

# TNR



# ALMANAC

2024





THE NAVY RESERVIST • ALMANAC 2024

The career of a Navy Reservist is challenging. These citizen Sailors delicately balance Navy service, family and a civilian career. TNR Almanac serves to inform on processes, programs and resources to ensure Reserve Sailors are warfighting ready. The goal of this product is to provide Navy Reserve Sailors with a foundation to help understand and manage a part-time military career alongside a full-time civilian life.

THIS EDITION IS DESIGNED AS A COMPANION PIECE TO RESOURCES LOCATED ON THE WEB AND MOBILE AT NAVYRESERVE.NAVY.MIL

LEADERSHIP

- Vice Adm. John B. Mustin**  
Chief of Navy Reserve  
Commander, Navy Reserve Force
- Rear Adm. Mike Steffen**  
Deputy Commander, Navy Reserve Force  
Commander, Navy Reserve Forces Command
- Rear Adm. Bradley Dunham**  
Commander, Naval Air Force Reserve  
Deputy Commander, Naval Air Forces
- Rear Adm. Greg Emery**  
Commander, Naval Information Force Reserve  
Deputy Commander, Naval Information Forces

TNR STAFF

- Cmdr. Robert Myers**  
Force Public Affairs Officer  
Editor in Chief
- Lt. Sydney Lijo**  
Deputy Force Public Affairs Officer  
Senior Editor
- MCC Scott M. Wichmann**  
Managing Editor  
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- MC1 Jacob D. Bergh**  
Associate Art Director / Editor  
Layout and Design
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Contributing Staff
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Contributing Staff
- MC2 David C. Warren**  
Contributing Staff



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

ARCHIVE AND NEWS: Current and past issues of TNR are available at: [www.navyreserve.navy.mil](http://www.navyreserve.navy.mil). Follow the Navy Reserve on Facebook, Twitter, LinkedIn and Instagram. Additional Navy Reserve news can be found on the Defense Visual Information Distribution Service (DVIDS) at: <https://www.dvidshub.net/unit/CNRF>.

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TNR Magazine, COMNAVRESFORCOM (N00P)  
1915 Forrestal Drive, Norfolk, VA 23551-4615  
(757) 445-8500



## SHIPMATES.

Every year, I look forward to the annual Almanac issue of The Navy Reservist. Since its inception, TNR has been an indispensable voice for our Navy Reserve family, and a valuable resource for each of us as we balance our service, our families and our civilian careers. Bursting at the seams with current, relevant and impactful information, the TNR Almanac helps us maintain our focus on warfighting readiness by simplifying each Sailor's ability to navigate what it takes to succeed both in the Navy and in the Navy Reserve. So, bookmark this issue, refer to it often, dog ear important sections, and keep it at the ready. I'm sure you will find many occasions during the year when knowing where to find the right information...inside of the TNR Almanac...will validate its utility.

Nearly four years ago, we began transforming the Navy Reserve Force. During this period, as we moved into an unprecedented era of global strategic competition, we established Warfighting Readiness our singular priority. And while we should be proud of how far we have come, we still have work to do. To stay ahead of the pacing challenges presented by our adversaries, we are compelled to continue refining how we are designed, how we work, and what we deliver. Your commitment to innovation, operational efficiency, and your ability to perform in your mobilization billet will keep us focused on the right things. And that focus will keep us fair in the channel should our nation be drawn into conflict.

A cornerstone of our comprehensive efforts has been our investments in modern IT systems, current software, cloud-based connectivity, and access. The application of these technological tools also opens the aperture of our thinking, particularly as we seek new ways to work by bringing more efficiency and effectiveness into our workflows. In this issue, you will find important updates demonstrating how the implementation of Adaptive Mobilization has fundamentally reshaped our readiness and response framework.

The magnitude and complexity of these changes are critical to enabling us to deploy our Sailors more responsively and effectively. And the establishment of the Mobilization and Deployment Support Command is central to our mass mobilization capability, orchestrating the myriad logistical and administrative requirements associated with 50,000 simultaneous Sailor mobilizations to enhance our operational tempo. All of these efforts, and many more, are designed to optimize the value of your time in uniform, so you can spend less time chasing paperwork and more time on what matters most – warfighting readiness.

What I've described is barely the tip of the iceberg of what you will find within the pages of this essential guide. Armed with the TNR Almanac, you won't struggle to recall critical timelines such as Evaluation/Fitness Report dates, board schedules, examination cycles, or important facts like the 2024 Pay Chart. And the Almanac also provides comprehensive information on services like Fleet & Family Support Programs, emphasizing our dedication to the well-being of our Navy Reserve family.

## TRANSFORMING THE FORCE: JUST THE TIP OF THE ICEBERG



**"A CORNERSTONE OF OUR COMPREHENSIVE EFFORTS HAS BEEN OUR INVESTMENTS IN MODER I.T. SYSTEMS, CURRENT SOFTWARE, CLOUD-BASED CONNECTIVITY AND ACCESS."**

The Almanac is a vital resource for every stage of your Navy career, designed to guide, inform, and support you in achieving operational excellence and personal growth. It's a tool that embodies our journey towards a future where the Navy Reserve is continuously ready, trained and available as demonstrated by our collective warfighting readiness. I invite you to leverage this comprehensive resource to enhance our warfighting capabilities and continue our collective journey towards excellence.

Keep up the great work, Shipmates...and keep this issue close.

**NOW, LET'S GET BUSY.**



*[Signature]*

Vice Adm. John B. Mustin  
Chief of Navy Reserve  
Commander, Navy Reserve Force

## PROGRAMS TO SUPPORT OUR SAILORS AND THEIR FAMILIES



**"AS THESE PROGRAMS DEMONSTRATE, THE NAVY RESERVE IS AGGRESSIVELY INVESTING IN EACH SAILOR TO BE FULLY TRAINED AND MOBILIZATION READY."**

I'll start by thanking the public affairs team for putting this Almanac together, making this issue a one-stop source of Navy knowledge to help you – and your families – navigate your naval career. Of special note is the information on all the new programs now available geared for improving the lives of each of our Sailors and your families. I encourage you to read it thoroughly from cover to cover and refer to it often. In fact, share it with your loved ones. You'd be surprised how much they appreciate the information.

Adm. Lisa Franchetti, Chief of Naval Operations, outlines in her "America's Warfighting Navy" principles under Warfighters: Strengthen the Navy Team, "We will build strong warfighting teams, recruiting and retaining talented personnel from across the rich fabric of America. We will provide world-class training and education to our Sailors and civilians...and we will look after our families and support networks, who enable us to accomplish our warfighting mission." Of NRRI's four lines of effort, Develop the Force is specifically focused on the well-being of our Navy family.



*[Signature]*

Master Chief Petty Officer Tracy Hunt  
Navy Reserve 17th Force Master Chief

Let's start with a program that will help many of our military families with children attend their drill weekends. The Navy Reserve Force Weekend Drill Childcare Pilot Program was rolled out to address the childcare needs of Reserve Sailors. It is presently available in fleet-concentration areas of San Diego, Kitsap/Bremerton, Wash., and Jacksonville, Fla., with expansion planned for locations in New Orleans, La., Fort Worth, Texas, Ventura, Calif., and Baltimore, Md. In addition, there is collaboration with neighborhood community organizations to further expand availability of childcare options for our Reserve military families. I know that this is a convenience to many of our Sailors.

The Navy Reserve is a strong supporter of Sailor education because a better-educated Force is a better-prepared Force. To augment existing education resources, Tuition Assistance (TA) is now available to our Reserve Sailors providing you an opportunity to complete a degree through the U.S. Naval Community College. TA allows concurrent enrollment in up to two courses. This is in addition to existing education programs including Post 9/11 and Montgomery GI Bill, Navy College Program for Afloat College Education (NCPACE), and Defense Information School.

To facilitate the transition from Active Duty to the Reserve Force we have developed a strategic communication strategy to promote advances we've made to streamline the process and attract individuals who wish to continue to serve our nation while pursuing personal goals like starting a family, returning to college, or starting a business. Navy Recruiting Reserve Command (NRRC) was established in 2023, to cultivate the recruitment of Sailors specifically into the Reserve. This is a historic-first for the Navy Reserve. For year-to-date NRRC has recruited at 102% of goal with a projected goal of 5,406 for fiscal year 2024, exceeding forecast.

Mental health is essential to having a robust warfighting force and we are committed to the health and welfare of our Sailors. It is critical we have physical, intellectual, and mental resilience so we perform when called to service. In alignment with CNO's America's Warfighting Navy, mental health is a top-critical priority for each member of the Reserve Force that we continue to invest in mental health services, peer-to-peer support groups and counseling services. There are several resources available to help in the areas of mental health, suicide awareness and prevention, military sexual trauma, domestic abuse and marital or family issues. Many of our resources are available 24/7.

As these programs demonstrate, the Navy Reserve is aggressively investing in each Sailor to be fully trained and mobilization ready. While I am very proud to report that we have come a long way, there is still much to do. It comes down to a culture of continuous improvement. Achieving and maintaining Warfighting Readiness is the end-state of our modernization efforts. All the progress we've made over the last four years is proof that our winning team – can accomplish a cultural shift, aggressively and decisively. I am inspired we can accomplish even more. Thank you for your service and please pass my thanks to your family and friends for their continued support.

**KEEP PUSHING FORWARD!**



# Event Calendar

EVAL AND FITREP PERIODIC CALENDAR				
OFFICER			ENLISTED	
	MIDTERM	SIGNED	MIDTERM	SIGNED
JAN	O6	O3	E3, E2, E1	
FEB		O2		
MAR	W2, W1	W5, W4, W3	E8, E7	E5
APR	O4	O5		E9
MAY		O1	E6	
JUN				E4
JUL	O3	O6		E3, E2, E1
AUG	O2			
SEP	W5, W4, W3	W2, W1	E5	E8, E7
OCT	O5	O4	E9	
NOV	O1			E6
DEC			E4	

2024 BOARD SCHEDULE			
SELRES LDO, CWO	9 JAN	TAR/SELRES O4 LINE	10 JUN
CMC/CSC SCREEN	30 JAN	TAR/SELRES E7	28 MAY
TAR/SELRES O6 LINE	29 JAN	TAR/SELRES O4 STAFF	20 MAY
TAR/SELRES O6 STAFF	27 FEB	SELRES W5/W4/W3	30 MAY
TAR/SELRES O5 STAFF	27 FEB	APPLY BOARD	12 AUG
SELRES CEC CMD	30 JAN	TAR RETENTION	16 SEP
TAR/SELRES E8/E9	4 MAR	TAR/SELRES MAJ CMD	16 SEP
TAR/SELRES O5 LINE	5 MAR	RC NATL SEC COURSE*	APR, JUN
TAR/SELRES AVIAT CMD	11 MAR	JOINT WARFIGHTING SCHOOL*	OCT
FTS TRNSFR REDES #2	22 APR	JPME, IN-RESIDENT*	DEC

\*Board held in Norfolk, VA at CNRFC. Dates subject to change

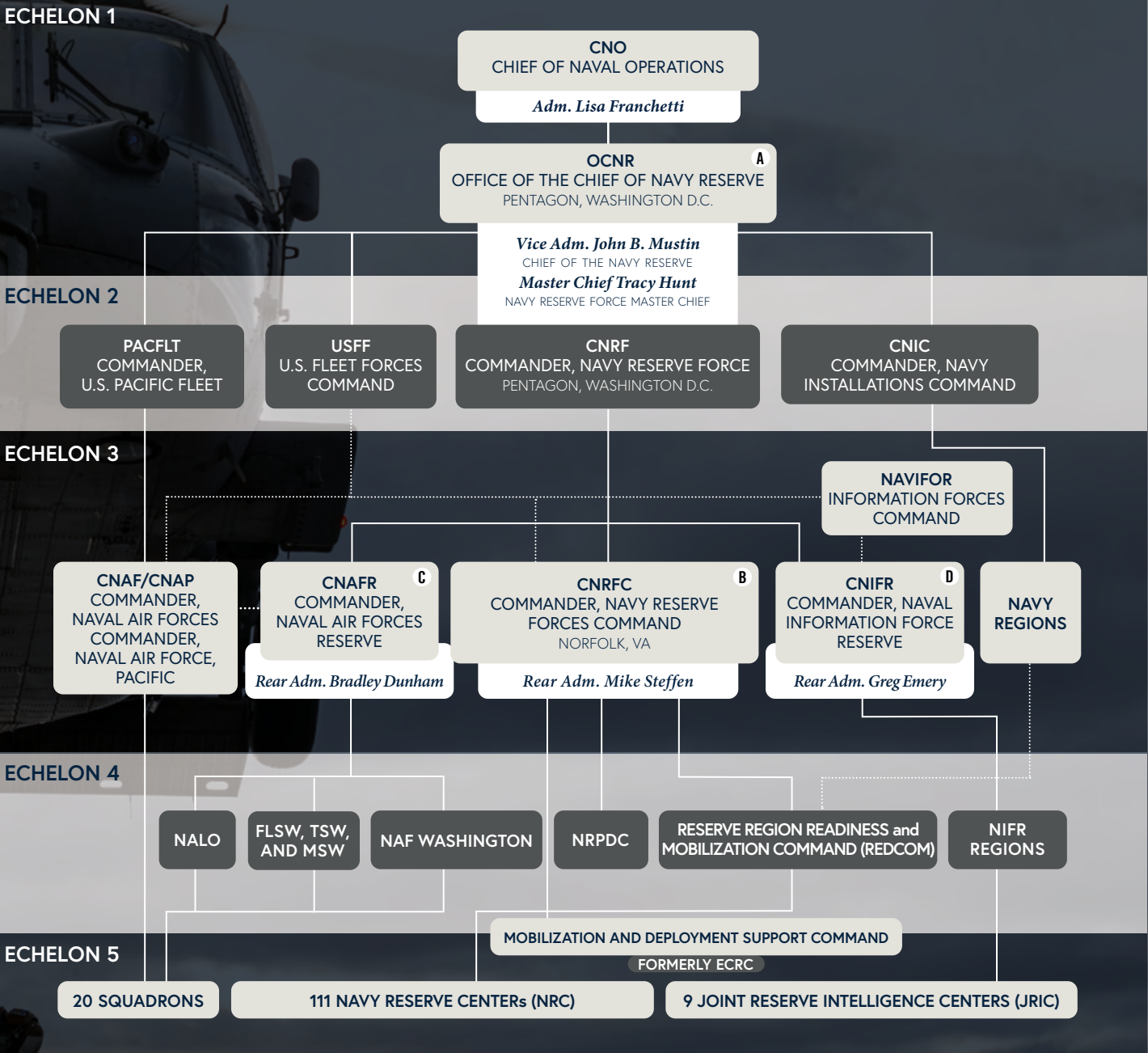
2024 ADVANCEMENT EXAM CYCLE				
SELRES			TAR	
E7	FEB		JAN	
E6	FEB	AUG	MAR	SEP
E5	FEB	AUG	MAR	SEP
E4	FEB	AUG	MAR	SEP

2024 FEDERAL HOLIDAYS	
NEW YEAR'S DAY	MON, 1 JAN
MARTIN LUTHER KING, JR. BIRTHDAY	MON, 15 JAN
WASHINGTON'S BIRTHDAY	MON, 19 FEB
MEMORIAL DAY	MON, 27 MAY
JUNETEENTH	WED, 19 JUN
INDEPENDENCE DAY	THURS, 4 JUL
LABOR DAY	MON, 2 SEP
COLUMBUS DAY	MON, 14 OCT
VETERANS DAY	MON, 11 NOV
THANKSGIVING DAY	THURS, 28 NOV
CHRISTMAS DAY	WED, 25 DEC

RETURNING WARRIOR WEEKENDS (RWW)*	
OUISVILLE, KY	12 APR
ARLINGTON, VA	19 APR
CHARLESTON, SC	19 JUL
SAN ANTONIO, TX	19 JUL
SEATTLE, WA	2 AUG
LAS VEGAS, NV	2 AUG

\*Dates subject to change. Visit [www.yellowribbon.mil](http://www.yellowribbon.mil) for latest RWW schedule

# Reserve Force Organization



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

— Administrative Control (ADCON)      ..... Additional Duty (ADDU)



# Our Mission

The mission of the Navy Reserve is to provide strategic depth and deliver operational capabilities to the Navy and Marine Corps team and Joint forces, in times of peace or war.

# Warfighting Readiness is Priority One

We are focused unambiguously on warfighting readiness. We will generate the combat power and critical strategic depth the Navy requires to prevail in conflict in an era of strategic competition. That's our job, and why we exist.

The Navy Reserve provides essential naval warfighting capabilities and expertise, strategically aligned with mission requirements - valued for our readiness, innovation, and agility.

