Transitional Assistance Management Program (TAMP) after serving on active duty for more than 30 consecutive days in support of a contingency operation <p>When you are not on active duty, you and your family members are eligible for the TDP which is a premium based plan that requires a 12-month minimum enrollment period. You can enroll at any time and pay monthly premiums based on your military status. Family members can enroll separately.</p> <p>If you are called to active duty, your family members'</p>	<p>enrollment in the TRICARE Dental Program continues without interruption. Your enrollment, however, will change. When called to active duty for more than 30 consecutive days, you will receive dental care from a military dental treatment facility. Reserve Sailors who are on active duty, or covered by TAMP, are covered by active-duty dental benefits.</p> <p>For Sailors that need an annual dental exam for dental readiness, civilian dentists who participate in the TDP will complete the DD Form 2813 at no additional cost.</p> <p>Reserve Sailors ordered to active duty for a period of more than 30 consecutive days are eligible for TRICARE benefits for the member and their dependents. Reserve Sailors mobilized in support of a contingency operation qualify for TRICARE coverage for up to 180 days after deactivation, and may qualify for early TRICARE coverage that begins 180 days prior to the member reporting for active duty.</p>
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Line of Duty Healthcare Benefits (LOD-HC)

<p>The LOD-HC program authorizes medical and/or dental care for Reserve Sailors who incur or aggravate an injury, illness or disease in the line of duty.</p> <p>Eligibility</p> <p>Reserve Sailors who incur or aggravate an injury, illness or disease while in a duty status may be eligible for LOD-HC benefits.</p> <p>If authorized, members may receive medical benefits for approved conditions until a military physician finds them fit for duty with no additional follow-up required, or until final disposition is determined by the Physical Evaluation Board (PEB).</p> <p>Sailors on an approved LOD-HC may also be eligible for incapacitation pay. It is incumbent upon the Sailor to prove with clear and convincing evidence the amount of gross civilian earned income and any losses incurred.</p> <p>How Are LOD Benefits Requested?</p> <p>Reserve Sailors who are on active-duty orders must inform their medical department representative (MDR) upon expiration (preferably before expiration) of their orders regarding their injury, illness or disease. Sailors who remain hospitalized due to an emergency situation at the expiration of orders will be retained on active duty until released from the hospital. Upon release from the hospital, PERS-95 must be notified as soon as possible to assist in the expedition of the LOD-HC request/ possibly medical hold if over 30 days.</p>	<p>All LOD-HC requests are submitted through Echelon IV commands, e.g., Reserve Component Command (RCC) to PERS-95 for review.</p> <p>Sailors Must Communicate With Their MDR</p> <p>Medical updates are required monthly and must be obtained from a primary care manager.</p> <p>Incapacitation Pay</p> <p>Reserve Sailors requesting incapacitation pay must demonstrate lost income from their civilian employment.</p> <p>Failure to provide current or sufficient information to establish loss will result in delay, suspension or discontinuation of incapacitation pay. Incapacitation pay will not exceed full military pay and allowances.</p> <p>The RC Sailor's civilian employer must document the lost and/or earned wages during the reporting period. The Navy Operational Support Center (NOSC) will verify with the Sailor's civilian employer the claimed lost income and submit all incapacitation pay requests to PERS-95 VIA RCC.</p> <p>Reserve Sailors should ensure they notify their NOSC medical department and chain of command.</p> <p>For questions or comments, please call 1-844-LOD-LINE or email the CNRFC mailbox at: CNRFC_LOD@NAVY.MIL</p>
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TRICARE Reserve Select

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

Eligibility

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

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

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

Paying Monthly Premiums

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

2019 Monthly Rate

Member Only:
\$42.83 per month

Member and Family:
\$218.01 per month

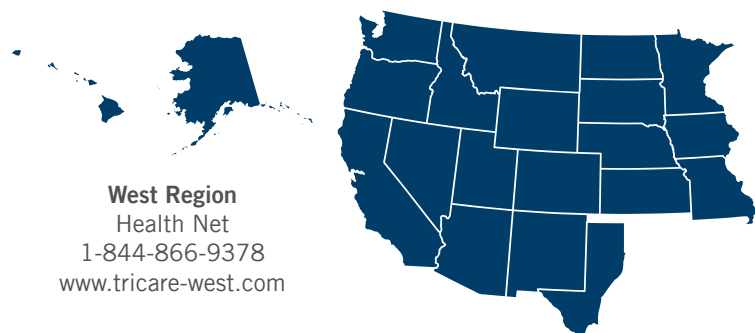
After that, premiums are paid by an electronic funds transfer (EFT) or recurring debit/credit card charge.

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

Continued Health Care Benefit Program (CHCBP)

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

TRICARE Regional Coverage Map



East Region
Humana Military
1-800-444-5445
www.tricare-east.com



TRICARE Overseas

Eurasia-Africa Area
International SOS
+44-20-8762-8384
1-877-678-1207 (Stateside)
www.tricare-overseas.com

Latin America and Canada Area
International SOS
+1-215-942-8393
1-877-451-8659 (Stateside)
www.tricare-overseas.com

Pacific Area
International SOS
+65-6339-2676 (Singapore)
+61-2-9273-2710 (Sidney)
1-877-678-1208/1209 (Stateside)
www.tricare-overseas.com



U.S. Air Force Photo by Staff Sgt. Amy Picard



Travel

Government Travel Charge Card Program

The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel to pay for all costs related to official government travel. The Navy has not authorized the use of the card for Permanent Change of Station (PCS) travel.

The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel (military or civilian). Refer to the Travel and Transportation Reform Act of 1998 (TTRA), Public Law 105-264 for additional information regarding mandatory use of the travel card. Military personnel who violate the specific prohibitions contained in paragraph 041005 can be prosecuted under Article 92 of the Uniform Code of Military Justice (UCMJ) for failure to obey a lawful order or regulation, as well as any other applicable article of the UCMJ based on the nature of the misconduct involved.

Your GTCC is a valuable and simple means to manage your travel expenses. Along with the numerous benefits of having this card, there are certain responsibilities.

