



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORINST 1342.1D
N5
21 Oct 2019

COMNAVRESFOR INSTRUCTION 1342.1D

From: Commander, Navy Reserve Force

Subj: NAVY RESERVE WARRIOR AND FAMILY SUPPORT PROGRAMS

Ref: (a) OPNAVINST 1750.1G
(b) IA Grams at www.ia.navy.mil
(c) DoD Instruction 1342.28 of 25 February 2019
(d) DoD Directive 1250.01 of 13 April 2004
(e) OPNAVINST 1754.7
(f) Joint Travel Regulations
(g) DoD Directive 5154.29 of 9 March 1993
(h) DoD Directive 5500.07-R, Joint Ethics Regulation, August 1993
(i) OPNAVINST 1754.6
(j) OPNAVINST 4001.1F
(k) Deputy Secretary of Defense Memo of 7 April 03
(l) USD memo "Use of Appropriated Funds for the Yellow ribbon Reintegration Program" of 7 July 10
(m) DoD Instruction 7000.14 of 3 March 2006
(n) COMNAVRESFORINST 4000.1E
(o) NAVSUPINST 4200.99B
(p) NAVSUPINST 4200.85E
(q) COMNAVRESFORINST 5726.3
(r) COMNAVRESFORINST 1250.2C
(s) 5 CFR 2365
(t) Assistant Secretary of the Navy Memo of 29 January 2015

Encl: (1) Deployment Readiness Training Agenda (Example)
(2) Deployment Readiness Training Check List
(3) Deployment Readiness Training Estimated Expenses
(4) Deployment Readiness Training After Action Report (Example)
(5) Returning Warrior Workshop Agenda (Example)
(6) Returning Warrior Workshop Check List
(7) Returning Warrior Workshop After Action Report (Example)
(8) Mobilization Package (Example)

1. Purpose. Per references (a) through (t) and enclosures (1) through (8), this instruction establishes policy, assigns responsibilities and provides implementation guidance on Navy Reserve Warrior and Family Support Programs. All programs and events ensure Navy Reserve Component members, their families, and their designated representatives are provided access to programs, resources, referrals and services to minimize stress throughout the deployment continuum.

2. Cancellation. COMNAVRESFORINST 1342.1C.

3. Scope. Commander, Navy Reserve Force (COMNAVRESFOR) manages and executes three primary Warrior and Family Support Programs throughout the deployment continuum; the Ombudsman Program, the Command Individual Augmentee Coordinator (CIAC) Program and the Yellow Ribbon Reintegration Program (YRRP). An Employer Support of the Guard and Reserve (ESGR) representative assigned to the COMNAVRESFOR staff provides additional assistance to the Warrior and Family Support arena.

a. Ombudsman Program. Reference (a) provides guidance for this program. Commander, Navy Installations Command (CNIC) manages the Navy's overall Ombudsman Program via the CNIC Ombudsman Program Manager. The Command Ombudsman serves as a vital communication link between Navy families and the command. Ombudsmen channel official information from command leadership to the families, most importantly when the service member is deployed out of area. This program is critical in supporting mission readiness by allowing the service member to be more focused and productive not only at work, but throughout the entire deployment cycle.

b. CIAC. Each Navy Reserve Command must have a designated CIAC to support mobilized Selected Reserve (SELRES) sailors and their families or designated representatives assigned to the command and subordinate units. Per reference (b), a CIAC should be an E-7 and above, preferably with an Individual Augmentee (IA) experience. CIACs act as mentors, advocates and as a professional source of help and information for the IA sailor and his or her family and designated representative throughout the deployment continuum. As Executive Agent for the IA continuum, United States Fleet Forces Command provides standardized execution of Navy IA policies and procedures.

c. YRRP. Federal legislation governing the YRRP is designed to ensure that geographically dispersed National Guard and Reserve Service members and families or designated representatives of all branches of service have access to support resources and agencies. Per reference (c), the YRRP consists of a core curriculum and provides uniform information and instruction for each phase of deployment. Information is dispersed via activities and or training events. COMNAVRESFOR supplements the core YRRP curriculum with additional services.

d. ESGR. ESGR recognizes outstanding support through various sailor and employer awards, increases awareness of applicable laws through rigorous training and education and resolves employer on employee conflict through mediation. References (q) and (r) describe in detail COMNAVRESFOR's proactive plan to partner with ESGR to ensure positive Navy-employer relationships and bolster communication between Navy leadership, Reserve Sailors, and employers.