**We deliver timely, cost-effective operational capabilities. Our flexibility, responsiveness, and ability to serve across a wide spectrum of operations clearly enhances the Navy Total Force.**

**We provide the Navy with strategic depth by maintaining unsurpassed individual, command, and force readiness. We are ready to surge forward - anytime, anywhere.**

**Our policies, processes and administrative systems are transparent and seamless, making it easier for sailors and their families to serve.**

**We are a diverse Force and provide opportunities for all Sailors through a continuum of service.**

Our actions and resources are fully aligned to achieve this vision. We value the service of every Sailor and recognize that their contribution can vary from a few days per year to full-time. We support our Sailors, civilian personnel, and their families. We also recognize and honor the civilian employers whose support enables service to our Navy and our Nation.



# NAVY RESERVE FIGHTING INSTRUCTIONS

DESIGN // TRAIN // MOBILIZE // DEVELOP

CNR's Fighting Instructions call on Reserve Sailors and units to focus efforts on warfighting readiness. This directive affects every Reserve Sailor. *Are you ready to fight on Day One?*

## DESIGN THE FORCE

Identify warfighting capabilities best suited for the Reserve component, which provide a clear benefit to the Navy — delivered at reduced cost, within acceptable risk, and optimized for warfighting readiness.

## TRAIN THE FORCE

Focus training efforts on preparing Navy Reserve Sailors for their mobilization billets, ensuring all Reserve Sailors are trained, ready to activate, and be able to fight on "Day One." Infuse the force with a sense of character in line with the Navy core values, diversity and culture.

## MOBILIZE THE FORCE

Develop and employ rapid mobilization processes like Adaptive Mobilization to ensure large-scale readiness for conflict against a peer or near-peer adversary. Expedite Personnel & Pay improvements for Reserve administrative and pay processes.

## DEVELOP THE FORCE

Implement improvements in Sailor development, talent management, and quality of life issues. Reinforce signature behaviors, eliminate destructive behaviors, and emphasize Sailor wellness. Increase retention and recruiting efforts, especially in high-demand fields. Deliver better access to benefits and enhanced family support services.

"Achieving strategic depth and improving warfighting readiness requires us to build on the hard work completed so far with a sense of urgency."

Vice. Adm. John B. Mustin  
Chief of Navy Reserve

U.S. NAVY  
RESERVE



[www.navyreserve.navy.mil](http://www.navyreserve.navy.mil)



# NAVY RESERVE



FIGHTING INSTRUCTIONS  
LINES OF EFFORT



## CREATE

In partnership with the Total Force Manpower Management enterprise, create a continuous, repeatable process for assessing and adjusting SELRES contribution to Total Force manpower requirements, as well as measuring fit and fill across units, missions, and functions.



## SCALABILITY

Design and implement a scalable online, real-time operational readiness assessment and reporting capability.

## DESIGN INITIATIVES:

- Optimize Warfighting
- Billet Prioritization
- Deliver Capability

## TRAIN INITIATIVES:

- Mob-to-Billet
- IA to Zero
- Signature Behaviors

# DESIGN

Identify warfighting capabilities best suited for the Reserve component, which provide a clear benefit to the Navy — delivered at reduced cost, within acceptable risk, and optimized for warfighting readiness.

# TRAIN

Focus training efforts on preparing Navy Reserve Sailors for their mobilization billets, ensuring all Reserve Sailors are trained, ready to activate, and be able to fight on "Day One." Infuse the force with a sense of character in line with the Navy core values, diversity, and culture.



## ALIGN

Align Navy Reserve force structures to Navy requirements relevant for Strategic Competition.



## IDENTIFY

Identify, resource, and employ reserve-specific capabilities that contribute to Navy and Joint Force warfighting readiness. Eliminate reserve capacity that adds little or no enabling or direct warfighting contribution.



## ESTABLISH

Establish and implement a force-wide process to define and validate training requirements, train and assess completion across the Force, and continually measure return on investment to inform future funding prioritization.



## FACILITATE

Facilitate Reserve Sailors' continuous and relevant learning and readiness by leveraging technology and automation efficiency, independent of classroom quota/capacity constraints.





## REFINE PROCESS

Improve and refine the mobilization process across the Force to enable timely response to all levels of operational need.



## EMPOWER

Navy Reserve has integrated leadership and problem-solving best practices that empower our people to achieve exceptional performance, combat readiness, toughness, and resilience.



## FOSTER

Foster an environment of enduring diversity, equity, and inclusion to ensure every Sailor can achieve their maximum potential.



## BUILD

Build warfighting resilience by embracing and serving the needs of Reserve Sailors and their families before, during, and after activation.

## MOBILIZE INITIATIVES:

- Adaptive Mobilization
- Navy Personnel and Pay (NP2)
- T-Ready Individual Training Plans (IDPs)
- ZipServe 5.0

## DEVELOP INITIATIVES:

- Culture of Excellence (COE)
- Enlisted Leader Development (ELD)
- Warrior Toughness

# MOBILIZE

Develop and employ rapid mobilization processes like Distributed Mobilization to ensure large-scale readiness for conflict against a peer or near-peer adversary. Expedite Personnel & Pay improvements for Reserve administrative and pay processes.

# DEVELOP

Foster a culture of excellence throughout the Force to maximize warfighting readiness. Reinforce Navy core values and signature behaviors, eliminate destructive behaviors, and emphasize Sailor and family well-being and readiness. Improve methods of educating, recruiting, retaining, and promoting our Sailors. Ensure Diversity, Equity, and Inclusion (DEI) are fully integrated throughout all personnel processes.



## REDUCE BURDEN

Design and implement activation and deactivation processes that reduce administrative burden, and eliminate unnecessary paperwork and duplicative requirements.



## MODERNIZE

Modernize and simplify the processes and tools for leaders and Sailors to manage Reserve Sailor mobilization readiness.



## MAXIMIZE

Maximize accession on-ramps, off-ramps and retention by enabling seamless transition opportunities between reserve and active service.



## IMPLEMENT

Implement a knowledge management (KM) capability that presents aggregated structured and unstructured data from across multiple platforms, enabling informed decision making at all levels for all manpower and personnel functions.





# PAY, DRILL & ORDERS

- RESERVE PAY
- DRILL PERIODS
- PROCESSING DRILL PAY
- PAY ASSISTANCE
- GTCC
- PAY CHARTS



## RESERVE PAY

Navy Reserve Sailors receive pay allowances for part-time service to the Navy. Reserve pay, also called “drill pay,” is based on a prorated amount of pay and allowances received while serving on Active Duty. Drill pay is authorized for various types of Inactive Duty Training and is equal to 1/30th of the basic pay prescribed for a Sailor’s grade and years of service. When on orders serving in an active duty status, Reserve members are entitled to the same pay and allowances and benefits received by Sailors in the active component of equivalent rank, time in service and qualifications. Visit the Defense Finance and Accounting Service (DFAS) website for the most current pay and allowance information <https://www.dfas.mil/MilitaryMembers/payentitlements/Pay-Tables/>

### CALCULATION OF DRILL PAY

Drill pay equals 1/30th of the basic pay prescribed for a Sailor’s grade and years of service

### INCENTIVE PAY- Accession, Affiliation & Retention Bonus

Navy Reserve Sailors are eligible for incentive pay and bonuses. Visit the Commander Navy Reserve Forces Command (CNRFC) N112 website for the most current Accession, Affiliation, and Retention bonus policies and regulations at [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFc\\_N112/SitePages/Home.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFc_N112/SitePages/Home.aspx)

### ACTIVE DUTY STATUS

When on orders serving in an active-duty status, Reserve members are entitled to the same pay allowances and benefits received by Sailors in the active component of equivalent rank, time in service, and qualifications.

### DFAS WEBSITE

Visit the Defense Finance and Accounting Service (DFAS) website for the most current pay and allowance information at <https://www.dfas.mil/MilitaryMembers/payentitlements/Pay-Tables/>

## DRILL PERIODS & TRAVEL

### INACTIVE DUTY TRAINING (IDT)

IDT periods, also known as drills, are typically conducted monthly on a unit’s scheduled IDT weekend. A paid IDT period lasts four hours, while a non-paid one lasts two hours. A typical drill weekend has four IDT periods, which equals four days of basic pay. If necessary, the IDT periods can be rescheduled. Reserve Sailors are required to complete 40 out of 48 drill periods per year.

### INACTIVE DUTY TRAINING - TRAVEL (IDTT)

IDTTs allow Reserve members who live far away to attend unit drills or training at different sites. IDTT “orders” are a travel authorization in support of IDT (or any of its derivatives such as ATPs, AFTP, and RMPs) performed

at a location other than the member’s permanent drill site. IDT must be scheduled in EDM prior to NROWS IDTT orders being fund approved. Authorized IDTT can be used to support both readiness training and operational support missions.

### ADDITIONAL FLIGHT TRAINING PERIODS (AFTP)

AFTPs are for aviation personnel to perform flight duties. They are not given outside of aviation commands.

### ADDITIONAL TRAINING PERIODS (ATP)

ATPs are extra paid IDT periods for specific units or positions to support a unit’s mission. Unlike IDT periods, ATPs can be given at the discretion of Reserve Program Directors (RPD).

### READINESS MANAGEMENT PERIODS (RMP)

RMPs are extra paid IDTs used for daily unit operations and administrative tasks. Only one RMP may be credited daily and cannot be performed on the same day as any other IDT.

### INACTIVE DUTY FOR TRAINING - REIMBURSABLE

**Inactive Duty for Training:** Reimbursable (IDT-R) program is designed to increase operational readiness and encourage participation. It provides eligible participants with reimbursement of travel expenses up to \$500 per drill weekend for traveling to their assigned drill location. Reimbursable travel expenses include transportation, lodging (except at the IDT location), and some transit meals.

Reserve Sailors may be eligible for IDT-R based on their rating, assignment, assigned unit, and distance from their Reserve Unit Identification Code (RUIC). The following skills have been identified as critical for eligibility:

- HMs assigned to all USMC units
- IS/CT (CNIFR units)
- Aviation maintenance ratings (CNAFR squadrons)
- Any enlisted rating assigned to an MSF Unit
- Any enlisted rating assigned to an NSW Unit
- Commissioned unit C.O., X.O., OIC, CMC, CSC, or SEL serving in a leadership role at CNAFR, CNIFR, NSW, or CRS

IDT-R is a voluntary program, and Sailors can participate as long as they remain eligible. Up to 12 round-trip travel reimbursements are authorized per fiscal year. To be eligible, SELRES must meet specific requirements.

Joint Travel Regulations (JTR) govern IDTT and IDT-R. For more information about eligibility and program guidance, please refer to COMNAVRESFORNOTE 1570 and 4560. All eligible members are encouraged to participate and apply as soon as possible through the IDT-R sign-up site via the Navy Reserve Homeport: [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFc\\_N1C2/SitePages/IDTR\\_signup2.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFc_N1C2/SitePages/IDTR_signup2.aspx)

## PROCESSING DRILL PAY

### ENHANCED DRILL MANAGEMENT (EDM)

EDM is an Automated Navy Reserve drill management function in the Navy Standard Integrated Personnel System (NSIPS). EDM is used to process drill participation records, pay, and retirement points associated with regular, flexible, additional (IDT) periods (for pay or non-pay) and funeral honors duty.

EDM includes the capability to record and adjudicate unit musters and is Accessible through NSIPS member self-service.

EDM user training is available on the NSIPS homepage via the EDM tutorial Job Performance Aids (JPA) link. Contact your unit EDM administrator with questions or concerns.

### PROCESSING FOR PAY

Check in to the gaining command by the “no later than” date on your orders and seek out the Command Pay/ Personnel Administrator (CPPA) to have your orders endorsed and submitted for processing and to discuss check-out timelines and procedures.

AT/ADT orders are electronically endorsed and processed for pay via NSIPS AT/ADT e-Muster. Reserve Sailors can view the status of their e-Muster check-in, check-out, and pay clerk processing in their Self-Service NSIPS account.

## ORDERS

### ANNUAL TRAINING (AT) / ACTIVE DUTY TRAINING (ADT)

Navy Reserve Order Writing System (NROWS) is the single source for putting a Reserve Sailor on AT/ADT orders. Selected Reserve personnel must perform 12-14 days AT/ADT each fiscal year (FY) as scheduled by the unit Commanding Officer (CO) and per COMNAVRESFORCOMNOTE 1001 (FY Force Execution Guidance).

ADT is a period of active duty intended to enhance or refresh existing skills that support military operations or future mobilizations, supporting a specific training requirement, and assisting a command that has ADT funding available.

### ACTIVE-DUTY OPERATIONAL SUPPORT (ADOS)

ADOS Orders support Navy mission requirements for which no permanent duty billet or position is programmed and where active duty personnel with the required skills are not reasonably available.

ADOS Orders are issued for 30 days or more in length, do not exceed 365 days (including the period required for processing onto active duty and release from active duty), and do not cross fiscal years.

### DEFINITE AND INDEFINITE RECALL

Definite recall of SELRES personnel, both officer and enlisted, is intended to be a constructive part of a Navy Reserve member’s career; generally, these orders range from 12 to 36 months in length.

Indefinite recall of Reserve officers is voluntary, permanent, and designed as a career active duty program; it is intended to afford qualified and interested SELRES and TAR officers the opportunity to be considered for a permanent component change from the Reserve to active-duty.

### ORDER OPPORTUNITIES

SELRES Sailors can find AT, ADT, and ADOS opportunities on ZipServe, a Force-wide advertising portal for volunteer Reservist support.

ZipServe can be found under applications on the Navy Reserve Homeport or by using the direct link: <https://locker.private.navyreserve.navy.mil/zipserve/#home>

## T-READY

T-Ready is an initiative designed to improve the Warfighting Readiness of US Navy Reserve Sailors by providing visibility on Sailors’ training and mobilization readiness. This program is part of a broader effort to ensure that Navy Reservists are “Ready on Day One,” fully trained and prepared for deployment in their Mobilization Billet. Currently, T-Ready Individual Training Plans (ITP) provide unit leadership and Reserve Program Directors (RPD) the opportunity to identify and document the training and qualification requirements for every reserve billet.

Ultimately, T-Ready will enable Navy Reserve leadership to quickly determine which Sailors and Units are Warfighting Ready, and where more readiness attention is needed. By fostering a state of continuous readiness, T-Ready significantly contributes to the strategic depth and warfighting readiness of the Navy Reserve, enabling Sailors to perform at their best in their mobilization billet when called upon to help fight and win our nation’s wars.



## PAY ASSISTANCE

If you're experiencing a pay issue, help is available. The following steps will guide you on how to resolve the issue:

### UNDERSTAND YOUR RESPONSIBILITIES

Before seeking assistance, ensure you understand the steps responsible for addressing the issue. Talk with your unit leadership and seek help from your Navy Reserve Center (NRC) or Command Pay Personnel Administrator (CPPA).

### IDENTIFY YOUR CPPA/NRA PAY CLERK

The first step in resolving a pay issue is to identify the CPPA of the member's parent UIC. If on orders and experiencing ongoing pay delays, the gaining command CPPA will be the point of contact. If in a drilling status and experiencing pay delays related to drill pay, IDT, IDTT or liquidation of completed short-duration orders, members should seek resolution through the CPPA at their parent Navy Reserve Center.

### COMMUNICATE WITH YOUR CPPA/NRA PAY CLERK

Immediately communicate any pay delays to your unit and NRC leadership. If your Navy Reserve Activity cannot resolve pay issues, the NRA will escalate the issue to their respective REDCOM/Wing. The NRA CPPA/Pay Clerks are the primary point of contact for resolving reserve pay issues.

### UTILIZE MNCC

The Reserve Force fully integrates with the Navy Personnel Command's MyNavy Career Center (MNCC). This integration has expanded reserve influence, knowledge, and advocacy within MNCC to resolve pay issues. All Reserve Echelon IV commands are engaged in the MNCC Tier II advocacy and resolution process for their respective NRAs.

### SUBMIT A TROUBLE TICKET

Not every issue necessitates the generation of an MNCC trouble ticket. NRAs will continue to make every effort to resolve pay issues locally, utilizing available systems before submitting an MNCC trouble ticket. If it is determined an issue cannot be resolved at the NRA/Ech IV level or an NSIPS trouble ticket has not fixed the problem, the NRA CPPA/Pay Clerk will escalate the issue by submitting an MNCC email trouble ticket.

### ENSURE ACCURACY OF TROUBLE TICKETS

Submission of robust and accurate initial trouble ticket (T.T.) is critical, as they enable/expedite reviews, resolution, and the ability to get our Sailors paid. Reserve unit leadership and Sailors must coordinate and partner with NRA CPPA/Pay Clerks throughout the process. The expectation is that the NRA CPPA/Pay Clerk will submit T.T.s on behalf of Sailors with all required supporting documents and background information to ensure cases are actionable upon receipt.

## GTCC

The Government Travel Charge Card (GTCC) is the primary payment method for all costs related to official government travel (military or civilian). You must know the rules and regulations for using the GTCC to ensure you use the card responsibly.

### MISSION REQUIREMENTS

The GTCC cannot be used for Permanent Change of Station (PCS) orders for most Reserve Sailors. At the start of such orders, the NRA will work with the Mobilization and Deployment Support Command (formerly ECRC) to send the members on government travel.