Benefits of the GTCC program include but are not limited to the following:

- Increases data capture, providing business intelligence to improve travel programs, reduce overall travel costs and expand strategic sourcing opportunities
- Improves audit readiness and program management
- Reduces the need (and costs to the DoD) for travel advances and related reconciliation/collection
- Eliminates the need for travelers to pay for expenses with personal funds
- Improves financial readiness/security of travelers
- Increases rebates from the travel card vendor

DO'S

- Use your GTCC to pay for official travel expenses
- Obtain travel advances up to \$250 for official travel through an ATM if authorized by your agency
- Track your expenses while on travel so you have accurate information for filing your travel claim
- File your travel claim 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 charges which are incorrect
- Contact your bank's customer service number if you have questions about your monthly bill
- Be aware that misuse of the card could result in disciplinary actions by your agency
- Create a CitiDirect online user account to manage your account and update your information as required
- Keep your account information up to date and accurate.
- Ensure you check in and out with your command Agency Program Coordinators (APC) and complete your required online training

Failure to pay your monthly bill could result in the loss of your charging privileges. If your card is suspended, you will be unable to use it until payment is received by your bank. If your card is canceled due to non-payment, your delinquency may be reported to credit bureaus, referred to collection agencies, or lead to other collection actions.

DON'TS

- 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
- Forget the card is issued to you; liability for payment is your responsibility
- Make late payments that could result in suspension

For more information on the GTCC Program, contact:
CNRFC (Level III & IV), 757-322-6570

To create a CitiDirect user account:
www.citimanager.com/login
Citibank customer service:
CONUS: 1-800-200-7056 / OCONUS: 757-852-9076

Travel Orders / Authorizations and Vouchers / Claims

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

The Defense Travel System (DTS) is a comprehensive travel management system that enables Department of Defense members to create authorizations, prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursements.

All Reserve travel is comprised of two distinct actions once they are assigned to a mission requirement in NROWS, both of which must be completed prior to the departure date for travel to occur.

1. Complete an Application in NROWS:

- a. Member is accepted to fill a requirement and is notified via email to complete the application in NROWS
- b. Member completes and routes the application for approval
- c. Member is expected to contact their Navy Reserve Activity (NRA) for status updates of the application approval process
- d. NROWS automatically emails the member when their application is approved or disapproved
- e. Once approved, the document serves as the member's approved call-to-duty orders.
- f. If applicable, NROWS will import the necessary information into DTS

Note: *The member shall not travel to the gaining command without approved orders.*

2. Complete a DTS Transportation Authorization

- a. Upon import, DTS notifies the member that an authorization is ready for action
- b. The member chooses authorized travel arrangements and routes the document for booking and authorization approval
- c. Once approved, the Commercial Travel Office (CTO) will purchase airline tickets and rental cars 72 hours prior to travel, if applicable (approval serves as authorization for the member to incur the pre-approved expenses)

Once the mission has been completed, the member is required to submit a travel voucher within five working days. Do not start the voucher prior to return from travel. This will lock the authorization from any future modifications and delay reimbursement.

Note: *DTS does not support transportation for Permanent Change of Station (PCS) or Individual Ready Reserve (IRR) Orders.*

What is the role of the Navy Reserve Activity (NRA)?

The member's NRA is their first source of information, guidance and support. They can assist in creating NROWS and DTS accounts, obtaining GTCC balances, and providing assistance with NROWS and DTS.

COMMON NROWS MISTAKES:

- Forgetting to save and submit the NROWS application
- Travel date same as report date/time. Provide justification if checking in same day as travel
- Manually entering an airport instead of selecting available airport from the drop down menu
- Incorrectly selecting a travel mode not IAW the JTR
- Entering a non-physical address

Common DTS Authorization mistakes:

- Forgetting to sign and route the authorization
- Selecting the wrong mode of travel
- Forgetting to enter an estimate for all anticipated expenses
- Not adjusting lodging and per diem daily rate to account for government lodging or provided meals
- Calling airlines and rental car agencies directly to make reservations. All lodging, air and rental car transportation must be booked through the DTS
- Missing detailed justification for flagged items

Common DTS Voucher mistakes:

- Forgetting to sign and route the voucher
- Not selecting the correct split disbursement amount to cover all GTCC charges
- Forgetting to adjust the estimated expense to actual expense
- Forgetting to upload substantiating documents (endorsed NROWS Orders; CWT Sato E-invoice; rental car and hotel receipts; receipts for expenses over \$75; currency conversion table and constructed travel worksheet, if applicable)
- Missing detailed justification for flagged items

Go to, <https://www.mynrh.navy.mil> > **COMMANDS** > **CNRFC** > **N-Codes** > **N3** > **N33 Home Page under the N33 - Force Travel tab**, for up-to-date travel information, links to important travel instructions and standard operating procedures (SOPs).



U.S. Navy Photo by Chief Mass Communication Specialist William S. Parker



Benefits

Post-9/11 GI Bill and Transferability

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

Eligibility for Service Member to use the benefit:

Requires completion of a minimum six years of service in the armed forces, and a minimum of 90 days of aggregate active-duty service for Reserve Sailors, after Sept. 10, 2001. The only qualifying active-duty periods are mobilization, Active Duty for Training (ADT), Active Duty for Special Work (ADSW), and Active Duty for Operational Support (ADOS).

Determining Actual Benefits

Sailors are eligible for 36 months of full-time benefits unless they have utilized education benefits under another benefit program. In this case they will be entitled to the months they have remaining under that program. If a Sailor has exhausted all 36 months of one program they may still be eligible for 12 months of the Post 9/11 GI Bill if they possess the required qualifying active-duty service.

Individuals serving an aggregate period of active duty after Sept. 10, 2001 of:	% of maximum benefit payable
At least 36 months	100%
At least 30 months < 36 months	90%
At least 24 months < 30 months	80%
At least 18 months < 24 months	70%
At least 12 months < 18 months	60%

Expiration of Entitlement

Due to the passage of the Forever GI Bill, the Post 9/11 GI Bill entitlement no longer expires 15 years from the date of the Sailor's last release or discharge from active duty of at least 90 consecutive days other than for training (only applies to member and spouse).

Transferability

Sailors who are eligible for the entitlement are allowed to transfer unused entitlement to their spouse and/or children who are enrolled in the Defense Eligibility Enrollment System (DEERS) and are eligible for identification card benefits.