4. Deployment Continuum. COMNAVRESFOR organizes the deployment continuum into three phases: Pre-Deployment, Deployment and Demobilization/Post-Deployment/Reconstitution. While some Warrior and Family Support Programs support Navy Reserve Sailors and their families on designated representatives throughout the entire deployment continuum, certain programs and events address only specific periods of the continuum.

a. Pre-Deployment: Pre-Deployment Health Assessment (Pre-DHA), Ombudsman, CIAC and Deployment Readiness Training (DRT).

b. Deployment: Ombudsman and CIAC.

c. Demobilization/Post-Deployment/Reconstitution: Ombudsman, CIAC, Warrior Transition Program, Navy Mobilization Processing Site (NMPS), Returning Warrior Workshop (RWW) and Post-Deployment Health Re-Assessment.

5. YRRP Training Events. Per reference (c), YRRP events will inform service members, family members on designated representatives about the assistance and services available to them during the deployment continuum. Events will utilize authorized local, state, and federal organizations with the goal of ensuring the readiness and resiliency of service members, their families, designated representatives, employers and affected communities for the rigors of deployment and separation.

a. Resource Participation. Local, state, federal government and certain non-governmental organizations (NGO), non-federal entities (NFE) are permitted to provide information relating to resources and services available when requested and authorized by the Services. Non-profit organizations are not allowed to participate in any Navy Reserve Yellow Ribbon events. YRRP events are governed by the law and policy associated with training and training events. The content and information presented on similar subjects by these organizations may vary dependent upon the stage of the deployment cycle.

(1) Reference (h) limits the participation of NFEs. The following general guidelines must be considered before allowing any non-profit NFE to participate in YRRP:

(a) Department of Defense (DoD) may not provide unauthorized support to or endorsement of NFEs.

(b) DoD may invite exhibitors to submit applications to display products or services related to the subject matter of the conference. Applications must be routed to the Reserve Component Command (RCC) for legal review and approval.

(c) DoD personnel should avoid even the appearance of preferential treatment in the selection of exhibitors.

(2) No NFE should be allowed to participate under any circumstances when:

(a) The NFE requests or is given preferential treatment.

(b) There is an appearance that NFE participation at a YRRP event is a joint venture with DoD.

(c) There is an appearance of or actual endorsement of an NFE by DoD.

(d) An NFE has special access to DoD personnel by way of a special meeting or reception.

(3) The following additional practices must also be avoided:

(a) Allowing NFE logos on filler slides.

(b) Allowing and recognizing NFE sponsorship of a session in exchange for a fee.

(c) Granting an NFE naming rights to the conference.

(d) Granting an NFE special access to DoD senior officials for a sponsorship fee.

(e) Distributing exhibitor giveaways along with the conference materials.

(f) Having various levels of exhibitor sponsorship.

(4) YRRP event coordinators must not charge fees for participation of NFEs. NFE participation is expected to be voluntary. Further, NFEs should not solicit or collect any information from participants at Navy Reserve YRRP events. This action could result in disapproval of participation at future YRRP events, per reference (h).

(5) RCCs will need to consult the Staff Judge Advocate (SJA) and or ethics advisor for final approval of any NFE participation at events.

b. Supported Members. Members of the Navy Reserve Component and their families or designated representatives who have executed or been identified for mobilization (Coded "RC1" in Navy Standard Integrated Personnel System (NSIPS)). Specific eligibility is described in Sections c (1) through c (3) below. Additionally, the following service members (listed in priority order) and their families or designated representatives are authorized to attend Navy Reserve YRRP events on a space-available basis:

(1) Other Service Reserve Component Member.

(2) Navy Active Duty Member.

(3) Retired or Separated Navy Service Member.

c. Participation. Pre-Deployment training is mandatory for all Navy Reserve Sailors who have been notified of mobilization (RC1 in NSIPS) and have not attended a pre-deployment training event within the preceding 36 calendar months of their RC1 date. Navy Reserve Sailors mobilizing to ultimate duty stations within Continental United States are encouraged, but not required to attend.