Some extended orders may be listed as Mission Critical PCS. This status applies to individual billed (IBA) GTCC accounts while a Sailor travels to a new permanent duty station. Mission Critical PCS allows travelers more time to pay charges during a PCS move.

### CREDIT LIMIT

The standard credit limit for a GTCC is \$7,500. Depending on your financial situation, members may be issued a restricted GTCC with a credit limit of \$4,500. Communicate early with your gaining command before initiating orders to understand future expenses clearly. Credit limits may be increased, if required. If you anticipate a required credit limit increase, contact the command Agency Program Coordinator (APC) under whose hierarchy you reside.

### USING GTCC RESPONSIBLY

Follow these rules for proper GTCC use and keep in contact with your command's Agency Program Coordinator to stay updated on how you can travel GTCC smart.

## GTCC DO'S AND DONT'S

### DO

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

### DON'T

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

### ADDITIONAL INFORMATION

If a delinquency is anticipated and it's due to no fault of your own, contact your APC for potential mission critical status submission prior to account being suspended on day 60.. For more information on the GTCC program, contact your command APC. To create a CitiDirect user account: [www.citimanager.com/login](http://www.citimanager.com/login). Canceled or charged-off accounts will not be reinstated. Cardholders should go into their account regularly (even if not on travel) to check for fraudulent charges and any changes to their account.

Citibank customer service:  
CONUS: 1-800-200-7056  
OCONUS: 757-852-9076.





# 2024 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	1418	1484	1514	1539	1583	1626	1676	1726	1776	1934	2067	2067	2067	2067	2077	2119
O-6	1075	1181	1259	1259	1264	1318	1325	1325	1400	1534	1612	1690	1734	1779	1867	1904
O-5	896	1010	1080	1093	1136	1163	1220	1262	1317	1400	1439	1479	1523	1523	1523	1523
O-4	773	895	955	968	1024	1083	1157	1215	1255	1278	1291	1291	1291	1291	1291	1291
O-3	680	771	832	907	951	998	1029	1080	1106	1106	1106	1106	1106	1106	1106	1106
O-2	587	669	771	797	813	813	813	813	813	813	813	813	813	813	813	813
O-1	510	513	641	641	641	641	641	641	641	641	641	641	641	641	641	641
COMMISSIONED OFFICERS WITH MORE THAN FOUR YEARS ENLISTED OR WARRANT OFFICER ACTIVE-DUTY SERVICE																
O-3E	-	-	-	907	951	998	1029	1080	1123	1147	1181	1181	1181	1181	1181	1181
O-2E	-	-	-	797	813	839	883	916	942	942	942	942	942	942	942	942
O-1E	-	-	-	641	685	710	736	762	797	797	797	797	797	797	797	797
WARRANT OFFICERS																
W-5	-	-	-	-	-	-	-	-	-	-	-	1250	1313	1360	1412	1483
W-4	703	756	777	799	836	872	909	964	1013	1059	1097	1134	1188	1233	1283	1309
W-3	642	668	696	705	733	790	849	877	909	942	1001	1041	1065	1091	1126	1126
W-2	568	621	638	649	686	743	772	800	834	861	885	914	933	948	948	948
W-1	498	552	566	597	633	686	711	746	780	806	831	861	861	861	861	861
ENLISTED																
E-9	-	-	-	-	-	-	849	868	892	921	950	996	1035	1076	1139	1196
E-8	-	-	-	-	-	695	726	745	767	792	837	859	898	919	972	991
E-7	483	527	547	547	574	595	631	651	687	717	737	759	767	795	811	868
E-6	418	460	480	500	520	567	585	619	630	638	647	647	647	647	647	647
E-5	382	408	428	448	480	513	540	543	543	543	543	543	543	543	543	543
E-4	351	369	389	408	426	426	426	426	426	426	426	426	426	426	426	426
E-3	317	336	357	357	357	357	357	357	357	357	357	357	357	357	357	357
E-2	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301	301
E-1	268	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Pay amounts have been rounded to the nearest dollar and reflect participation in a standard Navy Reserve drill weekend composed of four drill periods. For more information, including a breakdown of specific drill period pay amounts and the most up-to-date charts, visit <https://www.dfas.mil/MilitaryMembers/>

# 2024 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	-	-	-	-	-	-	-	-	-	-	-	18491	18491	18491	18491	18491
O-9	-	-	-	-	-	-	-	-	-	-	-	18096	18357	18491	18491	18491
O-8	12803	13223	13501	13579	13926	14506	14641	15192	15351	15825	16512	17145	17568	17568	17568	18008
O-7	10639	11133	11361	11544	11872	12198	12574	12948	13325	14506	15504	15504	15504	15504	15584	15895
O-6	8067	8863	9444	9481	9887	9941	10506	11505	12091	12677	13010	13348	14002	14002	14002	14282
O-5	6725	7576	8100	8199	8527	8722	9153	9469	9878	10501	10799	11093	11426	11426	11426	11426
O-4	5803	6717	7166	7265	7681	8127	8684	9116	9416	9589	9689	9689	9689	9689	9689	9689
O-3	5102	5783	6241	6806	7132	7490	7721	8102	8301	8301	8301	8301	8301	8301	8301	8301
O-2	4408	5020	5782	5978	6100	6100	6100	6100	6100	6100	6100	6100	6100	6100	6100	6100
O-1	3826	3981	4814	4814	4814	4814	4814	4814	4814	4814	4814	4814	4814	4814	4814	4814
COMMISSIONED OFFICERS WITH MORE THAN FOUR YEARS ENLISTED OR WARRANT OFFICER ACTIVE-DUTY SERVICE																
O-3E	-	-	-	6806	7132	7490	7721	8102	8423	8607	8859	8859	8859	8859	8859	8859
O-2E	-	-	-	5978	6100	6294	6622	6876	7065	7065	7065	7065	7065	7065	7065	7065
O-1E	-	-	-	4814	5141	5331	5525	5716	5978	5978	5978	5978	5978	5978	5978	5978
WARRANT OFFICERS																
W-5	-	-	-	-	-	-	-	-	-	-	-	9375	9851	10205	10597	11128
W-4	5273	5671	5834	5994	6270	6543	6820	7235	7599	7946	8231	8508	8914	9248	9629	9821
W-3	4815	5015	5222	5289	5504	5928	6370	6579	6819	7067	7513	7814	7994	8186	8447	8447
W-2	4260	4663	4787	4873	5149	5578	5791	6001	6257	6457	6639	6856	6998	7111	7111	7111
W-1	3739	4143	4250	4479	4749	5148	5334	5595	5850	6052	6237	6462	6462	6462	6462	6462
ENLISTED																
E-9	-	-	-	-	-	-	6370	6514	6696	6910	7127	7472	7765	8072	8544	8970
E-8	-	-	-	-	-	5214	5445	5588	5759	5944	6279	6449	6737	6897	7291	7437
E-7	3624	3956	4108	4308	4465	4734	4886	5155	5379	5532	5694	5757	5969	6083	6515	6515
E-6	3135	3450	3603	3750	3904	4252	4387	4649	4729	4788	4856	4856	4856	4856	4856	4856
E-5	2872	3065	3214	3365	3601	3848	4052	4076	4076	4076	4076	4076	4076	4076	4076	4076
E-4	2633	2768	2918	3066	3197	3197	3197	3197	3197	3197	3197	3197	3197	3197	3197	3197
E-3	2377	2526	2680	2680	2680	2680	2680	2680	2680	2680	2680	2680	2680	2680	2680	2680
E-2	2261	2261	2261	2261	2261	2261	2261	2261	2261	2261	2261	2261	2261	2261	2261	2261
E-1	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017

Pay amounts have been rounded to the nearest dollar and reflect participation in a standard Navy Reserve drill weekend composed of four drill periods. For more information, including a breakdown of specific drill period pay amounts and the most up-to-date charts, visit <https://www.dfas.mil/MilitaryMembers/>



# ADMINISTRATIVE ESSENTIALS

OFFICIAL SERVICE RECORD

ELECTRONIC SERVICE RECORD

AWARDS

LEAVE

ASSIGNMENT

POLICY BOARD

NAVY RESERVE APPLICATIONS

FLANKSPEED

FORCE MAP



# OFFICIAL SERVICE RECORD

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

## OMPF SUBMISSIONS AND CORRECTIONS

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

- The document must be the original signed version (if required)
- The document must be the actual size
- If the document is a copy, such as an award citation, ensure it is legible and printed in black and white
- Ensure the document does not contain Privacy Act information on another service member
- Your complete SSN should be recorded on the document. If not, handwritten your SSN in the upper left corner
- Faxed or emailed documents are not accepted

## MISSING EVAL AND FITREP CORRECTIONS

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

## OMPF DOCUMENT DOWNLOAD

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

## POSTAL ADDRESS FOR NAVY PERSONNEL COMMAND

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

# ELECTRONIC SERVICE RECORD

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

It is important to note that your ESR is not the same as your Official Military Personnel File (OMPF). However, when you reenlist, the applicable documents in your ESR are closed out and submitted to your OMPF. Selection board members can only access your OMPF record when considering candidates for advancement or special programs. Keep this in mind if there are documents you want board members to consider — unless you recently reenlisted, documents missing from your OMPF must be submitted to the board manually.

A good practice is to review your ESR a couple of months before reenlisting to ensure the OMPF closes out and the submission process delivers correct information. To view your ESR data, visit <https://nsipsprod-sdni.nmci.navy.mil>.

# AWARDS

The Navy Awards System is accessed via the BUPERS Online website. Your awards are usually recorded on the website without any required input, but you should check to see if your awards record is complete and accurate. Visit <https://www.bol.navy.mil> to view your awards. Talk with your NRC awards coordinator.

# LEAVE

Reserve Sailors accrue leave while serving on active duty for more than 29 days. At the end of the assignment, Sailors can carry forward unused leave between non-consecutive periods of active duty.

A page 13 request to carry over unused leave must be requested through your supported command's Command Pay and Personnel Administrator (CPPA). If not asked, unused leave by default will be paid out, base pay without allowances minus taxes, to the member. For more information, refer to NAVADMIN 163/12 - MILPERSMAN Article 1050-010.

# OPERATIONAL, ADMINISTRATIVE AND ASSIGNMENT

Reserve Sailors are essentially managed by two chains of commands — administratively through a Navy Reserve Center (NRC) and operationally through a Reserve unit.

## NAVY RESERVE ACTIVITY (NRA)

Overarching term to include Navy Reserve Centers (NRC), CNAFR Squadrons, or NSW commands totaling over 140 nationwide commands. NRAs are self-sufficient to provide all administrative support to attached Reserve Units, including processing Drill pay and personnel transactions. Each NRA is responsible for a specific group of RUICs.

## RESERVE UNIT IDENTIFICATION CODE (RUIC)

Reserve Billets are grouped and assigned to RUICs for a joint unit/mission. RUIC is an overarching term that includes UMUICs and TRUICs. Depending on the perspective used, a single RUIC could be considered a UMUIC or a TRUIC. The difference in perspectives depends on the relationship of where the SELRES member chooses to drill (often at an NRA closest to home) and to which NRA their billet/RUIC is assigned. If a SELRES lives near the NRA to which their Billet/RUIC is assigned, then the UMUIC and TRUIC may be the same. If the SELRES live far from the NRA to which their billet/RUIC is assigned, then often the UMUIC and TRUIC are different RUICs assigned to different NRAs.

## UNIT MOBILIZATION UIC (UMUIC)

The RUIC to which Mobilization Billets are assigned. Each UMUIC is assigned to a single NRA. The UMUIC Commanding Officer is the Reporting Senior for all SELRES assigned to the UMUIC's billets. When a SELRES applies for a billet, the billet is associated with the UMUIC.

## TRAINING UIC (TRUIC)

The RUIC to whom a SELRES is attached for Administrative Support to include drill pay processing, PFA, medical/dental, and GMTs. When not traveling to their gaining command and their UMUIC drill site, the SELRES would drill with their TRUIC (often closer to home). Given that SELRES may apply to any Rating/Designator appropriate billets (regardless of billet location), there is often the case of SELRES and billets differing in location. In these cases, a member may be assigned to a billet at a distant NRA and attached to an NRA closer to home for administrative support; this is the basis for 'Locally Assigned' vs. 'Non-Locally Assigned'.

## LOCALLY-ASSIGNED SELRES

A 'Locally Assigned' SELRES lives near their billet; thus, their UMUIC and TRUIC are the same RUIC.

## NON-LOCALLY-ASSIGNED SELRES

A 'Non-Locally-Assigned' SELRES lives distant from their billet and thus has a different UMUIC (Billet located far away) and TRUIC (RUIC located at NRA close to home).

This is further divided into two categories:

## NON-LOCALLY-ASSIGNED-IN (NLAI)

NLAI is the UMUIC CO's perspective. The member is assigned to one of their UMUIC billets but 'Drills' with another UIC (the member's TRUIC).

## NON-LOCALLY-ASSIGNED-OUT (NLAO)

NLAO is the TRUIC CO's perspective. A SELRES member who is not assigned to any of the RUIC's billets but drills with the RUIC for Administrative Support is NLAO.



ORIGINAL PHOTO BY MC3 AUGUST CLAWSON



ORIGINAL PHOTO BY MC3 AUGUST CLAWSON



# NAVY RESERVE APPLICATIONS

This guide provides an organized overview of the most commonly used websites and applications for the Navy Reserve. It aims to streamline the management and conduct of Reserve business.

**DTS (Defense Travel System)**  
Comprehensive travel management for DoD travelers.  
[defensetravel.dod.mil](https://defensetravel.dod.mil)

**EDM (Enhanced Drill Management)**  
Automated drill management system in NSIPS.  
[nsips.navy.mil](https://nsips.navy.mil)

**ESAMS (Enterprise Safety Application Management System)**  
Center for Navy safety and health training management.  
[esams.cnmc.navy.mil](https://esams.cnmc.navy.mil)

**FLTMPS (Fleet Management & Planning System)**  
Access to training, manpower, personnel reports, and training completions.  
[ntmpsweb.ncdc.navy.mil/fltmpps](https://ntmpsweb.ncdc.navy.mil/fltmpps)

**Force Connect**  
Mass email system for all-hands and specific-topic messages.  
<https://locker.private.navyreserve.navy.mil/forceconnect>

**MyNavy Portal**  
The official gateway to all Navy administrative sites and apps.  
[mnp.navy.mil](https://mnp.navy.mil)

**MyNRH (My Navy Reserve Homeport)**  
Central hub for Navy Reserve administrative information.  
[mynrh.navy.mil](https://mynrh.navy.mil)

**NeL (Navy E-Learning)**  
Provides computer-based learning for professional and personal growth.  
[mnp.navy.mil](https://mnp.navy.mil)

**NP2 (Navy Pay and Personnel)**  
Integrated personnel and pay system for active and Reserve Sailors.  
[prodhr.np2.navy.mil](https://prodhr.np2.navy.mil)

**Military Onesource**  
A Department of Defense-Funded Program Serving Service Members, Family and Survivors.  
[militaryonesource.mil/](https://militaryonesource.mil/)

**NSIPS (Navy Standard Integrated Personnel System)**  
The Navy's single, field-entry, electronic pay and personnel system for all USN/USNR Sailors.  
[www.nsips.cloud.navy.mil](https://www.nsips.cloud.navy.mil)

**NREL (Navy Reserve e-Lodging)**  
Manage IDT Drill Weekend lodging requests.  
<https://locker.private.navyreserve.navy.mil/nrel/#/>

**NROWS (Navy Reserve Order Writing System)**  
WManagement of AT, ADT, and IDTT orders.  
[nrows.dc3n.navy.mil/nrows](https://nrows.dc3n.navy.mil/nrows)

**NRRM (Navy Reserve Readiness Module)**  
Access and analysis of Navy Reserve readiness data.  
[nrrm.nrrc.navy.mil](https://nrrm.nrrc.navy.mil)

**NSIPS (Navy Standard Integrated Personnel System)**  
Access Electronic Service Record (ESR), Career Information Management System (CIMS) training data, and career counseling.  
[nsips.navy.mil](https://nsips.navy.mil)

**Onboarding**  
Online career management resource.  
[navyreserve.navy.mil/Onboarding/](https://navyreserve.navy.mil/Onboarding/)

**ProcessQuik**  
Information sharing on Navy processes, SOPs, and best practices.  
<https://private.navyreserve.navy.mil/sites/ProcessQuik/Pages/default.aspx>