Transferability requires the service member to be retainable in the armed forces for an additional four years of continuous service on active duty or SELRES in a "pay status" (service in IRR/ASP/VTU does not qualify). All Sailors are required to have

a signed Statement of Understanding (SOU) on file in their My Education record <https://myeducation.netc.navy.mil/webta/home.html#nbb>. It is important to note:

- (a) Member must meet all requirements at the time of request
- (b) Member must request transfer of benefits through MilConnect <https://MilConnect.dmdc.osd.mil/milconnect/>
- (c) The four-year counter does not start until the request is approved on the Milconnect website.

Per NAVADMIN 020/19, a temporary Exception to Policy (ETP) has been granted. Effective immediately and retroactive to July 12, 2018, members with at least 10 years of service in the armed forces who, at the time of their Transfer of Education Benefits (TEB) application, are unable to serve four additional years due to statute or standard policy (DoD or service), and agree to serve the maximum time authorized, are eligible to transfer education benefits to eligible dependents. Sailors whose TEB applications were previously rejected must reapply for TEB to be considered for approval. All Sailors must have completed the online self-service SOU. This ETP ends July 11, 2019. TEB submissions on or after July 12, 2019 are subject to TEB policy contained in DoDI 1341.13 CH-1, NAVADMIN 170/18 and NAVADMIN 236/18. Transfer requests that have already been approved are not affected by this ETP.

Primary reasons for denial of a transferability:

- No SOU
- Failure to commit to four years of obligation
- Not able to be retained for four years due to high year of tenure/statute or other DoD/DON policy. Contact your command career counselor for more details

Step-by-step Instructions

Step-by-step instructions and updates to the Forever GI Bill can be found at: 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. More information on the Forever GI Bill can be found at <http://www.benefits.va.gov/gibill/>.

There are helpful step-by-step instructions and Forever GI Bill updates can be found at: 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. More information on the Forever GI Bill can be found at <http://www.benefits.va.gov/gibill/>.

Fleet and Family Support Program

The Navy's Family Readiness programs have been afforded the highest visibility, advocacy and priority — core family readiness. In practical terms, this has resulted in increased services to family members, increased individual assistance and consultation, more varied educational programs, more proactive outreach, and delivery of family support services in locations most conducive to family member engagement.

Navy Fleet and Family Support Program (FFSP) is organized into four functional areas critical to mission success.

Work and Family Life (WFL)

WFL programs directly support mission readiness by preparing service members and their families for the physical, emotional, interpersonal and logistical demands of the military lifestyle. Our programs and services include:

- Deployment readiness support
- Individual augmentees spouse and family support
- Ombudsman program
- Transition assistance
- Relocation assistance
- Family employment
- Personal finances
- Emergency response
- Webinar classes
- Life skills
- Exceptional family member program

Counseling, Advocacy and Prevention (CAP)

CAP programs provide individual, group and family counseling, victim intervention and related prevention education and awareness programs.

- Clinical counseling
- Sailor Assistance and Intercept for Life
- Family Advocacy Program
- New Parent Support Home Visitation Program

Sexual Assault Prevention and Response Program (SAPR)

SAPR provides sexual assault awareness and prevention education, victim advocacy, response coordination, case management and incident data collection to active-duty personnel, adult family members and commands.



U.S. Navy Photo by Mass Communication Specialist
2nd Class Patricia Rodriguez

Navy Gold Star Program (NGSP)

NGSP is the Navy's official program for providing long-term nonmedical case management, information and referral, education, recognition and support services to surviving families of service members who pass while on active duty.

NOTE: Across all four functional areas, services include *Sailor Information and Referral (I&R), individual clinical and non-clinical consultation and educational classes, workshops and computer tutorial programs.*

Veterans Affairs Home Loans

The Veteran's Administration (VA) helps service members, veterans and eligible surviving spouses become homeowners. As part of their mission, they provide a home loan guaranty benefit and other housing related programs to help you buy, build, repair, retain or adapt a home for your own personal occupancy.

VA Home Loans are provided by private lenders, such as banks and mortgage companies. The VA guarantees a portion of the loan, enabling the lender to provide you with more favorable terms.

Eligibility

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



Minimum Requirements Include:

- Served six years in the Reserve or National Guard
- Served 181 days during peacetime (active duty)
- Served 90 days during wartime (active duty)
- You are the spouse of a service member who has died in the line of duty or as a result of a service related disability

Important Documents

- DD-214: Your DD-214 is your proof of military service. It shows the nature of your discharge, dates of service and current classification. The DD-214 is one of the most important documents you'll get when you leave military service. You'll need it to claim military benefits including VA loans, GI Bill and medical services provided by the VA.
- Certificate of Eligibility (VA Form 26-1880; NOV 2014): Before you get a VA loan, you will need a VA certificate of eligibility. It will establish that you meet the necessary guidelines to take advantage of VA loan benefits.

Inspector General

The mission of the Navy Reserve office of the Inspector General (IG) is to inspect, investigate or inquire into any and all matters of importance to the Navy Reserve and maintain the highest level of integrity and public confidence.

The IG is committed to:

- Provide candid, objective and uninhibited analysis and advice
- Emphasize integrity, ethics and discipline
- Promote efficiency, effectiveness and readiness
- Conduct our activities with the highest standards of ethical leadership and professionalism
- Advocate for quality of life for Sailors, Marines, their families and Department of the Navy civilian employees
- Exercise fairness, impartiality and timeliness in accomplishing our mission

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

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

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

Thrift Savings Plan

The Thrift Savings Plan is a retirement savings and investment plan for federal employees and members of the uniformed services. The TSP is a retirement income you receive from your TSP account that will depend on how much you put into your account during your working years and the earnings accumulated over that time.

Saving for retirement through TSP provides many advantages:

- **Traditional (pre-tax) or Roth (after-tax) contributions:** Traditional contributions come out of your pay before tax, and investment earnings are tax-deferred. Roth contributions come out of your pay after-tax and are tax-free when withdrawn. Earnings on Roth contributions are paid tax-free when withdrawn as long as certain IRS rules are met.
- **Minimal Cost:** You pay very low administrative and investment expenses.
- **Agency/service automatic contributions:** If you are covered by the Federal Employees Retirement System (FERS) or BRS, you automatically receive 1 percent of your basic pay from your agency/service each pay period. You get these contributions whether or not you contribute to the TSP from your own pay.
- **Agency/service matching contributions:** If you are covered by FERS or BRS and you contribute 5 percent of your basic pay to the TSP each pay period, your agency or service will contribute an additional 4 percent of your basic pay to your TSP account.
- **Catch-up contributions:** If you are age 50 or older, you can contribute an amount that exceeds the elective deferral limit.