(1) DRT. The preferred method of training is provided through the Navy Reserve DRT program in accordance with this instruction (although pre-deployment events conducted by other services are an acceptable alternative). Family members or designated representatives of deployed sailors may be invited to attend.

(2) RWW. Participation at RWW events is voluntary, but strongly encouraged for those service members and families or designated representatives who have returned from a deployment or mobilization. Participation is intended to develop resiliency in coping with the rigors of the military lifestyle and stressors caused by deployment separation and subsequent reintegration.

(3) Service members must coordinate participation at YRRP events through their chain of command.

d. Registration. Per reference (c), all YRRP events must be posted on the DoD Yellow Events web-site <https://www.yellowribbon.mil>. This web-site identifies every YRRP event nationwide, regardless of service affiliation. In addition, Navy Reserve YRRP events must use this web-site for registration of attendees.

e. Solicitation of Gifts. References (h), (j) and (s) prohibit the solicitation of gifts.

f. Speaker Honorariums. Speaker honorariums, maximum of \$2,000 per event, may be provided as long as they meet the requirements set forth in references (c) and (k).

g. Material and Miscellaneous Items. Required materials supporting YRRP events may be funded using YRRP funds if the budget allows. All necessary materials and miscellaneous items may be purchased prior to the given YRRP and need to be listed on the Deployment Readiness Training Estimated Expenses, enclosure (3), under “other”. The purchase of materials and miscellaneous items for YRRP events must comply with reference (1).

h. After Action Reports. Per reference (c), After Action Reports (AARs) for all Navy Reserve YRRP events must be submitted to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) N55 within 30 calendar days following each YRRP event and must comply with respective guidelines depicted below. AARs must include a Data Input table, Actual Cost Report, registration and attendance lists. The AAR format is provided in enclosure (4) for DRTs and enclosure (7) for RWWs.

NOTE: Submit Actual Cost Reports within 20 calendar days, when feasible. If not feasible, submit the AAR and include documentation stating when the Actual Cost Report will be submitted. In all cases, Actual Cost Reports must be submitted to COMNAVRESFORCOM N55 no later than 45 calendar days following each YRRP event.

6. DRT Procedures

a. Purpose. The DRT provides education and information that enhances the readiness of service members, their families, designated representatives, employers and the affected communities for the rigors of deployment and the challenges of separation. These events will provide an understanding of the available support programs, explain what to expect in each phase of the deployment and show how the phases are inter-connected. The events must address issues in a proactive manner in order to build resilience and knowledge.

b. Scheduling. Each RCC must submit proposed DRT dates and locations to COMNAVRESFORCOM N55 by 30 June for the next fiscal year. The dates and locations should maximize the availability of a DRT within driving distance per reference (f). Final approval will be made by COMNAVRESFORCOM N55.

c. Responsibilities. Each RCC must determine the method of delivery for the DRTs within their region. This determination should involve coordination with neighboring RCCs to maximize training attendance and reduce overall costs. RCCs must maintain all paperwork for all events for three years. All echelon 4 commands (or by direction echelon 5 commands) must maintain a list of RC1 sailors administratively attached to them and the dates in which they attended mandatory DRT. Once a sailor has moved from R## to RC1, the echelon 4 command (or by direction the echelon 5 command) must send out the mobilization package, enclosure (8), to the sailor and his or her family and schedule the member for a DRT prior to their ready load date.

d. Duration. The DRT is a single-day, in-person training event that may consist of a minimum of six hours of instruction. One-on-One training will consist of two to four hours of instruction and may be utilized as a “last resort” if pre-deployment training has not been completed prior to mobilization with the approval of the echelon 4 commander. The Navy Reporting Activity (NRA) sailor is administratively attached to attend the training.

e. Agenda. Enclosure (2) is a summary of reference (c), which dictates all required information that must be presented at a DRT. Enclosure (1) provides recommended sample agenda formats for DRTs. Agendas for all events must be forwarded to COMNAVRESFORCOM N55 for final approval.

f. Resources and Services. Information provided at the DRT may be via formal presentations, handouts and literature, or informational booths, unless specified by references (c) and (h). The DRT topics may focus on, but are not limited to those identified on the checklists provided in enclosure (2).

g. Funding. The command hosting the DRT event must coordinate with the RCC the purchases for berthing, meals and childcare utilizing existing Blanket Purchase Agreements and waivers.