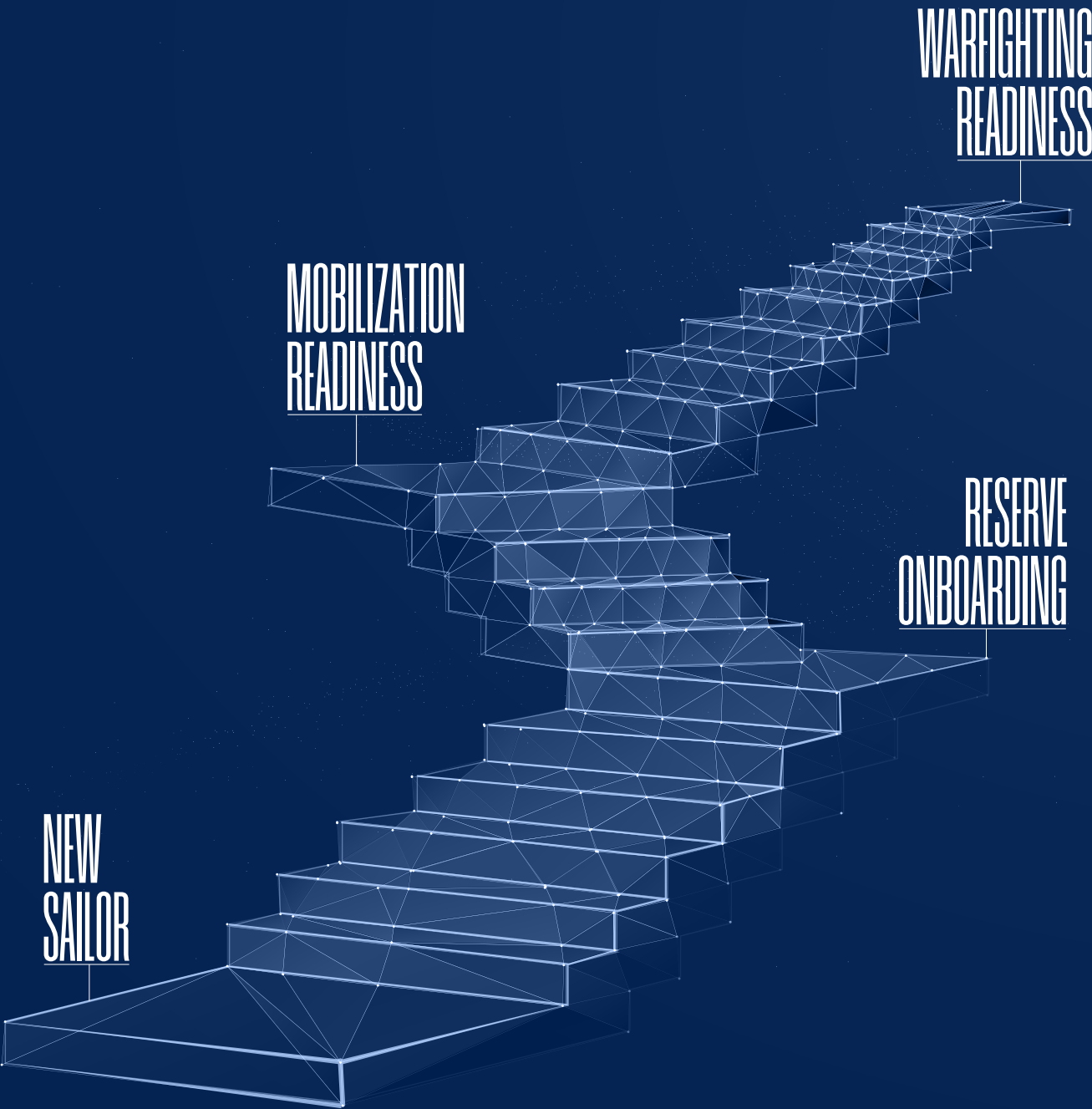
**RFMT (Reserve Force Management Tool)**  
Access JO APPLY, APPLY, and Reserve Force IDT/IAP/VTU orders.  
<https://locker.private.navyreserve.navy.mil/nrel/#/>

**SSO Toolkit (Strategic Sealift Officer)**  
Online SSO career management resource.  
[navyreserve.navy.mil/Resources/SSO-Tool-Kit/](https://navyreserve.navy.mil/Resources/SSO-Tool-Kit/)

# NEW RESERVE SAILOR ONBOARDING WEBSITE



**Leaders,**  
Your new Navy Reserve Sailors face many challenges as they integrate into the Reserve Force. **Your engagement is critical to their success.**



This website provides key information and resources every new Sailor needs to know prior to reporting for their first drill weekend and beyond! The site includes resources to assist with administrative readiness at the NRC level to accelerate unit integration and mobilization readiness.



# READINESS

- MOBILIZATIONS
- ADAPTIVE MOBILIZATION
- NAVY MOBILIZATION PROCESSING SITE
- PHYSICAL READINESS
- FAMILY CARE PLAN
- CHILDCARE
- MATERNITY LEAVE
- MEDICAL READINESS
- LINE OF DUTY HEALTHCARE
- TRICARE
- LEGAL READINESS
- FORCEMAP



# MOBILIZATIONS

In support of the Navy Reserve Fighting Instructions, the Reserve Force incorporates a Billet Based Activation (BBA) posture and supports Individual Augment (I.A.) mobilizations. Mobilizations of the future will be focused on providing strategic depth to the Navy’s warfighting capacity. This means capabilities resident in the Navy Reserve must be accessible to operational commanders for employment whenever warfighting requirements exceed the capacity of the active component. To achieve this end-state, emphasis must be placed on enhancing BBA readiness. During this shift in focus, the Reserve Force will continue to support I.A. missions, as outlined below.

## BILLET-BASED ACTIVATION READINESS

Emphasis must be placed on enhancing billet-based Activation readiness. The Reserve Force is incorporating a Billet-based Activation posture, which means that the capabilities of the Navy Reserve must be accessible to operational commanders for employment whenever warfighting requirements exceed the capacity of the active component.

- **Personnel Readiness:** Ensuring the Reserve Sailor is ready to be mobilized anytime.
- **Equipment Readiness:** Ensuring that the equipment required for mobilization is adequately maintained and available when needed.
- **Training Readiness:** Ensuring the Reserve Sailor is appropriately trained and qualified to perform the mobilization requirements.

## INDIVIDUAL AUGMENT (I.A.) MOBILIZATIONS

The Reserve force will continue to support I.A. missions. Current mobilization requirements are managed by the Commander, U.S. Fleet Forces (USFF) Command, which validates Joint and service requests for I.A.s to support overseas contingency operations and other validated requirements. USFF determines the Navy’s total force capacity to source I.A. requirements and assigns them to either the active or Reserve component to fill. Requirements set to the Navy Reserve are sourced by the Commander, Navy Reserve Force (CNRF) N35.

Officers and enlisted Reserve Sailors can volunteer for I.A. mobilizations. Before volunteering, Sailors should ensure they are volunteering for a requirement for which they are fully qualified. Volunteer activation opportunities are advertised on the ZipServe application.

The Navy Reserve Center (NRC) or Naval Reserve Activity (NRA) is the Reserve Sailor’s primary point of contact once they are notified of selection for mobilization. Upon notification, Reserve Sailors should immediately contact their NRC or NRA mobilization department to begin the premobilization process requirements.

# ADAPTIVE MOBILIZATIONS (AM)

The Navy Reserve relies heavily on rapidly mobilizing its forces for mission success. However, executing a large-scale mobilization’s administrative and logistic demands requires a process change that improves the speed of Reserve activation and capacity throughout.

## ADAPTIVE MOBILIZATION (AM) PROCESS

The AM construct was codified via NAVADMIN 013/22 and leverages capabilities at the Mobilization and Deployment Support Command (formerly ECRC) to meet mobilization requirements more efficiently and effectively based on mission requirements.

## CRITICAL COMPONENTS OF THE AM PROCESS

1. Distributed Activation (DA): The process of identifying and verifying the readiness status of individual Reservists and the timely notification of their mobilization orders.
2. Distributed Mobilization (DM): The assembled and deployed mobilized Force to designated locations and executed in-theater administrative and logistical support.
3. Distributed Demobilization (DDM): Transitioning the Force from mobilized to inactive status at the end of their mobilization period.
4. Distributed De-activation (DDA): The process of returning the Force to individual Ready Reserve status or discharge from the Navy Reserve.

## IMPLEMENTATION OF AM PROCESS

Mobilization and Deployment Support Command (formerly ECRC): Responsible for the processing of mobilization orders and coordinating with Navy Reserve Region Readiness and Mobilization Commands (REDCOM) and Navy Mobilization Processing Site (NMPS) designated Operational Reserve Units.

Navy Reserve Region Readiness and Mobilization Commands (REDCOM) are responsible for maintaining the readiness of Navy Reserve forces, managing Reserve Readiness Modules, and supporting mobilization processing.

Navy Mobilization Processing Site (NMPS) designated Operational Reserve Units: Responsible for providing in-depth administrative and logistics support.

Navy Reserve Activities (NRA) support mobilized Reservists and their families with administrative and personnel support.

The Adaptive Mobilization (AM) process is a scalable and sustainable approach to improve the speed of Reserve activation and capacity throughout. The Navy Reserve continues to work with key stakeholders to support Sailors, families, and missions through this transformation.

# NAVY MOBILIZATION PROCESSING SITE (NMPS)

NMPS is responsible for administering, training, equipping, and transporting all Individual Augmentee (IA) personnel. Additionally, NMPS manages the mobilization of Reserve Component Sailors returning to active duty. The purpose of NMPS is to execute sustainable and scalable mobilization processing. NMPS provides administration, training, equipping, and transportation for all IA personnel and manages the mobilization of Reserve Component Sailors returning to active duty.

For the past few years, most SELRES mobilizations were conducted via a single NMPS, Expeditionary Combat Readiness Center (ECRC). In recent years, NMPS locations have expanded to provide sustainable and scalable mobilization processing.

## ACTIVATION PROCESSING:

During activation processing, Sailors will conduct the steps necessary to transition to active duty and ensure the screening required for their assigned mission is completed.

IA activation processing typically takes five days at the NMPS location before any follow-on training or forward movement to the Ultimate Duty Station.

# PHYSICAL READINESS

Physical fitness is a significant part of Reserve Sailor readiness. Prepare for the Physical Fitness Assessment (PFA) with resources to help you along your fitness journey.

- Visit <https://www.navyfitness.org> for tips and guidance on physical fitness.
- Download the official Navy PFA app at [www.applocker.navy.mil](http://www.applocker.navy.mil) to stay up-to-date on the latest PFA requirements.
- Use the Physical Readiness Information Management System (PRIMS) at [www.bol.navy.mil](http://www.bol.navy.mil) to access your official physical fitness record.

Remember to stay dedicated to your fitness goals and strive to improve your physical readiness continuously.

# FAMILY CARE PLAN

All sailors must ensure their dependents are cared for during deployments, mobilizations, temporary duty, and when the service member is away from home. A family care plan helps Reserve Sailors develop a workable plan for family care, establish procedural requirements, and outline legal options.

## PLANS ARE 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
- Family members with limited proficiency in the local language or cannot drive or otherwise gain access to essential life-sustaining facilities (e.g., food and medical care).

Plans may be required for 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

Sailors who meet the above criteria are required to submit a new or updated family care plan to their commanding officer no later than 60 days before active-duty service and within 90 days under the following circumstances:

- Upon a 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).



## CHILDCARE

Maintaining family readiness is an integral part of a Reserve career. When you are in a drilling status or on orders, it can be challenging to arrange for childcare. However, prior planning and research can help you find resources for childcare support. Here are some essential things to keep in mind:

- Family Care Plan
- Resources for Childcare Support

Military One source is an excellent resource for Reserve members to learn about assistance and resources for childcare support.

### OTHER CONSIDERATIONS

- Remember that some employers offer childcare assistance programs as an employee benefit.

- You may also consider looking into community resources such as local churches or non-profit organizations offering childcare services.

- By being proactive and planning, you can ensure that your children are well-cared for while you fulfill your Reserve duties. Remember, resources are available to help you navigate the challenges of finding childcare support.

### Weekend Drill Child Care (WDCC)

This pilot program is an initiative designed for eligible Navy Reserve Force families who need child care to support weekend Inactive Duty Training (i.e., drill weekends). Families of eligible members assigned to Navy Reserve Activities (NRA), Navy Reserve Centers (NRC), and Navy Reserve Units using child care within a 50 mile radius of a participating NRC location (Jacksonville, FL; Kitsap, WA; San Diego, CA; Fort Worth, TX; New Orleans, LA; Ventura, CA; and Baltimore, MD.) may participate in the WDCC Pilot program. Eligible members include Selected Reserves (SELRES), Training & Administration of the Reserve (TAR), Individual Ready Reserves (Voluntary Training Unit), and Active Component members assigned to these reserve units. For more information, <https://public.militarychildcare.csd.disa.mil/mcc-central/mcchome/navy-reserve-force-weekend-drill-child-care>

## MATERNITY LEAVE

ALNAVRESFOR 024/22) guides Selected Reservists who experience a Qualifying Birth Event to receive Reserve Component Maternity Leave (RCML) benefits.

Reserve Component (RC) members who are birth or non-birth parents, performing full-time active duties for longer than 12 consecutive months or performing duty under a call or order to active service for more than 12 consecutive months are eligible for 12 weeks of non-chargeable leave in the event of live birth. Certain RC members, as identified in the RCML, who are birth parents and performing 12 or fewer consecutive months of active service are limited to RCML benefits.

### BENEFITS:

- Eligible RC members are entitled to 12 weeks of non-chargeable leave in the event of a live birth.

- The leave is non-chargeable, which does not count against their regular leave balance.

- The leave can be taken all at once or in increments.

- RC members can use their accrued leave with the non-chargeable RCML.

- The leave must be taken within one year of the birth event.

For more information, visit the Expectant Parent Resources for SELRES page at <https://navyreserve.navy.afpims.mil/Resources/>. The page provides additional resources for expectant parents in the Navy Reserve Component.

## MEDICAL READINESS

DoD policy states that to maximize the lethality and readiness of the joint Force, all Service members are expected to be deployable. Service members who are considered non-deployable for more than 12 consecutive months will be evaluated for:

- A retention determination by the Department of the Navy.
- As appropriate, referral into the Integrated Disability Evaluation System (IDES) (DoD Instruction (DoDI) 1332.18) or the initiation of processing for administrative separation (DoDI 1332.14 or DoDI 1332.30).

- This policy on retention determinations for non-deployable service members does not supersede the policies and processes concerning referral to the IDES or the initiation of administrative separation proceedings in these issuances.

### DEPLOYABILITY ASSESSMENT ASSIGNMENT PROGRAM

The Deployability Assessment Assignment Program presented in NAVADMIN 239/18 introduced new rules for medical deployability. Regular communication and accomplishment of medical requirements are now mandated for retention in the Navy Reserve. Through ongoing process improvement, medical departments across the Force strive to support the Reserve team excellently.

### COMMUNICATION IS KEY

Medical readiness rests on communication. The Reserve Sailors who complete medical requirements on time each year are the ones who stop by and talk with their medical representatives regularly. Ongoing conversation allows Sailors to be aware of upcoming medical requirements such as immunizations, blood draws, etc.

## MEDICAL READINESS CONT'D

The top two requirements are the annual Electronic Periodic Health Assessment (ePHA) during your birth month and the dental exam.

### READINESS REQUIREMENTS FULFILMENT LOCATIONS

- Your NRC.
- Through a local Military Treatment Facility.

- Reserve Health Readiness Program (RHRP) group events at your NRC or during an in-clinic appointment. Dental Class 3 treatment is also available through the RHRP program. Additionally, drill reschedules and/or additional drills may be authorized to complete medical requirements.

### POST DEPLOYMENT HEALTH REASSESSMENT (PDHRA)

When returning from a mobilization, please complete a post-deployment health reassessment (PDHRA) within 90-180 days, if required, to ensure identification of any duty-related medical conditions. This requirement is equally essential to completing your annual e-PHA or dental exam.

### OWNERSHIP OF MEDICAL READINESS

Readiness improves when Sailors take ownership of their medical readiness. Please see your NRC's medical department representative for assistance in scheduling appointments.

### ANNUAL E-PHA

The e-PHA is standardized throughout the DoD as the preeminent document to disclose medical conditions. Discussing changes in your medical condition with your medical department representative is critical to meeting the Navy's expectations for deployability.

Even if you documented your condition years ago, it must continue to be reported annually on the ePHA for as long as it persists. If a new condition occurs, you must notify your medical department representative in person or via email within 60 days. The sooner a change is reported, the more time can be dedicated to managing injuries and generating faster injury case adjudication.

### INJURY CASE STATUS

Suppose you should happen to find yourself in an injury case status, such as Medical Retention Review (MRR), Line of Duty (LOD), Temporarily Not Physically or Dentally Qualified (TNPQ/TNDQ). In that case, you must update your condition monthly to your medical department representative. Work with your unit and NRA leadership to reschedule drills for required appointments to maintain a fully ready status.

Commander, Navy Reserve Forces Command (CNRFC) coordinates with REDCOM and NRC staff to contact Reserve members directly who have been initially identified as being non-deployable for more than 12 months. Guidance and instruction are provided to staff and members per OPNAV instruction 1300.20, NAVADMIN 239/18, and MILPERSMAN guidance.