- **Multiple fund investment options:** You have a choice of diversified investment funds or you can select from professionally designed lifecycle funds.
- **Transfer other employee plans into TSP:** If you already have tax-deferred money in a traditional IRA or another eligible employer plan, you can transfer those accounts into your TSP. You may also transfer in Roth money from an eligible employer plan.
- **Loans:** Under certain circumstances, you may be eligible to borrow from your account.
- **In-service withdrawals:** Under certain circumstances, you may be eligible to access your TSP savings while you are still employed by the federal government.
- **Multiple withdrawal options:** You have a variety of withdrawal options when you leave federal service.

If you are covered by FERS, TSP is part of a three-part retirement package that also includes your FERS basic annuity and Social Security. If you are covered by the Civil Service Retirement System (CSRS) or are a member of the uniformed services, TSP is a supplement to your CSRS annuity or military retired pay. TSP benefits differ depending on your retirement system (FERS, CSRS or uniformed services). If you aren't sure which retirement system covers you, check with your personnel or benefits office. Regardless of your retirement system, participating in TSP can significantly increase your retirement income, but starting early is important. Contributing early builds the monetary funds in your account allowing for more time to increase in value through the compounding of earnings.

TSA Precheck Program

All members of the U.S. armed forces and those serving in the Reserves and National Guard, can receive Transportation Security Administration (TSA) Precheck benefits just by using their Department of Defense identification number. This benefit provides a more efficient means in the screening process. You are no longer required to remove your shoes, belt or light jacket through the screening process, as well as, leaving your laptop and liquids in your bag.

Your DoD identification number serves as your Known Traveler Number (KTN), for all of your travel, both personal and official. Enter the KTN 10-digit number located on the back of your CAC, into the KTN field when you make flight reservations for TSA Precheck benefits. Update your Defense Travel System profile with

your KTN as well for official travel. If the number is not on your CAC, you can get the number on MilConnect.

DoD civilians are also eligible to receive TSA Precheck benefits. They can opt-in through their profile page on the milConnect site. Once they opt-in, DoD civilians can then input their KTN in their travel bookings to receive TSA Precheck benefits.

At check-in, look for the TSA Precheck indicator on your boarding pass confirming that you can go to the TSA Precheck screening line. You cannot go straight to the line with your CAC; you must enter the number when you book your travel. Additionally, you do not have to be in uniform to go through TSA Precheck using your DoD identification number.

For more information, visit [TSA.gov](https://www.tsa.gov).

Employer Support of the Guard and Reserve (ESGR)

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

To be eligible for protection under USERRA, 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

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

USERRA requires employers to provide the following:

- Allow employees to participate in military service
- Reinstatement of health insurance
- Prompt reinstatement into job following military service



U.S. Navy photo by Mass Communication Specialist 1st Class Marcus L. Stanley

- Training or retraining of job skills
- Accumulation of seniority, including pension benefits
- Protection against discrimination

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



Statutory Authority

ESGR does not have statutory authority to enforce, but serves as a neutral, free resource to employers and service members.

ESGR's ombudsmen mediate issues relating to compliance with USERRA.

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

Service Members

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

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

Ombudsman Services

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

Navy-Marine Corps Relief Society (NMCRS)

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

NMCRS provides financial assistance to eligible recipients in the form of interest-free loans and grants to meet emergency needs. The mission of the NMCRS is to provide, in partnership with the Navy and Marine Corps, financial, educational and other assistance to members, eligible family members and survivors when in need; and to receive and manage funds to administer these programs.



Eligibility

- Active-duty and retired Navy and Marines Corps personnel and their eligible family members
- Eligible family members of Navy and Marine Corps personnel who died on active duty or in a retired status
- Widows and mothers (65 years or older) of deceased service members who have limited resources and no family to provide for their welfare
- Reservists on extended active duty for 30 days or more

Military Funeral Honors

Military funerals are conducted to recognize the proud American tradition of honorable service men and women have dedicated to their country. Our nation regards the memorializing of its military deceased as an honorable and sacred obligation. Rendering military funeral honors reflects the high regard and respect accorded to military service and demonstrates military professionalism to the nation and the world.

Navy military funeral honors is a total force mission. Active-duty personnel and Reserve component members, including members of the National Guard (in title 32 status) may perform this mission. Retirees may participate as a third detail member (bugler only).

A funeral honors detail, at a minimum, performs at the funeral a ceremony that includes the folding of a U.S. flag, presentation of the flag to the designated flag recipient, and the playing of Taps. At least two uniformed members of the armed forces will be present to perform the honors. The service will only be rendered once per eligible veteran.

Who is eligible for military funeral honors?

- Military members who died while on active duty or in the Selected Reserve
- Former military members who served on active duty or in the Selected Reserve and were discharged under other than dishonorable conditions
- Former military members who completed at least one term of enlistment or period of initial obligated service in the Selected Reserve and were discharged under other than dishonorable conditions

Assistance with determining eligibility may be obtained through the National Archives at <http://www.archives.gov/veterans> or 314-801-0800.

For further clarification on eligibility, refer to DoD Instruction 1300.15 (military funeral honors support).



Courtesy Asset photo by Josh Snider

Legal Assistance

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

Eligibility

Reserve Sailors on active duty for 30 days or more 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.

As resources permit, upon completion of a deployment or mobilization for 30 days or more, Reserve Sailors and dependents continue to be eligible to receive demobilization briefings and legal assistance for a period of time.

Upon receipt of orders, Reserve personnel who have been identified for mobilization to active duty (even for periods under 30 days) are eligible for pre-mobilization legal counseling and legal assistance. Pre-mobilization assistance typically consists of drafting or updating wills, advance medical directives and powers of attorney if resources are available.

Additionally, other assistance may be provided to Reserve Sailors if it relates to recall or mobilization. For example, 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) <https://scra.dmdc.osd.mil/> and the Uniformed Services Employment and Reemployment Rights Act (USERRA) <https://www.esgr.mil/USERRA/USERRA-for-Servicemembers>.