(1) All YRRP funding must be requested through the appropriate chain of command, not through the DoD YRRP website. Funding requests, utilize enclosure (3), per reference (m).

(2) RCCs must submit an Operation and Maintenance, Navy Reserve (OMNR) and Reserve Personnel, Navy (RPN) estimated expense report per section (n) below, to COMNAVRESFORCOM N55.

(3) Yellow Ribbon funding may only be authorized when the minimum instruction time of 6 hours has been met.

(4) All attendees must attend the full event.

(5) The primary funding source for service members to attend a DRT is Active Duty for Training (ADT) Special.

h. Meals. Per references (l) and (n), YRRP funds are authorized to purchase breakfast in the amount of \$8 and lunch in the amount of \$11 for each sailor and a maximum of two family members or designated representatives per sailor. However, the limit of two family members or designated representatives per sailor is an average, applied to the overall participant count. (For example, lunch could be purchased for a sailor with four family members if another sailor brought none; a family with seven dependents may bring all dependents to a DRT since there will be some sailors who bring zero dependents).

(1) Per reference (f), sailors attending a DRT on orders may not claim per diem for meals provided during the event.

(2) Allocation of meals outside of the guidance above may be in violation of fiscal law. RCCs should consult the regional SJA.

(3) Per reference (n), meal musters must be maintained for all attendees, by the hosting Navy Reporting Activity (NRA) for Government Procurement Committee purchases.

(4) Purchases will follow policies and regulations identified in references (c), (f), (l), (n), (o) and (p). All meals are to be purchased with YRRP funds.

(5) Because DRTs are funded with YRRP funds, single-event meal waivers must follow the guidelines presented in reference (n) and be routed to COMNAVRESFORCOM N55 for approval.

i. Berthing. Per references (c), (f), (n), (o) and (p), berthing is only available to family members or designated representatives of those personnel entitled to contract berthing. Per references (c) and (n), only one room is authorized per entitled service member regardless of the number of family members or designated representatives attending the event.

(1) Sailors attending on orders may not claim berthing costs.

(2) Allocation of berthing outside of the guidance above may be in violation of fiscal law. Consult the regional SJA.

(3) Berthing will be funded utilizing YRRP OMNR funds.

(4) Sailors attending without guests may be paired together per reference (n).

j. Travel. Privately owned vehicle (POV) is the primary means of travel and provides an opportunity for the designated representative to travel with the service member.

(1) Travel distances for attendance at any Yellow Ribbon Event should not exceed 400 miles, because this is the maximum single day distance for POV travel as per reference (f). Attendees can cross regional borders as needed. If travel over 400 miles and commercial air travel is necessary, a waiver may be authorized for the service member only by the RCC Commander, the Deputy Commander, or the Chief Staff Officer (COS).

(2) This authority may not be further delegated. The written waiver on official letterhead per event must include: service member and or guests name; departure and arrival airport; all authorized expenses as per reference (f); and reason or justification for granting the waiver. All documentation associated with the waiver must be retained by the RCC for inspection and audit purposes. In addition, approved waivers for each event must be forwarded to COMNAVRESFORCOM N55.

(3) Family member or designated representative travel is governed by reference (f). Travel involving airfare is not permitted for the family member or designated representative for a DRT except under unique circumstances authorized by the RCC commander via waiver. These waivers must be retained by the RCC for inspection and audit purposes. In addition, approved family member air travel waivers must be forwarded to COMNAVRESFORCOM N55.

k. Educational Child Development. Educational Child Development in support of YRRP is authorized per guidance set forth in reference (l).

(1) Educational Child Development may be provided for children ages 6 – 18. Child care services shall be provided for children ages 0 – 5.

(2) Some viable Educational Child Development Programs should include Child Development Centers in Fleet Concentration Areas, Operation Military Kids, RecFX, Red Cross, 4-H Clubs and Youth Extension Services (Project Y.E.S.). Each of these programs is designed to educate children on the deployment cycle.

(3) When utilized during a given DRT, child care and Educational Child Development providers must meet CNIC guidelines prior to contracting services.

(4) Reference (m) discusses limitations and restrictions on utilizing appropriated funds to purchase items used only for entertainment.