## LINE OF DUTY HEALTHCARE

If you incur or aggravate an injury, illness, or disease while in a duty status, you may qualify for LOD-HC benefits. Members on an approved LOD-HC may also be eligible for incapacitation pay.

### LOD-HC BENEFITS

- Authorizes medical and/or dental care benefits until a military physician finds you fit for duty with no additional follow-up required or until a Physical Evaluation Board determines final disposition.

To qualify, contact your NRC medical department and chain of command for details regarding LOD-HC.

<https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Injury-Management/>

## TRICARE

Reserve Sailors can access medical and dental insurance through TRICARE Reserve Select and TRICARE Dental.

### ELIGIBILITY REQUIREMENTS:

- You are not on orders.
- You are not covered under the Transitional Assistance Management Program (TAMP).
- You are not working for the federal government in a capacity that enrolls under the Federal Employees Health Benefits program.

To verify eligibility, visit [www.mydodbenefits.dmdc.mil](http://www.mydodbenefits.dmdc.mil). You and your family must be registered in the Defense Enrollment Eligibility Reporting System (DEERS) to be eligible.

### ENROLLMENT:

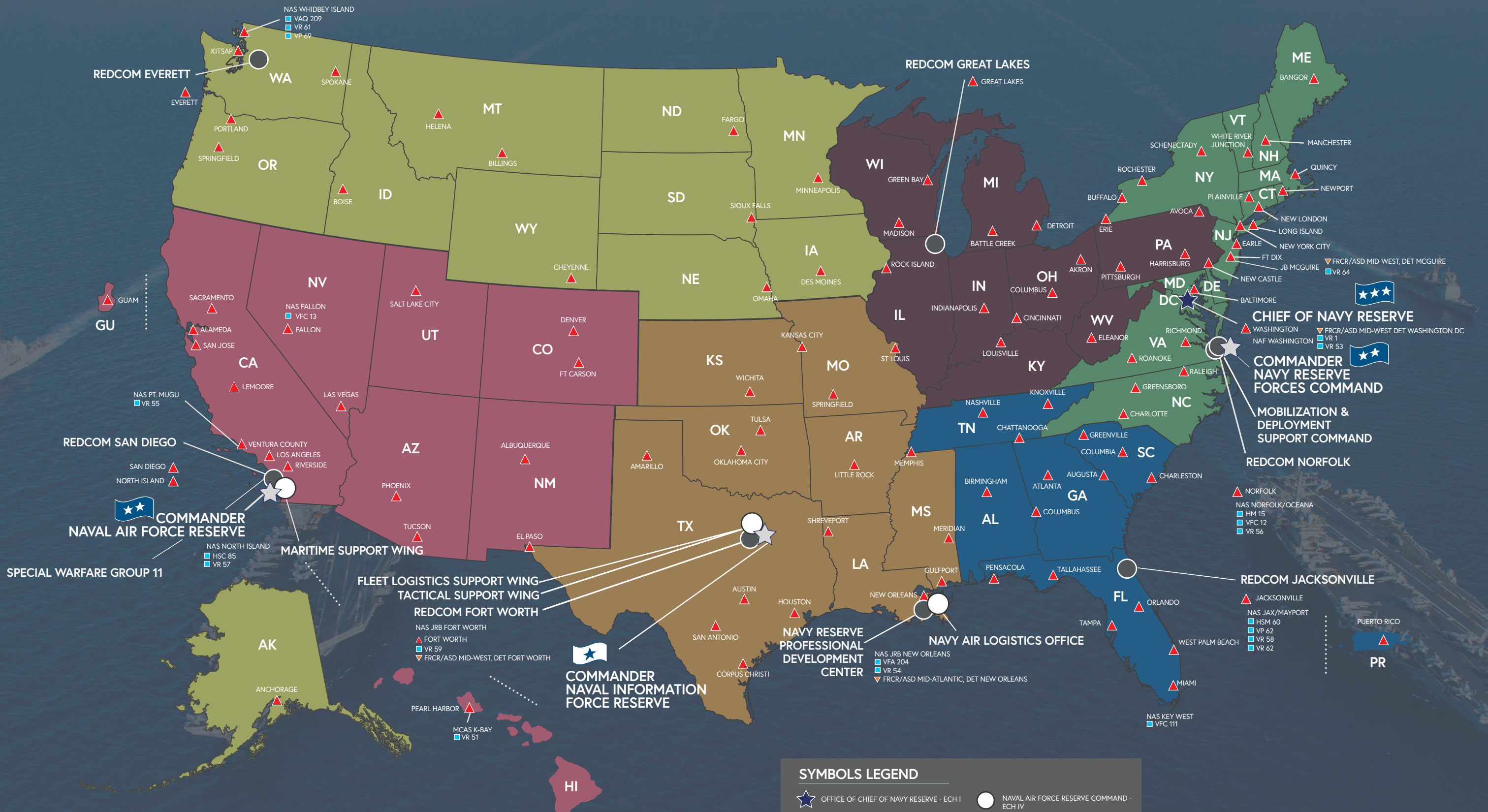
Visit a uniformed services identification card issuing facility to register family members. Find your nearest I.D. card office at: <https://idco.dmdc.osd.mil/idco/>

During periods of active-duty service, you and your eligible family members become eligible for the same health and dental benefits as an active-duty service member.

If enrolled in the TRICARE Dental Program, you will be automatically disenrolled and begin using active-duty dental benefits.

If eligible family members are enrolled in TDP before activation, coverage will continue at a reduced premium (if not registered, eligible family members may enroll at any time).





SYMBOLS LEGEND

- ★ OFFICE OF CHIEF OF NAVY RESERVE - ECH I
- ★ COMMANDER, NAVY RESERVE FORCE COMMANDS - ECH II & III
- NAVY RESERVE REGION READINESS & MOBILIZATION COMMAND & OTHER ECH IV
- ▲ NAVY RESERVE CENTER - ECH V
- NAVAL AIR FORCE RESERVE COMMAND - ECH IV
- NAVAL AIR FORCE RESERVE SQUADRON - ECH V
- ▲ NAVAL AIR FORCE RESERVE COMMAND - ECH V



## TRICARE CONT'D

### EARLY ELIGIBILITY:

You may qualify for early TRICARE eligibility if you are issued delayed-effective-date active-duty orders for more than 30 days in support of a contingency operation. Eligibility begins on the date your orders are issued, or 180 days before you report to active duty, whichever is later.

During this pre-activation period, you qualify for benefits as though activated. TAMP provides 180 days of premium-free transitional health care benefits after regular TRICARE benefits end. You may receive TAMP after serving on active duty for 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.

## LEGAL

The Navy's legal assistance program aims to promote the readiness of active duty and Reserve Sailors and enhance the morale and quality of life for military personnel, dependents, and other eligible clients.

### LEGAL ASSISTANCE ELIGIBILITY

- Active duty members for 30 days or more
- Reserve Sailors on active duty for 29 days or less may be provided legal assistance in emergency cases or before events like deployment or mobilization for 30 days or more.
- **LEGAL ASSISTANCE FOR RESERVE SAILORS**
  - Reserve sailors are not typically eligible for legal services unless on orders or preparing for a mobilization.
  - Upon receipt of orders, Reserve personnel identified for mobilization to active duty (even for periods under 30 days) are eligible for pre-mobilization legal counseling and assistance.
  - Premobilization assistance typically consists of drafting or updating wills, advance medical directives, and powers of attorney.

### RESOURCES FOR MOBILIZED RESERVE SAILORS

Talk with your unit leadership to obtain information on legal assistance close to your NRC.

Reserve Sailors identified for mobilization may seek help terminating home leases, staying (delaying) civil court proceedings, or help with other issues related to rights under the Servicemembers Civil Relief Act (SCRA) at [scra.dmdc.osd.mil/](https://scra.dmdc.osd.mil/).

For more information regarding the Uniformed Services Employment and Reemployment Rights Act, visit [www.esgr.mil/USERRA/USERRA-for-Service-Members](https://www.esgr.mil/USERRA/USERRA-for-Service-Members).

If you are eligible for legal assistance, the Navy's legal assistance program provides free, practical attorney advice, outreach programs, referral services, and preventive law activities. Don't hesitate to seek help from your legal services representative.

## OFFICE OF NAVAL INTELLIGENCE

For unclassified reports on foreign navy capabilities, visit the Office of Naval Intelligence (ONI) website at: <https://www.oni.navy.mil/ONI-Reports/Foreign-Naval-Capabilities/>

## ZIPSERVE

Zipserve represents a significant advancement in streamlining administrative processes for US Navy Reserve Sailors, offering a comprehensive platform that enhances time efficiency and operational effectiveness. This innovative system simplifies the submission and management of PayPers packets and other essential documents, facilitating a smoother transition from the Reserve to Active Duty status.

Zipserve will integrate electronic signature capabilities in the near future, which will enable Sailors to expedite document processing with secure, verifiable signatures. This will not only reduce the administrative workload but also significantly cut down on processing times, allowing Sailors to focus more on their duties and less on paperwork. The adoption of Zipserve underscores the Navy Reserve's commitment to leveraging technology to improve efficiency and support the readiness and mobilization of our Reserve Force.

## COE 2.0

Culture of Excellence 2.0 is an initiative designed to enhance the operational culture within the US Navy Reserve, building upon the Navy's Get Real Get Better (GRGB) principles. Launched with the vision of cultivating "Great People, Great Leaders, and Great Teams," COE 2.0 aims to prepare Navy personnel for victory in combat by fostering innovation in problem-solving and preventing harmful behaviors. This initiative integrates existing programs with new concepts, providing practical tools such as the COE 2.0 Playbook and visual placemats to guide leaders at all levels in implementing GRGB standards. By promoting a culture of transparency, self-awareness, and mutual respect, COE 2.0 empowers Sailors to achieve their full potential while aligning with GRGB's call to think, act, and operate differently. The adoption of COE 2.0 underscores the Navy Reserve's commitment to leveraging proven leadership practices and continuous improvement, contributing to a force that is ready to fight and win under any circumstance.

The addition of an Integrated Primary Prevention Workforce (IPPW) within the US Navy Reserve will enhance the overall health and readiness of Sailors. The IPPW consist of civilian personnel with public health, behavioral social science expertise who support command leaders in addressing harmful behaviors through a preventive rather than reactive approach. This workforce leverages data and research-informed prevention strategies to promote protective factors and reduce risk factors. By focusing on risk and protective factors, the IPPW supports leaders in fostering healthier command climates and the well-being of Sailors and their families. The implementation of the IPPW ensures that Navy Reserve Sailors operate in environments characterized by dignity, respect, and safety, ultimately contributing to a more resilient and effective force. More information and a short video can be found here: <https://www.prevention.mil/>





# CAREER

ADVANCEMENT PREREQUISITES

ENLISTED ASSIGNMENTS

OFFICER ASSIGNMENTS

CAREER WAYPOINTS

RESERVE/ACTIVE/TAR CONVERSIONS

LEARNING AND DEVELOPMENT LADDERS

RETIREMENT

TSP

HYT, VTU

CORRESPONDENCE COURSES

JOINT QUALIFIED OFFICER

MILITARY EDUCATION

NAVY CREDENTIALING OPPORTUNITIES ON-LINE

UNITED SERVICE MILITARY APPRENTICESHIP PROGRAM

ACADEMIC CAREER RECORD



## ADVANCEMENT PREREQUISITES

### PMK-EE

The Professional Military Knowledge Eligibility Exam is a stand-alone, once-per-paygrade electronically-delivered eligibility exam required for Navy advancement.

PMK-EE ensures Sailors have a basic knowledge of Professional Military Knowledge (PMK) topics before taking the Navy Wide Advancement Exam (NWAE).

The PMK-EE can be accessed via MyNavy Portal (MNP) or Navy e-Learning (NeL). A PMK-EE mobile application is also available.

Sailors must complete PMK-EE for the desired advancement paygrade (E-4/5/6/7) to be eligible for the NWAE. PMK-EE must be completed by the first day of the month the NWAE is administered. Sailors are required to pass PMK-EE only once per pay grade.

Sailors who advance through the Meritorious Advancement Program (MAP) must complete PMK-EE by the first day of the MAP open season.

For more information <https://www.applocker.navy.mil>

## ENLISTED LEADER DEVELOPMENT

Enlisted Leader Development courses allow enlisted leaders to become more flexible, innovative, and confident by learning in a character-focused continuum. The coursework places a premium on personal and professional growth through the expert use of challenge, adversity, feedback, and mentoring. The facilitated courses are intensely interactive and focused on character, ethics, self-awareness, decision-making, and leadership. This course will become a prerequisite for advancement in 2025.

### COURSE INFORMATION

Foundational Leader Development Course- E-3 & E-4  
Three day course.

Intermediate Leader Development Course (ILDC)- E-5  
Three day course.

Advanced Leader Development Course (ALDC)- E-6  
Four day course.

Chief Petty Officer Leader Development (CPOLDC)  
Graduation from CPOLDC will be mandatory to advance to E-8 beginning in Selection Board 2026.  
Five day course.

### HOW TO ENROLL

To select a course, visit the Quick Links page on MyNavyPortal and log into the CAC-enabled site under Enlisted Leader Development.

## ENLISTED ASSIGNMENTS

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

### MNA RESERVE SCHEDULE

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

### APPLICATION PHASE

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

### COMMAND PHASE

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

### SELECTION/DIRECTED ASSIGNMENT PHASE

RACs review applications and select the best-fit candidate for the specified billet. Once selections are complete, RACs begin the directed assignment phase. Sailors in a needs-of-the-navy status are directed into available billets based on their rate/rank and job qualifications.

### LOCAL ASSIGNMENT REQUEST

Local assignment requests allow Sailors who are Non-locally-assigned-out (NLAO) and desiring a local billet to apply for local assignment during the application phase, regardless of their Projected Rotation Date (PRD) window.

Sailors who are CAOs desiring a local billet must use the "request local placement" function on their MNA homepage. Once the request has been submitted, MNA will lift the PRD gate and allow Sailors to apply for local billets via the job search tab.

Please note this is a two-part process and will not be seen by RACs unless both steps are completed. This function is only available during the MNA application phase.

### TRAINING RESERVE UNIT IDENTIFICATION CODE (TRUIC) CHANGE REQUEST

TRUIC changes are completed when a Sailor desires to transfer from their current drill site or between units within their NRA. There are several reasons why this would happen: relocation, rate training, or Reserve Program Code (RPC) alignment with their NLAO unit.

TRUIC changes are conducted via the Reserve Force Manpower Tools (RFMT) website and must be submitted by the Sailor's NRA for processing. Direct individual requests submitted via MNA are invalid and will be disapproved/redirected to the NRA for submission via RFMT. Reserve enlisted assignments are governed by RESPERSMAN M-1001.5 (CH-13), Articles 1000-1300.

## OFFICER ASSIGNMENTS

As a Navy officer starting your career, you will need to interact with two online tools to search and apply for career opportunities, JO APPLY and APPLY.

### JO APPLY

JO APPLY is for officers O-4 and junior seeking non-command billets. It uses a three-step quarterly process: application, ranking, and selection/directed phases.

During the application phase, potential candidates apply for billets. Make sure you can meet specific drilling requirements before applying for certain billets. The ranking phase ranks command Reserve Program Directors and adds feedback for candidates.

In the selection/directed phase, CNRFC reviews all applicants, rankings, and comments and selects officers for billets and direct assignments.

JO APPLY allows the ability to set distances willing to travel for unit drills, as drill travel is often at the senior officer's own expense.

For more information, please contact:

[usn.norfolk.comnavresforcomva.mbx.cnrjc-jo-apply@us.navy.mil](mailto:usn.norfolk.comnavresforcomva.mbx.cnrjc-jo-apply@us.navy.mil)

### APPLY

APPLY is for officers seeking CO or OIC jobs. It uses a four-step process: record review, registration and dream sheet, confidence factor, and slating.

During the record review phase, potential candidates have time to review personal records before applying for a billet. Letters to the board may be submitted at this phase to list any missing application information or comments.

In the registration and dream sheet phase, potential applicants make a list of billets to be considered for.

In the confidence factor phase, the APPLY board reviews and briefs records to the panel. Here, board members vote to determine confidence factors.

The last phase, slating, is when applicants come before the board to slate for a billet. Slating is based on confidence factor rank and the top choice of remaining billets.

For more information, please contact:

[usn.norfolk.comnavresforcomva.mbx.cnrjc-senior-officer-apply@us.navy.mil](mailto:usn.norfolk.comnavresforcomva.mbx.cnrjc-senior-officer-apply@us.navy.mil)

## CAREER WAYPOINTS (C-WAY)

C-WAY is a force management tool that balances manning across rates, ratings, and active and Reserve components through the Bureau of Naval Personnel's (BUPERS) control reenlistment and enlistment contract extension quotas.

Through C-Way, you can apply for the following opportunities:

- Rating conversion
- Active component conversion
- Training and Administration of the Reserve (TAR) conversion

### RESERVE/ACTIVE/TAR CONVERSIONS

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

1. Definite Recall
2. Indefinite Recall (Officer)/Augmentation (Enlisted)
3. SELRES to TAR

A definitive (temporary) recall to active duty allows RC sailors to perform active-duty recall orders to fill specific AC or TAR billets for 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 after orders.