Pre-mobilization assistance is also available to dependents if the Reserve Sailor's orders are for 30 days or more.

Region Legal Service Offices provide assistance in:

- Consumer/financial affairs
- Family law
- Foreclosure advice/counseling
- Immigration
- Notary services
- Powers of attorney
- Landlord/tenant matters
- Servicemembers Civil Relief Act
- Small claims court matters
- Wills and estate planning

Navy Reserve Chaplains

Whatever their backgrounds, beliefs and duties, Sailors, Marines and the men and women of the Coast Guard have spiritual needs that must be met. Religious Ministry Teams, consisting of a Chaplain and Religious Program Specialist (RP), support spiritual needs, guiding service members and their families through life's challenges.

More than 200 religious organizations sponsor religious ministry professionals for military chaplaincy. The Navy Reserve has over 230 chaplains who are endorsed from one of these organizations. Chaplains provide worship and instruction for members of their own faith group, facilitate for those of other faith groups and provide care and counsel to all military members, regardless of religious faith. Chaplain services are available to any Reserve Sailor or family member:

- Stress in relationships or within the Navy
- Deployment/mobilization and reintegration — whether for the first time or multiple deployments

- Marriage/relationship/moral/ethical issues
- Religious/spiritual questions

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. Chaplains provide religious ministry that is faith specific, and can also facilitate religious ministry for faiths other than their own. They also advise leaders at all levels regarding morale, ethics and spiritual well-being.

Idea Portal / Policy Board

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 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 the submissions to the Idea Portal that are assigned to them 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.

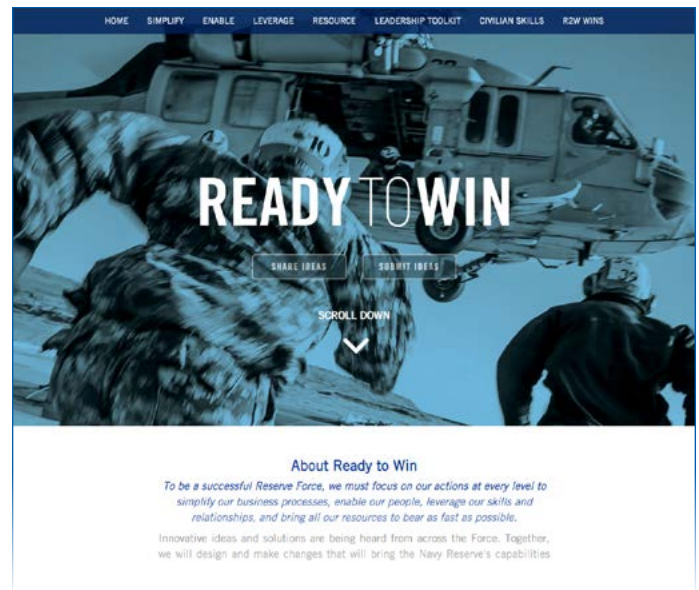
If your idea is accepted, the board will then recommend the issue directly to CNRFC and CNR for consideration so that a

The board is made up of a diverse group of SELRES and FTS officers and enlisted Sailors, who review, research and discuss every idea submitted through the Idea portal page...



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. And 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 NOSC's greater than 150 Sailors. The increase will be a phased approach based on community manager restraints to fill new billets

We have a Navy Reserve force full of great ideas and innovations from all ranks — let your voice be heard, submit your ideas today.

Military Lodging

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

Eligibility

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

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

Available Facilities

Military lodging facilities run the gamut from modern resorts to mountain cottages. There are limited-service hotels built specifically for families arriving at a new duty station as well as

full-service recreational facilities. Below are the types of facilities you can expect to find:

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

Community Recreation Tickets and Travel

Before hitting the area's theme parks or planning your next vacation to Disney World, check with your local Community Recreation Tickets & Travel (CRTT) office (formerly Information, Tickets and Tours or ITT) for discounted tickets. Morale Welfare and Recreation (MWR) Tickets & Travel offer tickets to parks, museums, movie theaters, concerts and theme parks such as Walt Disney World, Sea World and Universal Studios.

Eligibility

Available to active duty, retirees, Department of Defense (DoD) civilians, Reservists and family members accompanied with a military ID card; your military ID provides you and your family a great opportunity for discounted recreation and entertainment opportunities.

Generally, you can take advantage of CRTT or leisure travel services if you can provide proof of DoD affiliation, typically with an ID card or a leave and earnings statement. Also eligible are retired service members; gray area retirees, National Guard and Reserve members who have retired but are not yet 60 years old, and their family members; DoD Civilians and non-appropriated fund personnel.

Whether you and your family enjoy sporting events, shows, amusement parks, museums or historic sites, you can explore dozens of opportunities for fun and relaxation through your local CRTT office.

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). Or visit us online: www.navymwr.org

Space-Available Travel (Space-A)

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

Eligibility

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

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

Military planes (and planes contracted by the military) have mission assignments throughout the world and often offer empty seats to eligible passengers. Although seats on Space-A travel cannot be reserved the same as on civilian flights, available seats are offered to registered passengers a few hours before the flight departs.

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

How much does it cost?

In general, flying Space-A is at no cost to eligible passengers. However, some contracted flights charge passengers a small fee and there may be a required departure tax if you are traveling internationally. On many flights, meal service is not available, but you may have an opportunity to buy a boxed meal before the flight.

Where do the flights leave from?

Space-A opportunities may be available on DoD-controlled aircraft missions from military passenger terminals and other locations throughout the United States and around the world. You must register for flights at each passenger terminal. Policies and procedures for Space-A travelers vary by installation, so make sure you understand the rules for registration at each terminal from which you are trying to fly. You can access Space-A links for more information at: <http://spacea.net/misc-space-links>.

Where can I find flight schedules?

For security, in-advance military flight information is not generally published online. Many daily flight schedules can be found on Facebook through the Space-A terminal site collection at www.spacea.net/social. Another way to find out about Space-A

opportunities is to call the passenger terminal directly. The busiest terminals often have regularly scheduled flights and offer the best opportunity for Space-A seats.

How do I sign up?

To fly Space-A, eligible passengers must register at the military passenger terminal(s) from which they wish to depart. Seating is competitive based on category and date/time of registration. Uniformed service members on active-duty orders must be on leave or liberty status when registering. Reserve Sailors not on active-duty orders and traveling for leisure can register up to 60 days in advance (some terminals have different requirements) but are placed in a lower category than Sailors on active-duty orders in a leave or liberty status. When signing up, make sure you have your military ID and leave papers, if not activated have DD form 1853. Some terminals accept fax or email sign up. Procedures vary by terminal. You can register for return flights after your leave or liberty starts.

Additional Space-A links specific to Reservists and retirees:

<http://www.spacea.net/faq/reservist>

<http://www.spacea.net/faq/reservist-dependents>

<http://www.spacea.net/faq/can-gray-area-retirees-travel-space>



Navy App Locker

The Navy App Locker is an app version of the U.S. Navy's associated website, www.applocker.navy.mil and provides Navy Sailors, civilians and family members a central location to view mobile applications, review detailed information about Navy-developed apps and have streamlined access to their device's appropriate app store. The Navy App Locker assures users the apps they are downloading were developed by the Department of the Navy and contain relevant, up-to-date information.



Ready-2-Serve (R2S) is the Navy Reserve's mobile application providing today's Reserve force the ability to deliver and receive digital information and access essential services anytime, anywhere and on any device.



The Navy Reserve E-lodging (NREL) app enables Reservists to easily submit and manage requests for drill weekend lodging. It allows your command to receive requests and book rooms online.



Navy Uniforms offers information on Navy uniforms from a variety of Department of the Navy sources and organizes it all into one simple, searchable app. Sources include the most recent NAVADMINs, policy updates, FAQs and illustrations.



MyNavy Portal app delivers administrative human resources, personnel, pay and training services to Sailors.



Navy Financial Literacy application provides Navy personnel with information to help them achieve their personal financial goals and meet the Navy's financial literacy education requirements.



The Navy COOL app is a toolbox providing credentialing and career resources to Sailors, guiding informed professional development decisions throughout a Navy career and after military service.



The New to the Navy app is for those Sailors (enlisted and officers) who are fresh out of boot camp or officer candidate school and ready to report to their first command.



The FMS Calculator App calculates projected Final Multiple Scores (FMS) for Navy enlisted Sailors, ranging from paygrades E3 to E6 looking to be advanced to paygrades E4 to E7.



Navy PFA is the official navy physical fitness assessment app that provides Sailors with all the physical readiness program information they needed to maintain optimal health, fitness, and readiness according to Navy standards.



eDIVO is a mobile leadership and management tool that provides easy access to the most commonly used and referenced official U.S. Navy information and resources in an easily understood and accessible format.



The U.S. Navy Ratings and Military Rank reference apps provide a fun and easy way to learn Navy ratings, military ranks and insignia across all branches of the military.



The Navy Family Accountability and Assessment System (NFAAS) app brings the emergency preparedness information Sailors and family members need to know and prepare for in the event of an emergency or disaster.



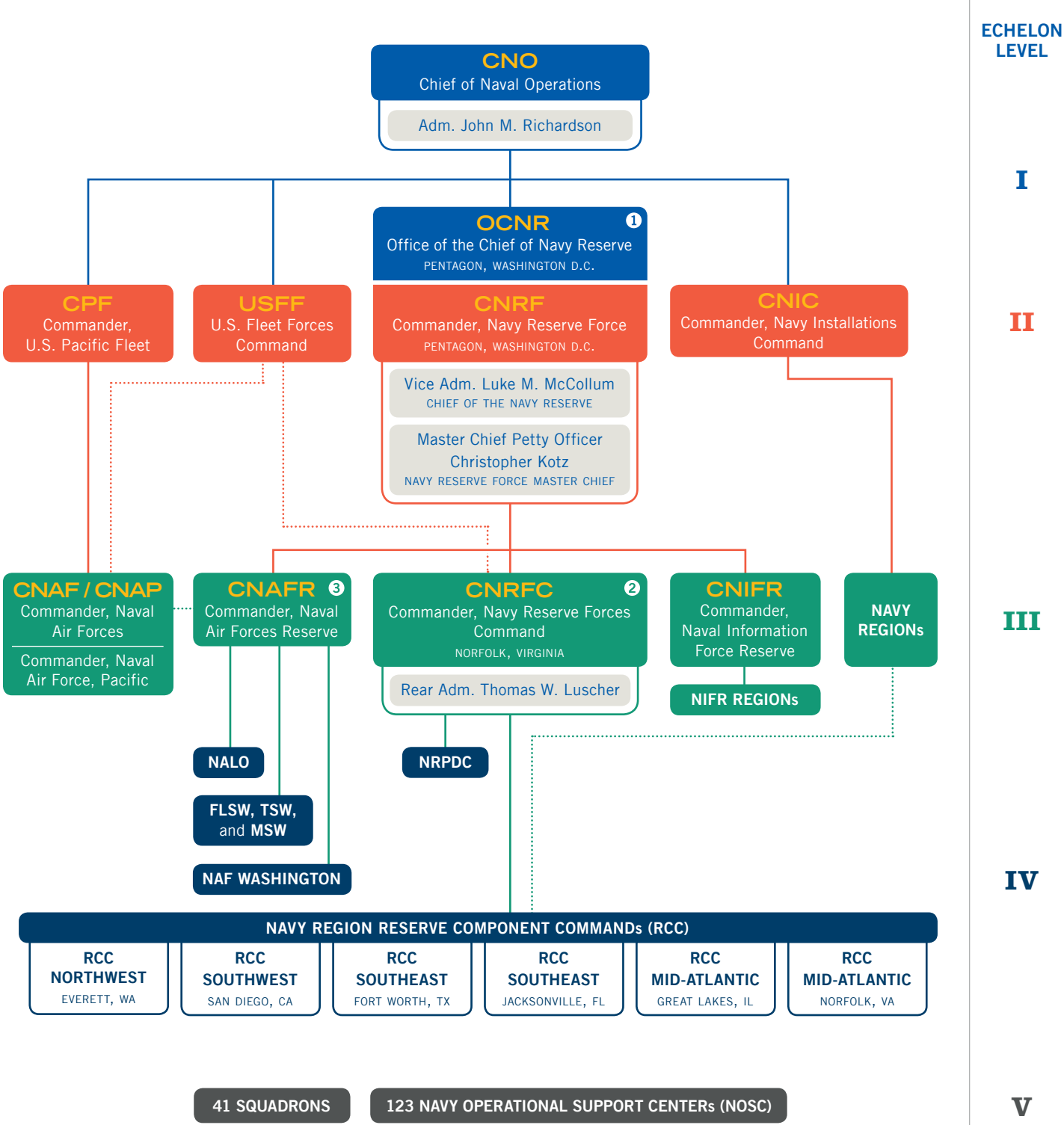
The Navy's Domestic Violence Prevention – All Hands (DVP-AH) app is a mobile training and resource tool providing easy access to information and instructions regarding the prevention of domestic violence and child abuse.