Indefinite Recall (Officer)/Augmentation (Enlisted) allows RC officers to fill AC shortfalls and enlisted Sailors the opportunity to fill AC community shortfalls as well as TAR shortfalls. Officer designators are changed to A.C. (xxx0), and enlisted Sailors sign a new AC or TAR enlistment contract. These programs leverage existing skill sets to improve AC and TAR community health and allow Sailors to resume or begin a career in the AC or TAR.

Personnel compete for promotion or advancement as AC or TAR members and are subject to the same AC or TAR force management policies as their counterparts. Enlisted personnel adjust their service date based on total active service to compete in the proper year group.

### ACTIVE COMPONENT TO RESERVE COMPONENT (AC2RC):

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.

AC or TAR 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 before SEAOS).

Always discuss submission of a SELRES request outside the SELRES-only window (5-3 months before SEAOS) with your career counselor.

Once approved for SELRES affiliation and while still on active duty, Sailors can select the NRC they desire to be assigned to through [mynavyassignment.navy.mil](https://mynavyassignment.navy.mil).



## LEARNING & DEVELOPMENT ROADMAPS (LaDR)

LaDRs are a valuable tool that provides rate-specific guidance to Sailors along a learning and development continuum. They help navigate present and future career moves and explain in detail what Sailors need to succeed at specific points in their career. LaDRs receive yearly updates to maintain relevance, and in 2019, they received a comprehensive update to include Reserve-specific guidance on SELRES career paths to all applicable ratings.

You can download your rating LaDR at <https://www.cool.mil/usn/index.html>.

Using LaDRs as a reference guide, Sailors can better understand what they need to do to succeed in their career.

## RETIREMENT

### ELIGIBILITY FOR NON-REGULAR RETIREMENT

- Requires 20 Qualifying Years of service.

- A member accrues a Qualifying Year after earning a minimum of 50 retirement points in their own Anniversary Year.

### RESERVE RETIREMENT POINTS

Review your Statement of Service for accuracy and completeness to ensure proper compensation for all creditable work performed during your career.

### NOTICE OF ELIGIBILITY

After achieving 20 qualifying years of service, Navy Personnel Command PERS-912 will send a Notice of Eligibility (NOE) letter to the mailing address on record

Upon receipt of the NOE, you have 90 days to complete and return your Reserve Component Survivor Benefit Plan Election Certificate (D.D. Form 2656-5)

### RETIREMENT COUNSELING AND NOTIFICATION

Per NAVADMIN 243/14, Reserve members are to receive official retirement counseling from their career counselor through a career development board for enlisted Sailors or from the commanding officer through mid-term counseling for officers.

### RETIREMENT WITHOUT PAY

Submit retirement requests via the NSIPS Employee Self-Service Retirements and Separations module.

Retirements without Pay are effective the first day of the given month following any HYT or statutory limit.

Members may submit a Retirement Without Pay request once they've accrued 19 qualifying years.

### RETIREMENT WITH PAY

Retirement Pay Eligibility Date usually is your 60th birthday.

Members eligible for Retirement with Pay (also known as Non-Regular Retirement) must mail or fax their application to Navy Personnel Command, PERS-912.

Retirement With Pay applications include:  
Application for Retired Pay Benefits (D.D. Form 108).

Data for Payment of Retired Personnel (D.D. Form 2656).

A few exceptions allow you to retire with pay before age 60. Please see DoDI 1215.07, "Service Credit for Non-Regular Retirement."

PERS-912 recommends applying for your retired pay up to a full calendar year in advance of eligibility

### RESOURCES

Visit the MyNavy HR Reserve retirement website to review the fundamental processes of a Reserve retirement, for a schedule of upcoming retirement transition outreach events, and to download the two required forms (D.D. Form 108 and 2656) <https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Reserve-Retirements/>

If you aren't retiring for some time, stay tuned for MyNavyHR Navy Pay and Personnel transformation updates coming in 2024; these efforts will change the process and systems used for Reserve retirements.

Other resources may include:

- Local Retired Activities Office

- Local accredited veteran services organizations and the Veterans Administration

- Making an appointment with your local Social Security office

Talk with your NRC or unit career counselor for more information

### CALCULATING RETIREMENT PAY

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

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

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

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

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

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

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

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

## THRIFT SAVINGS PLAN (TSP)

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

To check your balance and explore more TSP benefits, visit the TSP website: [www.tsp.gov](http://www.tsp.gov)

## HIGH YEAR TENURE AND VOLUNTEER TRAINING UNIT

### HIGH YEAR TENURE (HYT)

HYT is a management tool to shape and balance the Navy's Force properly, based on a Reserve Sailor's Pay Entry Base date, including all Sailors. Exceptions allow Reserve Sailors to serve extended careers past their HYT restrictions.

### HYT WAIVERS AND VTU

The Voluntary Training Unit (VTU) offers Reserve Sailors a way to achieve qualifying years for retirement. VTU is a part of the Individual Ready Reserve (IRR). Reserve Sailors could reach their HYT mark without being eligible for retirement pay due to insufficient drill points in a given year. Reserve Sailors can request an HYT waiver to remain in a paid billet or request a transfer to the VTU. E4 to E6 Reserve Sailors can request a transfer to the VTU to obtain 20 qualifying years for retirement. E7 and senior Reserve Sailors are automatically waived to serve in the VTU until 30 years of service. With few exceptions, Reserve Sailors have 30 years (all service years including IRR) to complete their eligibility for retirement pay. VTU Sailors, at specific rates, may be eligible to apply for billets as a paid Reserve member through an HYT waiver and return to Reserve status.

### HYT PLUS

NAVADMIN 277/23, announced the indefinite extension of the high-year tenure (HYT) Plus Pilot Program to improve Navy retention efforts and Fleet readiness. This update removes the end date for the HYT Plus policy change that allows Sailors remaining on active duty beyond HYT gates to apply for new jobs through the MyNavy Assignment portal, or extend at their current command to complete a full tour, even if they go beyond the HYT threshold for their pay grade. The extension will offer additional looks for advancement and more time to build retirement benefits, including E5 retirement. These changes apply to the Sailor already eligible for HYT Plus. Those Sailors not already participating in the HYT Plus Pilot remain under HYT policy. For Training and Administration of Reserve (TAR) Sailors at E9 and SELRES Command Master Chief (CMDCM), and Command Senior Chief (CMDCS) the HYT policy will resume on Oct. 1, 2024.



## CORRESPONDENCE COURSES

Reserve Sailors can gain valuable knowledge and earn retirement points for completing correspondence courses.

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

If you would like to recommend a course to be added to the approved course list, follow the link at the bottom of the retirement points page to request an addition.

### AWARDING NON-PAY RETIREMENT POINTS

Completing approved correspondence courses does not automatically generate retirement point credits. Course completion certificates must be submitted to your NRC for credit. Credits must be entered within 12 months of the course completion date. After the 12 month period has elapsed, your commanding officer must provide an approval endorsement, with completion certificates, to Navy Personnel Command (PERS-912) for course credit entries.

## JOINT QUALIFIED OFFICER

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

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

## MILITARY EDUCATION

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

## NAVY CREDENTIALING OPPORTUNITIES ON-LINE (COOL)

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

## UNITED STATES MILITARY APPRENTICESHIP PROGRAM

USMAP allows you to obtain a certificate of completion from the U.S. Department of Labor by documenting work experience during military service. Apprenticeships can build on military experience and can qualify you for a better civilian job with significantly higher pay. You must have at least one-year remaining service obligation to complete the apprenticeship. Each apprenticeship trade requires from 2,000 and 8,000 hours of on-the-job work and formal classroom instruction (A or C schools).

To learn more: [usmap.netc.navy.mil](http://usmap.netc.navy.mil)

## ACADEMIC DEGREE RECORD

You are responsible for the submission of your own official transcripts to the Joint Services Transcript (JST) office. If you have a completed/finished degree or earned college credits to document, ask your educational institution to send an official sealed transcript to the JST office. JST will not accept transcripts unless mailed by the institution.

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

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

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





# RESOURCES

- PSYCHOLOGICAL HEALTH OUTREACH PROGRAM
- NAVY RESERVE CHAPLAINS
- CRISIS SUPPORT
- MILITARY FUNERAL HONORS
- SERVICEMEMBER'S GROUP LIFE INSURANCE
- 9/11 GI BILL AND TRANSFERABILITY
- YELLOW RIBBON REINTEGRATION PROGRAM AND RETURNING WARRIOR WORKSHOP
- INSPECTOR GENERAL
- NAVY-MARINE CORPS RELIEF SOCIETY
- FLEET AND FAMILY SUPPORT CENTER
- MILITARY LODGING
- VETERANS AFFAIRS HOME LOANS
- COMMUNITY RECREATION, TICKETS AND TRAVEL
- SPACE-AVAILABLE TRAVEL
- EMPLOYER SUPPORT OF THE GUARD AND RESERVE
- FREEDOM AWARD
- NAVY EMPLOYER RECOGNITION EVENT
- NAVY RESERVE PHONE LIST



# PSYCHOLOGICAL HEALTH OUTREACH PROGRAM

The Navy and Marine Corps Reserve PHOP was established by the Bureau of Medicine and Surgery (BUMED) in 2008. It aims to ensure Reservists and their eligible family members have full access to appropriate psychological healthcare services to increase resilience and facilitate recovery. PHOP counselors support all Navy Reserve Centers (NRC) and are embedded in 29 Reserve units nationwide. Reservists and their families are eligible for FREE services from PHOP.

PHOP team members are available by phone at: 1-866-578-PHOP(7467). Follow PHOP on Facebook @BUMEDPHOP for more resources, information and program events.

# NAVY RESERVE CHAPLAINS

Chaplains provide a wide spectrum of counsel, advice and pastoral care for service members and their families. They keep all of your communications in complete confidence unless you direct otherwise. They are naval officers who understand the challenges of Navy life and religious ministers available to help you grow in your faith.

The Commander, Navy Reserve Forces Command Chaplain office runs an around-the-clock on-call 100% confidential phone service for Reserve Force personnel and their families providing a safe and confidential way to receive counseling and spiritual services. The CNRFC 24/7 chaplain line is available at (757) 322-5650.

## ADDITIONAL RESOURCES

Call: 1-855-NAVY-311 (1-855-628-9311)  
Email: [navy311@navy.mil](mailto:navy311@navy.mil)  
Text: [navy311@navy.mil](sms:navy311@navy.mil)  
Visit: [www.navy311.navy.mil](http://www.navy311.navy.mil)

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

# CRISIS SUPPORT

If you, your friend, your shipmate, or a loved one are having trouble navigating stress or experiencing a crisis, help is always available. Seeking help is a sign of strength and a sign of the good judgment and reliability needed to thrive in life. You can reach out to your local Fleet and Family Support Center, Deployed Resilience Counselor, civilian or military mental health provider, or any of the following free and confidential resources.

## MILITARY CRISIS LINE

Connects service members and veterans in crisis with qualified and caring Department of Veterans Affairs responders through a confidential, toll-free hotline, 24 hours a day, seven days a week. Support is available via telephone, mobile text or online. <https://www.veteranscrisisline.net/>  
Call: 1-800-273-TALK (8255, Option 1), Text 838255

## MILITARY ONESOURCE

Military OneSource offers free and confidential non-medical counseling via phone and live chat, 24 hours a day, seven days a week. They also offer specialty consultations, with services including peer-to-peer support, wounded warrior support, health and wellness coaching, transition assistance and more. <https://www.militaryonesource.mil/>  
Call: 1-800-342-9647  
OCONUS: 703-253-7599

## REAL WARRIORS LIVE CHAT

Live chat with a trained health resource consultant who is ready to talk, listen and provide guidance and resources. <http://www.realwarriors.net/livechat>

## ADDITIONAL RESOURCES

Suicide Hotline: 1-800-273-TALK (8255)  
National Hope Line Network: 1-800-784-2433  
Crisis Text Line: Text HOME to 741741 (24/7)  
Substance Abuse and Mental Health Services: 1-800-662-HELP (4357)  
IMAlive Virtual Crisis Center: <https://www.imalive.org/>

# MILITARY FUNERAL HOURS

As a Reserve Sailor, you are entitled to be buried with military honors. Our nation regards memorializing its military deceased as an honorable and sacred obligation. Additionally, you are eligible to participate in funeral honors ceremonies, which can earn you drill pay and points for retirement.

## ELIGIBILITY:

- All who served honorably in the U.S. Armed Forces are eligible for Military Funeral Honors.
- Reservists who have served honorably and completed at least one term of enlistment or period of initial obligated service are also eligible.

## MILITARY FUNERAL HONORS SERVICE VOLUNTEERS:

Navy Military Funeral Honors is a total force mission that requires the efforts of active-duty and Reserve Sailors, members of the National Guard, and retirees.

Contact your NRC's funeral honors representative to learn how you can participate.

# MENTAL HEALTH MATTERS

"Each of you are precious and valued members of our Navy Reserve team. Together, we must create and maintain a culture of excellence...including a culture of wellbeing, a culture of safety, and a culture of warfighting readiness."

- VICE ADM. JOHN B. MUSTIN  
CHIEF OF NAVAL RESERVE



Military One Source

1-800-342-9647  
VETERANCRISISLINE.NET



National Domestic  
Violence Hotline  
1-800-799-7233  
VETERANCRISISLINE.NET



Veteran's Crisis Line

1-800-273-8255 OR 988, 1  
VETERANCRISISLINE.NET



Psychological Health  
Outreach Program  
866-578-7467  
FACEBOOK.COM/BUMEDPHOP



DoD Safe Helpline

1-877-995-5247  
SAFEHELPLINE.ORG



National Suicide  
Prevention Hotline  
1-800-273-8255 OR 988  
SUICIDEPREVENTIONHOTLINE.ORG



Rape, Abuse & Incest  
National Network  
1-800-656-4673  
RAINN.ORG



Chaplain Hotline  
for Reserve Sailors  
757-322-5650  
NAVY311.NAVY.MIL



VA Veteran Centers

1-877-WAR-VETS  
VETCENTER.VA.GOV



DON Civilian Employee  
Assistance Program (DONCEAP)  
1-844-DON-CEAP  
MAGELLANASCEND.COM



## SERVICEMEMBERS' GROUP LIFE INSURANCE

SGLI provides you and your family, through Family Servicemembers' Group Life Insurance (FSGLI), low-cost term life insurance coverage. Coverage is available in \$50,000 increments up to a maximum of \$500,000 for you, a maximum of \$100,000 for your spouse and \$10,000 for dependent children. Premiums are deducted from monthly pay automatically once enrollment has been completed.

## POST 9/11 GI BILL AND TRANSFERABILITY

As a Navy Reserve Sailor you qualify for educational assistance, as long as you meet the requirements — six years of service and 90 days of aggregate Active-Duty service after Sept. 10, 2001. The qualifying Active-Duty periods are mobilizations, Active Duty for Training (ADT), Active Duty for Operational Support (ADOS) and Presidential Recall. You can transfer unused entitlements to your spouse or dependents, as long as they are enrolled in the Defense Eligibility Enrollment System (DEERS) and are eligible for identification card benefits. Using and transferring benefits isn't difficult, but there are steps you must complete to ensure you're ready.

Step-by-step instructions for transferability of the Post 9/11 GI Bill can be found at: [www.mynrh.navy.mil](http://www.mynrh.navy.mil) > Commands > CNRFC > N-codes > N1 > N1C > N1C2 (CAC required). Click Post 9/11 GI Bill Documents box. The file is titled One Page — Post 9-11 GI Bill Transferability Information Sheet.

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

## YELLOW RIBBON REINTEGRATION PROGRAM AND RETURNING WARRIOR WORKSHOP

The Yellow Ribbon Reintegration Program (YRRP) is a DoD wide effort to promote the well-being of National Guard and Reserve members, their families and communities, by connecting them with resources throughout the deployment cycle. YRRP hosts Deployment Readiness Training (DRT) events for Sailors departing for a mobilization and Returning Warrior Workshops (RWW) for Sailors as they return home.

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

Any Reserve Sailor recently returned from a mobilization or deployment is invited to attend an RWW with a guest of their choice. RWWs are hosted by one of the six Navy Region Reserve Component Commands (REDCOM) at a hotel away from military bases to ensure a safe and relaxed atmosphere for Sailors and guests to focus on the reintegration process. Sailors attend the event on ADT travel orders paid for by the YRRP. Attire for all attendees is civilian business casual. All lodging, meals and travel expenses are covered and include: dinner Friday night, three meals on Saturday and breakfast and lunch on Sunday. Travel is primarily by personal vehicle, and mileage is paid at the current government rate for up to 400 miles. The host REDCOM 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. For more information: [www.yellowribbon.mil](http://www.yellowribbon.mil)

## INSPECTOR GENERAL

The Navy Reserve office of the Inspector General plays a critical role in helping the Navy Reserve maintain the highest level of integrity and public confidence. The IG inquires and reports on matters which affect the discipline and efficiency of the Navy. Matters which are appropriate for the IG to look into may be broadly placed under the heading of fraud, waste, abuse and mismanagement.