The Pregnancy and Parenthood app provides Navy administrative guidance for service members, families and commands. The app includes Navy guidance regarding assignments, retention, separation, standards of conduct and much more.

Check the Navy App locker website regularly for new apps that may be in development to assist in your Navy career and life.

Navy Reserve Force Organization



NAVY RESERVE FORCE

PHONE DIRECTORY



CHIEF OF NAVY RESERVE • (703) 693-5757

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

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

COMMANDER, NAVAL INFORMATION FORCE RESERVE • (800) 544-9962

If you find any information in this directory is in error, please email corrections to TNR at cnrfc_pao@navy.mil.

NAVREG NORTHWEST RCC EVERETT (425) 304-3899

ANCHORAGE, AK
(907) 384-6525

BILLINGS, MT
(406) 248-2090

BOISE, ID
(208) 422-6289

CHEYENNE, WY
(307) 773-6500

DES MOINES, IA
(877) 285-5581

EVERETT, WA
(425) 304-3899

FARGO, ND
(877) 470-9833

HELENA, MT
(406) 449-5725

KITSAP, WA
(360) 627-2203

MINNEAPOLIS, MN
(612) 713-4600

OMAHA, NE
(402) 232-0090

PORTLAND, OR
(503) 285-4566

SIOUX FALLS, SD
(877) 481-4728

SPOKANE, WA
(509) 327-3346

SPRINGFIELD, OR
(541) 915-2391

WHIDBEY ISLAND, WA
(360) 632-7463

NAVREG SOUTHWEST RCC SAN DIEGO (619) 532-1842

ALAMEDA, CA
(510) 814-2605

ALBUQUERQUE, NM
(505) 379-1366

DENVER, CO
(866) 864-2575

FORT CARSON, CO
(866) 220-0666

GUAM, GU
(671) 777-4233

LEMOORE, CA
(559) 998-3778

LAS VEGAS, NV
(702) 632-1455

LOS ANGELES, CA
(323) 980-7131

MORENO VALLEY, CA
(951) 656-1199

NORTH ISLAND, CA
(619) 302-1953

PEARL HARBOR, HI
(866) 729-0715

PHOENIX, AZ
(602) 484-7292

RENO, NV
(866) 401-1865

SACRAMENTO, CA
(866) 254-6450

SALT LAKE CITY, UT
(866) 426-1375

SAN DIEGO, CA
(866) 843-0431

SAN JOSE, CA
(866) 560-6775

TUCSON, AZ
(866) 392-9623

VENTURA COUNTY, CA
(805) 982-6106

NAVREG SOUTHEAST RCC FORT WORTH (800) 201-4199

AMARILLO, TX
(866) 804-1627

AUSTIN, TX
(512) 458-4154

CORPUS CHRISTI, TX
(361) 961-2241

EL PASO, TX
(866) 684-8277

FORT WORTH, TX
(817) 782-1800

GULFPORT, MS
(866) 502-1271

HARLINGEN, TX
(866) 797-9276

HOUSTON, TX
(713) 502-2731

KANSAS CITY, MO
(866) 813-0498

LITTLE ROCK, AR
(501) 771-1661

NAVREG MID-ATLANTIC RCC GREAT LAKES (866) 535-8538

AKRON, OH
(330) 491-3450

AVOCA, PA
(570) 457-8430

BATTLE CREEK, MI
(269) 968-9216

CHICAGO, IL
(847) 688-3760

CINCINNATI, OH
(513) 221-0138

COLUMBUS, OH
(614) 492-2891

DECATUR, IL
(217) 875-1733

DETROIT, MI
(586) 239-6289

EBENSBURG, PA
(866) 527-6599

ELEANOR, WV
(304) 586-0326

ERIE, PA
(866) 769-2356

GREEN BAY, WI
(920) 336-2444

HARRISBURG, PA
(888) 879-6649

INDIANAPOLIS, IN
(317) 339-7242

LEHIGH VALLEY, PA
(866) 527-6597

LOUISVILLE, KY
(866) 586-3457

MADISON, WI
(608) 249-0129

MILWAUKEE, WI
(414) 744-9764

PEORIA, IL
(309) 697-5755

PITTSBURGH, PA
(866) 580-4045

ROCK ISLAND, IL
(309) 782-6084

SAGINAW, MI
(989) 754-3091

TOLEDO, OH
(419) 666-3444

YOUNGSTOWN, OH
(330) 609-1900

NAVREG MID-ATLANTIC RCC NORFOLK (757) 341-5874

BALTIMORE, MD
(410) 752-4561

BANGOR, ME
(207) 974-1301

BUFFALO, NY
(866) 689-9952

CHARLOTTE, NC
(704) 598-0447

EARLE, NJ
(866) 340-4593

FORT DIX, NJ
(609) 901-0061

GREENSBORO, NC
(866) 278-2371

LONG ISLAND, NY
(631) 768-3250

MANCHESTER, NH
(866) 289-8433

NEW CASTLE, DE
(302) 326-7792

NEW LONDON, CT
(860) 694-6565

NEW YORK CITY, NY
(866) 372-5618

NEWPORT, RI
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(316) 683-3491

Common Acronyms

A

AA - Authorized Absence
AAFES - Army and Air Force Exchange Service
ABSC - Active Billet Sequence Code
AC - Active Component
ADOS - Active Duty for Operational Support
ADSW - Active Duty for Special Work
ADT - Active Duty Training
AFTP - Additional Flight Training Period
AO - Area of Operations
AOI - Area of Influence
AOR - Area of Responsibility
ASOSH - Annual Statement of Service History
ASP - Active Status Pool
AT - Annual Training
ATP - Additional Training Period
AUIC - Active Unit Identification Code