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

Follow the four-step process located on the SECNAV IG website to determine the best place to start: [www.secnav.navy.mil/ig/Pages/ComplaintProcedure.aspx](http://www.secnav.navy.mil/ig/Pages/ComplaintProcedure.aspx), call the toll-free hotline: 1-800-522-3451, or contact: [navighotlines@navy.mil](mailto:navighotlines@navy.mil)

Contact the CNRF IG: [https://private.navyreserve.navy.mil/cnrfc/special\\_assistants/N0002/Pages/](https://private.navyreserve.navy.mil/cnrfc/special_assistants/N0002/Pages/)  
By phone: (866) 237-2298  
Or contact [nwor\\_navreshotline@navy.mil](mailto:nwor_navreshotline@navy.mil)

## NAVY-MARINE CORPS RELIEF SOCIETY

NMCRS is a private non-profit charitable organization sponsored by the Navy and has been providing need-based financial assistance for Sailors, Marines and their families since 1904. Reserve Sailors are eligible for NMCRS services ONLY when on active-duty orders for 30 days or more, with certain exceptions. If you are experiencing financial hardship, NMCRS may be able to help. Talk with your command leadership and visit the NMCRS website: [www.nmcrs.org](http://www.nmcrs.org)

## FLEET AND FAMILY SUPPORT CENTER

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

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

## MILITARY LODGING

Reserve Sailors are eligible to use temporary military lodging facilities and resorts located across the U.S. and around the world. Military lodging facilities range from modern resorts to mountain cottages. There are limited-service hotels built specifically for families arriving at a new duty station as well as full-service recreational facilities.

There are a number of sites to visit for Military Lodging options: Armed Forces Vacation Club, Military One Source, Navy Lodge, and Air Force Inns.

Visit [www.afvclub.com](http://www.afvclub.com) and [www.militaryonesource.mil/recreation-travel-shopping/travel/recreational-lodging](http://www.militaryonesource.mil/recreation-travel-shopping/travel/recreational-lodging) for more information. For Lodging options, visit [www.dodlodging.net](http://www.dodlodging.net) or [www.navy-lodge.com](http://www.navy-lodge.com)

## VETERANS AFFAIRS HOME LOANS

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

### ELIGIBILITY:

You must first meet the time in service requirements — completion of six years in the Reserve, or 181 active-duty days during peacetime or 90 days during war time.

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

## COMMUNITY RECREATION AND TICKETS AND TRAVEL

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

For more information on discounts available to you at a local military installation recreation office (it may also be referred to as MWR or Leisure Travel Service), or if you're not located close to an installation, visit them online: [www.navy.mwr.org](http://www.navy.mwr.org)

## SPACE-AVAILABLE TRAVEL

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

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

## EMPLOYER SUPPORT OF THE GUARD AND RESERVE (ESGR)

The military uses ESGR as a resource to inform and educate service members and their civilian employers about the rights and responsibilities of all parties affected by the Uniformed Services Employment and Reemployment Rights Act (USERRA): a federal law that protects the jobs of military service members called away to active duty.

If you need more information or assistance with USERRA, visit the ESGR website or contact their customer support line.



FREEDOM AWARD

The Secretary of Defense established the Freedom Award as a way to recognize civilian employers who go above and beyond and to ensure their employees are well-taken care of.

Nominations for the Freedom Award must come from a Guard or Reserve service member employed by the organization they are nominating. Family members can also submit nominations on behalf of the service member. Employers from all sectors of employment are encouraged for nomination (local, state and federal agencies are eligible). Winning the Freedom Award is a prestigious honor that shows a commitment to supporting military employees.

Recipients are invited to an awards ceremony at the Pentagon, and receive recognition in national media outlets.

To nominate your employer, visit the Freedom Award page: [www.freedomaward.mil](http://www.freedomaward.mil)

NAVY EMPLOYER RECOGNITION EVENT

Annual Navy Employer Recognition Events (NERE) recognize civilian employers who provide outstanding support to Reserve Sailors in their organizations. If your employer fits that description, consider nominating your leadership to attend a NERE event.

NERE's are all-day events including tours of Navy ships, aircraft and facilities. Transportation and lunch are provided. NEREs conclude with a dinner reception with the Chief of Navy Reserve and Commander, Navy Reserve Forces Command, as well as other flag officers. E-mail nominations must include:

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

This year's event will be held June 11, 2024 in San Diego, CA. Visit the nomination portal: [https://private.navyreserve.navy.mil/OCNR/Strategic\\_Plans\\_and\\_Policy/Pages/nere.aspx](https://private.navyreserve.navy.mil/OCNR/Strategic_Plans_and_Policy/Pages/nere.aspx)

NAVY RESERVE PHONE LIST

CHIEF OF NAVY RESERVE

WASHINGTON D.C. - (703) 693-5757

COMMANDER, NAVAL AIR FORCE RESERVE

SAN DIEGO, CA - (619) 767-7379

NAVREG NORTHWEST-REDCOM EVERETT • (425) 304-3338

ALASKA

ANCHORAGE - (907) 384-6525

IDAHO

BOISE - (208) 422-6232

IOWA

DES MOINES - (515) 252-8803

MINNESOTA

MINNEAPOLIS - (612) 713-4847

NEBRASKA

OMAHA - (402) 232-0090

NORTH DAKOTA

FARGO - (701) 232-3689

OREGON

PORTLAND - (503) 285-4566

SPRINGFIELD - (541) 463-7268

MONTANA

BILLINGS - (406) 373-8640

HELENA - (406) 449-5729

WYOMING

CHEYENNE - (307) 773-6500

SOUTH DAKOTA

SIOUX FALLS - (605) 336-2402

WASHINGTON

EVERETT - (425) 304-4764

KITSAP - (360) 981-9794

SPOKANE - (509) 327-3346

WHIDBEY ISLAND - (360) 632-7463

- VAQ 209 - (360) 257-2027

- VR 61 - (360) 257-8760

- VP 69 - (360) 257-6972

NAVREG SOUTHWEST-REDCOM SAN DIEGO • 619-705-4038

ARIZONA

PHOENIX - (602) 484-7292

TUCSON - (520) 228-6289

CALIFORNIA

ALAMEDA - (510) 814-2605

LEMOORE - (559) 998-3778

LOS ANGELES - (719) 317-8099

RIVERSIDE - (951) 655-5591

NORTH ISLAND - (619) 545-2650

- HSC 85 - (619) 545-7218

- Maritime support wing (619) 804-1474

- VR 57 - (619) 545-6914

Pt. Mugu - VR 55 - (805) 989-7734

SACRAMENTO - (916) 503-0450

SAN DIEGO - (858) 537-8000

SAN JOSE - (408) 294-6005

VENTURA COUNTY - (805) 469-3845

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DENVER - (720) 847-6205

COLORADO SPRINGS - (719) 526-2964

GUAM

GUAM - (671) 339-2297

HAWAII

PEARL HARBOR - (808) 227-3575

Kaneohe Bay - VR 51 - (808) 257-2100

NEVADA

LAS VEGAS - (719) 317-4398

FALLON - (775) 426-3468

Fallon - VFC 13 - (775) 426-3644

NEW MEXICO

ALBUQUERQUE - (505) 846-4764

UTAH

SALT LAKE CITY - (801) 907-2791

NAVREG SOUTHEAST-REDCOM JACKSONVILLE • (904) 542-2486

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BIRMINGHAM - (659) 235-6883

FLORIDA

JACKSONVILLE - (904) 542-3320

- HSM 60 - (904) 546-7328

- VP 62 - (904) 542-2006

- VR 58 - (904) 542-2380

- VR 62 - (904) 542-8557

Key West - VFC 111 - (305) 747-1022

MIAMI - (866) 566-4538

ORLANDO - (321) 239-4226

PENSACOLA - (850) 452-7178

TALLAHASSEE - (850) 576-6194

TAMPA - (813) 828-3009

WEST PALM BEACH - (561) 687-3954

GEORGIA

ATLANTA - (678) 655-6000

AUGUSTA - (706) 791-6244

COLUMBUS - (706) 322-4670

PUERTO RICO

PUERTO RICO - (787) 707-4636

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CHARLESTON - (843) 794-2620

COLUMBIA - (803) 751-9251

GREENVILLE - (864) 552-2940

TENNESSEE

CHATTANOOGA - (423) 698-8955

KNOXVILLE - (865) 895-6200

MEMPHIS - (901) 874-7255

NASHVILLE - (615) 267-6352

OCONUS DRILLING SITES

INDO-PACIFIC

BUSAN, KOREA

YOKOSUKA, JAPAN

NRC GUAM - (671) 339-2297

special operations command

NRC TAMPA - (813) 828-3009

EUROPE, SOUTHERN, CENTRAL,

AFRICA

NAPLES, ITALY

STUTTGART, GERMANY

MOLESWORTH, UNITED KINGDOM

NRC JACKSONVILLE - (904) 542-3320

COMMANDER, NAVY RESERVE FORCES COMMAND

NORFOLK, VA - (757) 445-8500

COMMANDER, NAVAL INFORMATION FORCE RESERVE

FORT WORTH, TX - (800) 544-9962

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PLAINVILLE - (860) 747-4563

DELAWARE

NEW CASTLE - (302) 326-7792

MAINE

BANGOR - (207) 650-0927

MARYLAND

BALTIMORE - (410) 752-4561

MASSACHUSETTS

QUINCY - (617) 777-7245

NEW HAMPSHIRE

MANCHESTER - (910) 598-9735

NEW JERSEY

EARLE - (732) 866-7288

FORT DIX - (609) 562-6289

MCGUIRE - VR 64 - (609) 754-1890

NEW YORK

BUFFALO - (716) 883-1016

LONG ISLAND - (631) 247-1000

NEW YORK CITY - (718) 892-0312

ROCHESTER - (585) 247-9312

SCHENECTADY - (518) 243-3140

NORTH CAROLINA

CHARLOTTE - (704) 972-1540

GREENSBORO - (336) 668-0053

RALEIGH - (919) 834-6461

WILMINGTON - (910) 540-9676

RHODE ISLAND

NEWPORT - (401) 841-4550

VERMONT

WHITE RIVER JUNCTION

- (802) 295-0050

VIRGINIA

NORFOLK - (757) 318-4500

- HM 14 - (757) 322-2151

- HM 15 - (757) 322-9656

- VFC 12 - (757) 433-4200

- VR 56 - (757) 433-6056

RICHMOND - (804) 271-6096

ROANOKE - (540) 563-9723

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- VR 1 - (240) 857-3769

- VR 53 - (240) 857-2065

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KANSAS

WICHITA - (316) 683-3491

LOUISIANA

NEW ORLEANS - (504) 678-8205

- VFA 204 - (504) 678-3491

- VR 54 - (504) 678-3061

SHREVEPORT - (318) 746-9657

MISSISSIPPI

MERIDIAN - (601) 679-3610

GULFPORT - (228) 323-0064

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KANSAS CITY - (816) 791-4708

SPRINGFIELD - (417) 869-5721

ST. LOUIS - (816) 791-4708

OKLAHOMA

OKLAHOMA CITY - (572) 633-6240

TULSA - (918) 279-3700

TEXAS

AMARILLO - (806) 372-5589

AUSTIN - (737) 289-2865

CORPUS CHRISTI - (361) 961-2241

EL PASO - (915) 401-8120

FORT WORTH - (817) 782-1800

- FLEET LOGISTICS SUPPORT WING

(817) 782-6015

- TACTICAL SUPPORT WING

(827) 505-5708

- VR 59 - (817) 782-3420

HARLINGEN - (866) 797-9276

HOUSTON - (719) 317-2221

SAN ANTONIO - (210) 539-7253

NAVREG MID-ATLANTIC-REDCOM GREAT LAKES • (847) 688-4916

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GREAT LAKES - (847) 688-3760

ROCK ISLAND - (309) 782-6084

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INDIANAPOLIS - (719) 366-9334

KENTUCKY

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MICHIGAN

BATTLE CREEK - (269) 316-2180

DETROIT - (586) 239-6289

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AKRON - (330) 491-3450

CINCINNATI - (513) 221-0138

COLUMBUS - (380) 225-6190

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AVOCA - (570) 457-8430

ERIE - (814) 866-3073

HARRISBURG - (717) 605-5649

PITTSBURGH - (412) 893-1580

WEST VIRGINIA

ELEANOR - (304) 586-0326

WISCONSIN

GREEN BAY - (920) 336-2444

MADISON - (608) 210-4412



# RIBBONS AND DEVICES



Medal Of Honor



Navy Cross



Defense Distinguished Service Medal



Distinguished Service Medal



Silver Star



Defense Superior Service Medal



Legion Of Merit



Distinguished Flying Cross



Navy/Marine Corps Medal



Bronze Star



Purple Heart



Defense Meritorious Service Medal



Meritorious Service Medal



Air Medal



Joint Service Commendation Medal



Navy/Marine Corps Commendation Medal



Joint Service Achievement Medal



Navy/Marine Corps Achievement Medal



Combat Action Ribbon



Presidential Unit Citation



Joint Meritorious Unit Award



Navy Unit Commendation



Meritorious Unit Commendation



Navy "E" Ribbon



POW Medal



Good Conduct Medal



Navy Reserve Meritorious Service Medal



Navy Fleet Marine Force Ribbon



Navy Expeditionary Medal



National Defense Service Medal



Korean Service Medal



Antarctica Service Medal



Armed Forces Expeditionary Medal



Vietnam Service Medal



Southwest Asia Service Medal



Kosovo Campaign Medal



Afghanistan Campaign Medal



Iraq Campaign Medal



Global War On Terrorism Expeditionary Medal



Global War On Terrorism Service Medal



Korea Defense Service Medal



Armed Forces Service Medal



Humanitarian Service Medal



Military Outstanding Volunteer Service Medal



Sea Service Deployment Ribbon



Navy Arctic Service Ribbon



Navy Reserve Sea Service Ribbon



Navy/Marine Corps Overseas Service Ribbon



Navy Recruiting Service Ribbon



Navy Recruit Training Service Medal



Armed Forces Reserve Medal



Navy Ceremonial Duty Ribbon



Navy Reserve Medal



Philippine Presidential Unit Citation



Republic Of Korea Presideantial Unit Citation



Republic Of Vietnam Presidential Unit Citation



Republic Of Vietnam Gallantry Cross Unit Citation



Republic Of Vietnam Civil Actions Unit Citation



United Nations Service Medal



United Nations Medal



Nato Medals



Multinational Force And Observers Medal



Inter American Defense Board Medal



Republic Of Vietnam Campaign Medal



Kuwait Liberation Medal (Kingdom Of Saudi Arabia)



Kuwait Liberation (Kuwait)



Rifle Marksmanship Medal



Pistol Marksmanship Medal



**Silver/Gold Star**

Gold: Denotes subsequent awards of the same Navy decoration.  
Silver: Worn in lieu of five gold stars



**Bronze "S"**

Denotes Sharpshooter Marksman qualification.



**"M" Device**

Denotes Naval Reserve mobilization in support of certain operations.



**"V" Device**

Authorized for acts or service involving direct participation in combat operations.



**Hourglass**

Issued for each succeeding award of the Armed Forces Reserve Medal.



**Silver "E"**

Denotes Expert Marksman qualification.



**Silver/Bronze Oak Leaf Cluster**

Represents second and subsequent entitlements of awards.

Silver: Worn for the 5th, 11th, or in lieu of five bronze oak leaf clusters.



**Fleet Marine Force Combat Operations Insignia**

For Navy personnel attached to Fleet Marine Force units participating in combat operations.



**Silver Service Star  
Bronze Star**

Represents participation in campaigns or operations, multiple qualifications or an additional award to any of the various ribbons on which it is authorized. Also worn to denote first award of the single-mission Air Medal after Nov. 22, 1989.

Silver Star: Worn in lieu of five bronze stars.



**Battle "E" Device**

Denotes permanent duty on U.S. ships or squadrons that have won a battle efficiency competition. For each award, up to the third, one Battle "E" device is authorized. For the fourth and all subsequent awards, a single silver-wreathed "E" device shall be used.



**Wintered Over**

For wintering over on Antarctica continent – a clasp for Antarctica Service Medal; a suspension ribbon and a disc for the service ribbon; bronze for the first winter; gold for the second winter; and silver for the third.



**Strike/Flight Device**

Bronze Arabic numeral denotes the total number of strike/flight awards of the Air Medal earned subsequent to April 9, 1962.



Kuwait Liberation Cluster



**"3/16" Palm**

Worn on the Republic of Vietnam Gallantry Cross Unit Citation and Republic of Vietnam Civil Actions Unit Citation ribbons.



















































**Europe And Asia Clasps**

Worn on the suspension ribbon of the Navy Occupation Service Medal.





















































# ARMED FORCES RANKS

AIR FORCE   ARMY   MARINE CORPS   SPACE FORCE				NAVY & COAST GUARD		NAVY & COAST GUARD		AIR FORCE & SPACE FORCE	
WARRANT OFFICERS	0-10		General of the Air Force/Army		Fleet Admiral		Fleet Admiral	No Warrant Officer Rank	
			General		Admiral   Commandant of the Coast Guard		Admiral   Commandant of the Coast Guard	<b>ARMY</b>	
	0-9		Lieutenant General		Vice Admiral		Vice Admiral		Chief Warrant Officer 5
			Major General		Rear Admiral		Rear Admiral		Chief Warrant Officer 4
	0-8		Brigadier General		Rear Admiral (Lower Half)		Rear Admiral (Lower Half)		Chief Warrant Officer 3
			Colonel		Captain		Captain		Chief Warrant Officer 2
	0-7		Lieutenant Colonel		Commander		Commander		Warrant Officer 1
	0-6		Major		Lieutenant Commander		Lieutenant Commander	<b>MARINE CORPS</b>	
	0-5		Captain		Lieutenant		Lieutenant		Chief Warrant Officer 5
	0-4		First Lieutenant		Lieutenant Junior Grade		Lieutenant Junior Grade		Chief Warrant Officer 4
	0-3		Second Lieutenant		Ensign		Ensign		Chief Warrant Officer 3
	0-2								Chief Warrant Officer 2
	0-1								Warrant Officer 1
								<b>NAVY &amp; COAST GUARD</b>	
									Chief Warrant Officer 5
									Chief Warrant Officer 4
									Chief Warrant Officer 3
									Chief Warrant Officer 2
									Warrant Officer 1 (Coast Guard Only)



# ARMED FORCES RANKS

	AIR FORCE	ARMY	MARINE CORPS	NAVY & COAST GUARD	SPACE FORCE
E-9	 Chief Master Sergeant of the Air Force	 Sergeant Major of the Army	 Sergeant Major of the Marine Corps	 Master Chief Petty Officer of the Navy   Coast Guard	 Chief Master Sergeant of the Space Force
E-8	 Chief Master Sergeant   First Sergeant Command Chief Master Sergeant	 Sergeant Major Command Sergeant Major	 Master Gunnery Sergeant Sergeant Major	 Master Chief Petty Officer Command Master Chief Petty Officer Fleet/Force Master Chief Petty Officer	 Chief Master Sergeant
E-7	 Senior Master Sergeant First Sergeant	 Master Sergeant First Sergeant	 Master Sergeant First Sergeant	 Senior Chief Petty Officer	 Senior Master Sergeant
E-6	 Master Sergeant First Sergeant	 Sergeant First Class	 Gunnery Sergeant	 Chief Petty Officer	 Master Sergeant
E-5	 Technical Sergeant	 Staff Sergeant	 Staff Sergeant	 Petty Officer First Class	 Technical Sergeant
E-4	 Staff Sergeant	 Sergeant	 Sergeant	 Petty Officer Second Class	 Sergeant
E-3	 Senior Airman	 Corporal, Specialist	 Corporal	 Petty Officer Third Class	 Specialist 4
E-2	 Airman First Class	 Private First Class	 Lance Corporal	 Seaman	 Specialist 3
E-1	 Airman	 Private	 Private First Class	 Seaman Apprentice	 Specialist 2
	 Airman Basic	 Private	 Private	 Seaman Recruit	 Specialist 1



# ENLISTED RATES



**AB**

Aviation Boatswain's Mate

**ABE** - Launch/Recovery  
(Equipment)

**ABF** - Fuel

**ABH** - Aircraft Handling



**AC**

Air-Traffic Controller



**AD**

Aviation Machinist's Mate



**AE**

Aviation Electrician's Mate



**AG**

Aerographer's Mate



**AM**

Aviation Structural Mechanic

**AME** - Safety Equipment



**AO**

Aviation Ordnanceman



**AS**

Aviation Support  
Equipment Technician



**AT**

Aviation Electronics  
Technician



**AW**

Naval Air Crewman

**AWF** - Mechanical

**AWO** - Operator

**AWR/AWS** - Helicopter

**AWV** - Avionics



**AZ**

Aviation Maintenance  
Administrationman



**BM**

Boatswain's Mate



**BU**

Builder



**CE**

Construction Electrician



**CM**

Construction Mechanic



**CS**

Culinary Specialist



**CT**

Cryptologic Technician

**CTI** - Interpretive

**CTM** - Maintenance

**CTN** - Networks

**CTR** - Collection

**CTT** - Technical



**DC**

Damage Controlman



**EA**

Engineering Aid



**EM**

Electrician's Mate



**EN**

Engineman



**EO**

Equipment Operator



**EOD**

Explosive Ordnance Disposal



**ET**

Electronics Technician



**FC**

Fire Controlman



**FT**

Fire Control Technician



**GM**

Gunner's Mate



**GS**

Gas Turbine Systems  
Technician

**GSE** - Electrical

**GSM** - Mechanical



**HM**

Hospital Corpsman



**HT**

Hull Maintenance Technician



**IC**

Interior Communications  
Electrician



**IS**

Intelligence Specialist



**IT**

Information Systems  
Technician

**ITS** - Submarines



**LN**

Legalman



**LS**

Logistics Specialist



**MA**

Master-at-Arms



**MC**

Mass Communication  
Specialist



**MM**

Machinist's Mate



**MN**

Mineman



**MR**

Machinery Repairman



**MT**

Missile Technician



**MU**

Musician



**NC**

Navy Counselor



**ND**

Navy Diver



**OS**

Operations Specialist



**PR**

Aircrew Survival  
Equipmentman



**PS**

Personnel Specialist



**QM**

Quartermaster



**RP**

Religious Program Specialist



**SB**

Special Warfare  
Boat Operator



**RS**

Retail Services Specialist



**SO**

Special Warfare Operator



**ST**

Sonar Technician

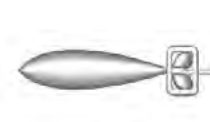
**STG** - Surface

**STS** - Submarine



**SW**

Steelworker



**TM**

Torpedoman's Mate



**UT**

Utilitiesman



**YN**

Yeoman



**AN\*\***

Airman



**FN\*\***

Fireman



**SN\*\***

Seaman



# WARFARE PINS



Naval Astronaut



Naval Astronaut (NFO)



Naval Aviator (Pilot)



Naval Flight Officer



Professional Aviation Maintenance Officer



Naval Aviation Observer and Flight Meteorologist



Flight Surgeon



Flight Nurse



Aerospace Experimental Psychologist, Aerospace Physiologist and Aerospace Optometrist



Aviation Warfare Specialist (enlisted)



Naval Aviation Supply Corps



Naval Aircrew Warfare Specialist



Marine Corps Combat Aircrew



Special Warfare (SEAL)



Special Operations



Special Warfare Combatant-Craft Crewman



Surface Warfare (officer)



Surface Warfare (enlisted)



Surface Warfare Nurse Corps



Surface Warfare Medical Corps



Surface Warfare Dental Corps



Surface Warfare Medical Service Corps



Surface Warfare Supply Corps



Submarine Warfare (officer)



Submarine Warfare (enlisted)



Submarine Warfare Medical Corps



Submarine Engineering Duty



Submarine Warfare Supply Corps



Submarine Combat Patrol



SSBN Deterrent Patrol



SSBN Deterrent Patrol (20 patrols)



Strategic Sealift Officer



Seabee Combat Warfare Specialist (officer)



Seabee Combat Warfare Specialist (enlisted)



Naval Parachutist



Basic Parachutist



Enlisted Expeditionary Warfare Specialist



Navy Expeditionary Supply Corps Officer (NESCO)



Information Dominance Warfare (officer)



Information Dominance Warfare (enlisted)



Integrated Undersea Surveillance System (officer)



Integrated Undersea Surveillance System (enlisted)



Fleet Marine Force (officer)



Fleet Marine Force Chaplain



Fleet Marine Force (enlisted)



Diving (officer)



Diving (medical)



Master Diver



Diver (Medical Technician)



First Class Diver



Second Class Diver



Scuba Diver



Marine Corps Combatant Diver



Deep Submergence (officer)



Deep Submergence (enlisted)



Explosive Ordnance Disposal (officer)



Master Explosive Ordnance Disposal



Senior Explosive Ordnance Disposal



Basic Explosive Ordnance Disposal



Nuclear Weapons Security (enlisted)



Small Craft (officer)



Small Craft (enlisted)



Craftmaster



Command-at-Sea



Command Ashore/Project Manager



Presidential Service Badge



Vice Presidential Service Badge



Office of the Secretary of Defense



Joint Chiefs of Staff



Recruiting Command for Excellence



Recruiter



Career Counselor



Division Commander for Excellence



Division Commander



Master Chief Petty Officer of the Navy



Fleet Master Chief Petty Officer



Force Master Chief Petty Officer



Command Master Chief Petty Officer



U.S. Navy Police (officer)



U.S. Navy Police (enlisted)



U.S. Navy Security



U.S. Navy Corrections



U.S. Navy Guard



U.S. Navy Master-at-Arms



# PLATFORMS



## AIRCRAFT CARRIERS

Aircraft carriers are the centerpiece of America's naval forces. On any given day, aircraft carriers exercise the Navy core capabilities of power projection, forward presence, humanitarian assistance, deterrence, sea control and maritime security. In times of crisis, the first question leaders ask is: "Where are the carriers?" Ten ships of the Nimitz-class make up the Navy's fleet of commissioned aircraft carriers and will be replaced by the Gerald R. Ford-class. The namesake of the class was delivered in 2017. These commissioned carriers, and Gerald R. Ford-class are each designed for a service life of approximately 50 years with one midlife refueling. There are plans for at least two more ships in the class: Enterprise (CVN 80) and Doris Miller (CVN 81).

### CLASSES

- Nimitz-Class (CVN)
- Gerald R. Ford-Class (CVN)



## AMPHIBIOUS COMMAND

Amphibious command ships provide command and control for fleet commanders. Commissioned in 1970, these are the only ships to be designed initially for an amphibious command ship role. Earlier amphibious command ships lacked sufficient speed to keep up with a 20-knot amphibious force. USS Blue Ridge (LCC 19) became the U.S. 7th Fleet command ship in 1979, and USS Mount Whitney (LCC 20) became the U.S. 6th Fleet command ship in 2005. Mount Whitney was transferred to Military Sealift Command, but is still in commission.

### CLASSES

- Blue Ridge-Class (LCC)



## AMPHIBIOUS ASSAULT

Operating as part of the modern U.S. Navy, amphibious assault ships project power and maintain presence by serving as the cornerstone of the expeditionary strike groups. These ships use Landing Craft Air Cushion (LCAC), conventional landing craft and helicopters to move Marine assault forces ashore. In a secondary role, using AV-8B Harrier aircraft and ASUW helicopters, these ships perform sea control and limited power projection missions.

### CLASSES

- Wasp-Class (LHD)
- America-Class (LHA)



## AMPHIBIOUS TRANSPORT DOCK

Amphibious transport dock ships are used to transport and land elements of a landing force for a variety of expeditionary warfare missions. These ships are used to transport Marines, their equipment and supplies by embarked LCAC or conventional landing craft or amphibious vehicles, augmented by helicopters or vertical takeoff and landing aircraft in amphibious assault, special operations, or expeditionary warfare missions.

### CLASSES

- San Antonio-Class (LPD)



## AMPHIBIOUS DOCK LANDING

Dock landing ships support amphibious operations including landings via air, LCAC and conventional landing craft, onto hostile shores.

### CLASSES

- Whidbey Island-Class (LSD)
- Harpers Ferry-Class (LSD)



## FRIGATES

Guided-missile frigates fulfill a protection-of-shipping mission as ASW combatants for amphibious expeditionary forces, underway replenishment groups and merchant convoys.

### CLASSES

- Constellation-Class Guided Missile (FFG)



## CRUISERS

Modern U.S. Navy guided-missile cruisers perform primarily in a battle force role. These ships are multimission, anti-air warfare (AAW), anti-submarine warfare (ASUW), longrange strike and anti-surface warfare (ASW) surface combatants capable of supporting carrier and expeditionary strike groups, amphibious forces, or operating independently and as flagships of surface strike groups.

### CLASSES

- Ticonderoga-Class Guided-Missile (CG)



## DESTROYERS

Guided-missile destroyers are multi-mission AAW, ASW and ASUW surface combatants. They operate independently for support of carrier and expeditionary strike groups and surface strike groups.

### CLASSES

- Arleigh Burke-Class Guided Missile (DDG)



## LITTORAL COMBAT SHIPS

The littoral combat ship (LCS) is a fast craft designed to operate in hostile near-shore environments yet capable of open-ocean operations. It is designed to defeat asymmetric "anti-access" threats such as mines, quiet diesel submarines and fast surface craft.

### CLASSES

- Freedom Variant (LCS)
- Independence Variant (LCS)



## EXPEDITIONARY FAST TRANSPORT

Expeditionary Fast Transport vessels are used for fast intra-theater transportation of troops, military vehicles and equipment.

### CLASSES

- Spearhead-Class Expeditionary Fast Transport (T-EPF)



# PLATFORMS



## EXPEDITIONARY SEA BASE

Expeditionary Sea Base ships serve as an afloat forward staging base-variant of the mobile landing platform designed to provide dedicated support for air mine countermeasures and special warfare missions. The ships are capable of executing additional missions including counter-piracy, maritime security, and humanitarian and disaster relief. The platform supports a variety of rotary wing aircraft. These ships are operated with a hybrid crew of Military Sealift Command Civil Service Mariners and Sailors.

### CLASSES

- Lewis B. Puller-Class Expeditionary Sea Base (ESB)



## MINE COUNTERMEASURES SHIPS

Avenger-class ships are designed as mine hunter-killers capable of finding, classifying and destroying moored and bottom mines. The last three MCM ships were purchased in 1990, bringing the total to 14 fully deployable, oceangoing Avenger-class ships. These ships use sonar and video systems, cable cutters and a mine detonating device that can be released and detonated by remote control. They are also capable of conventional sweeping measures.

### CLASSES

- Avenger-Class



## PATROL COASTAL SHIPS

The primary mission of these ships is coastal patrol and interdiction surveillance, an important aspect of littoral operations. These ships provide the U.S. Navy with a fast, reliable platform that can respond to emergent requirements in a shallow water environment. Five of these ships have been forward-deployed to the Gulf region in support of the war on terrorism.

### CLASSES

- Cyclone-Class Patrol Coastal (PC)



## OTHER SHIPS IN COMMISSION

One of the six original warships authorized by the 'Act to provide a Naval Armament', signed by President George Washington March 27, 1794, which created the new United States Navy. Rated to carry 44 guns, the wooden-hulled Constitution is ship-rigged — three masts with horizontal yards on each mast to carry square sails — and a frigate by class — a ship-rigged warship with one covered gun deck.

### CLASSES

- USS Constitution



## ATTACK SUBMARINES

Attack submarines are designed to seek and destroy enemy submarines and surface ships; project power ashore with Tomahawk cruise missiles and special operations forces (SOF); carry out intelligence, surveillance and reconnaissance (ISR) missions; conduct irregular warfare (IW) missions; and engage in mine warfare.

### CLASSES

- Los Angeles-Class
- Seawolf-Class
- Virginia-Class



## BALLISTIC-MISSILE SUBMARINES

Strategic deterrence has been the sole mission of the fleet ballistic-missile submarine (SSBN) since its inception in 1960. The SSBN provides the nation's most survivable and enduring nuclear strike capability.

### CLASSES

- Ohio-Class
- Columbia-Class



## GUIDED-MISSILE SUBMARINES

The 1994 Nuclear Posture Review determined that the United States needed only 14 SSBNs to meet the nation's strategic force needs. The decision was made to transform four Ohio-class submarines into conventional land attack and special operations forces (SOF) platforms. This allowed the Navy to leverage existing submarine technology while expanding capability to meet the current and future needs of U.S. combatant commanders.

### CLASSES

- Ohio-Class



## SUBMARINE RESCUE DIVING AND RECOMPRESSION SYSTEM

The Submarine Rescue Diving and Recompression System (SRDRS) is a rapidly deployable rescue asset that can be delivered by air or ground, installed on pre-screened military or commercial vessels of opportunity (VOO) via a ship interface template, and mated to a distressed submarine within 72 hours of first notification. SRDRS' rescue module - Falcon - can conduct rescue operations to a depth of 2,000 feet, can mate to a disabled submarine at a list and trim of up to 45 degrees, and can transfer up to 16 personnel at a time.

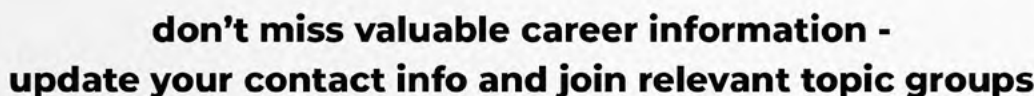


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