B

BAH - Basic Allowance for Housing
BAS - Basic Allowance for Sustainance
BOL - Bupers Online
BRS - Blended Retirement System
BUDS - Basic Underwater Demolition School
BUMED - Bureau of Medicine and Surgery

C

CACO - Casualty Assistance Calls Officer
CAI - Cross-Assigned In
CAO - Cross-Assigned Out
CEC - Civil Engineering Corps
CEI - Civilian Employment Information
CFL - Command Fitness Leader
CHC - Chaplain Corps
CITF - Criminal Investigative Task Force
CJSOTF - Combined Joint Special Operations Task Force
CJTF - Combined Joint Task Force
COB - Close of Business
COLA - Cost of Living Allowance
CMS/ID - Career Management System Interactive Detailing
CNAFR - Commander, Naval Air Force Reserve
CNIC - Commander Navy Installations Command
CNR - Chief of Navy Reserve
CNRC - Commander, Navy Recruiting Command
CNRF - Commander, Navy Reserve Force
CNRFC - Commander, Navy Reserve Forces Command
COMRATS - Commuted Rations
CONUS - Inside the Continental United States
COCOM - Combatant Commander
CSG - Carrier Strike Group

D

DECA - Defense Commissary Agency
DCO - Direct Commission Officer
DDS - Direct Deposit System
DEERS - Defense Eligibility Enrollment Reporting System
DEMOB - Demobilization
DFAC - Dining Facility
DFAS - Defense Finance and Accounting System
DJMS - Defense Joint Military System
DOD - Department of Defense
DODI - Department of Defense Instruction
DRT - Deployment Readiness Training
DTS - Defense Travel System

E

ECRC - Expeditionary Combat Readiness Center
EDM - Enhanced Drill Management
EOS - Expiration Of Service
ESG - Expeditionary Strike Group
ESGR - Employer Support of the Guard & Reserve
ET - Equivalent Training
ETA - Estimated Time of Arrival
ETD - Estimated Time of Departure

F

FHD - Funeral Honors Drill
FOB - Forward Operating Base
FOUO - For Official Use Only
FTS - Full Time Support

G

GTCC - Government Travel Credit Card

I

IA - Individual Augmentee/Information Assurance
IAP - In Assignment Processing
IDC - Information Dominance/Independent Duty Corpsman
IDT - Inactive Duty Training
IDTT - Inactive Duty Training Travel
IG - Inspector General
IMS - Individual Mobilization Status
IRR - Individual Ready Reserve
ISAF - International Security Assistance Force
IW - Information Warfare

J

JCS - Joint Chiefs of Staff
JRB - Joint Reserve Base
JSOC - Joint Special Operations Command
JSOTF - Joint Special Operations Task Force

<p>JTF GTMO - Joint Task Force Guantanamo Bay JTF HOA - Joint Task Force Horn of Africa</p> <p>M</p>	<p>P</p>
<p>MAP - Meritorious Advancement Program MCAG - Maritime Civil Affairs Group MESF - Maritime Expeditionary Security Force MILPERSMAN - Military Personnel Manual MIUW - Mobile Inshore Undersea Warfare MNCC - My Navy Career Center MOB - Mobilization MRE - Meals Ready-to-Eat MTT - Military Transition Teams</p> <p>N</p>	<p>PAYPERSMAN - Navy Pay and Personnel Procedures Manual PCS - Permanent Change of Station PFA - Physical Fitness Assessment POC - Point of Contact POV - Privately Owned Vehicle PRC - Presidential Reserve Call-up PRD - Projected Rotation Date PRIMUS - Physician Reservists in Medical Universities and Schools PRT - Physical Readiness Test/Provincial Reconstruction Team</p> <p>R</p>
<p>NAF - Naval Air Facility NAS - Naval Air Station NAT - New Accession Training NAVELSG - Navy Expeditionary Logistics Support Group NAVSTA - Naval Station NAVET - Navy Veteran NCO - Noncommissioned Officer NCS - National Call to Service NEC - Navy Enlisted Classification (or Code) NECC - Navy Expeditionary Combat Command NEX - Navy Exchange Service NOBC - Navy Officer Billet Classification (or Code) NOE - Notice Of Eligibility NOSC - Navy Operational Support Center NP2 - Navy Pay and Personnel NPQ - Not Physically Qualified NR - Navy Reserve NRA - Navy Reserve Activity NRIP - Navy Reserve Intelligence Program NROTC - Naval Reserve Officer Training Corps NROWS - Navy Reserve Order Writing System NRPDC - Navy Reserve Professional Development Center NSA - Naval Support Activity NSIPS - Navy Standard Integrated Personnel System</p> <p>O</p>	<p>RBSC - Reserve Billet Sequence Code RC - Reserve Component RCC - Reserve Component Command RCHB - Reserve Cargo Handling Battalion RESFORON - Reserve Force Squadron RESPERSMAN - Navy Reserve Personnel Manual RMP - Readiness Management Period RTB - Reserve Transition Benefits RTSS - Reserve Training Support System RUAD - Reserve Unit Assignment Document RUIC - Reserve Unit Identification Code RWW - Returning Warrior Workshop</p> <p>S</p> <p>SAU - Squadron Augment Unit SECNAV - Secretary of the Navy SELRES - Selected Reservist SNCO - Staff Non-Commissioned Officer SOP - Standard Operating Procedure SSO - Strategic Sealift Officer</p> <p>T</p>
<p>OCNR - Office of the Chief of Navy Reserve OCONUS - Outside the Continental United States OCO - Oversea Contingency Operations OCS - Officer Candidate School OIC - Officer In Charge OJT - On the Job Training OLA - Office of Legislative Affairs OPNAV - Office of Chief of Naval Operations OPSEC - Operational Security OPTEMPO - Operational Tempo ORM - Operational Risk Management OSD - Office of the Secretary of Defense OSO - Operational Support Officer</p>	<p>U</p> <p>UA - Unauthorized Absence UCMJ - Uniform Code of Military Justice UMA - Uniform Maintenance Allowance UMUIC - Unit Mobilization Unit Identification Code USC - United States Code</p> <p>V</p> <p>VTU - Volunteer Training Unit</p> <p>Y</p> <p>YQS - Years of Qualifying Service YRPS - Yellow Ribbon Program Specialists</p>