(5) Per references (n), (p) and (l), payments for Educational Child Development and child care may be made via the government purchase card.

l. The DRT Evaluation. Must be completed by all DRT attendees via the Yellow Ribbon event portal. All evaluations must be forwarded to COMNAVRESFORCOM N55 upon completion of the event.

m. AARs are required for all DRT events. AARs shall be completed as directed by the RCC and submitted to COMNAVRESFORCOM N55 within 30 calendar days of the event. The AAR format is provided in enclosure (4) and shall include the registration and attendance list for AM and PM, along with meal and berthing musters.

NOTE: Submit Actual Cost Reports within 20 calendar days, when feasible. If not feasible, submit the AAR and include documentation stating when the Actual Cost Report will be submitted. In all cases, Actual Cost Reports must be submitted to COMNAVRESFORCOM N55 no later than 45 calendar days following each YRRP event.

n. Submission Deadlines to COMNAVRESFORCOM N55

(1) RCCs must submit a DRT agenda to COMNAVRESFORCOM N55 at least 60 days prior to the event. Sample DRT templates are provided in the yellow ribbon web-site.

(2) If any item on the estimated budget, enclosure (4), is over \$3,000 for product or \$2,500 for services, it will require submission to Fleet Logistic Center (FLC). In this case, the estimated budget must be submitted to COMNAVRESFORCOM N55 for final approval at least 90 days prior to the event.

(3) If no purchases need to be submitted to FLC, the estimated budget, enclosure (3) must be submitted to COMNAVRESFORCOM N55 for final approval at least 60 days prior to the event.

7. Post-Deployment Health Assessment (PDHA)

a. Purpose. The PDHA is the Navy Reserve post-deployment 30-day event directed by reference (c). This event takes place at the Expeditionary Combat Readiness Command (ECRC) upon deployment return and is part of the demobilization process. Compliance is tracked by the United States Navy Bureau of Medicine and Surgery (BUMED) as well as the CIAC.

b. Funding. Due to the manner in which the Navy Reserve generally mobilizes as individuals vice units, coupled with budget limitations, it is not feasible to fund family member travel to this 30-day event. However, family member participation is encouraged and they are welcome to attend the activities at NMPS at their own cost as desired.

8. RWW

a. Purpose. The RWW is a standardized YRRP training event that celebrates the service of the member and the support of their designated representatives. The event recognizes their sacrifice and service, educates them about the myriad of resources available and facilitates relationship growth throughout the reintegration process. RWWs are a key component of the DoD YRRP per reference (c), and satisfy the 60-day requirement.

(1) The RWW is designed to address personal stress that may be generated by deployment activities. It supports and facilitates the reintegration of the deployed sailor with his or her designated representative. The RWW also provides a safe, relaxed atmosphere in which to identify and address potential issues that may arise during post-deployment reintegration. Per reference (e), RWWs are designed and conducted with specific goals in mind.

(2) RWWs are conducted under an event planning services contract. The workshops are hosted across the continental United States by the RCCs. Each RWW should be able to accommodate up to 162 attendees, up to 32 facilitators and or speakers and 5 RCC staff members.

b. Scheduling. COMNAVRESFORCOM N55 must coordinate with the RCCs to establish a RWW schedule for each fiscal year. Final approval must be made by COMNAVRESFORCOM N55.

c. Responsibilities. RWWs are a national event in which the RCCs must be the execution command and are responsible for the overall execution of the event. Navy Operational Support Centers (NAVOPSPTCENs) in close proximity to the RWW may provide logistical support as directed by the RCC.

d. Duration. A RWW is designed to commence from mid-afternoon on Friday through lunch on Sunday.

e. Agenda. Enclosure (6) provides agenda options for RWWs. All RCCs must submit a proposed agenda to COMNAVRESFORCOM N55 for approval 60 days prior to the event. Enclosure (7) is a summary of reference (c) which dictates all required information that must be presented at a RWW.

f. Resources or Services. Information provided at the RWW may be via formal presentations, handouts and literature, or informational booths unless specified by references (c) and (h). The topics in this event must focus on, but are not limited to the topics identified on the checklists provided in enclosure (7).

g. Funding. The RWW contract provides lodging and meals via an event planning contractor.

(1) All attendees must attend the full event.

(2) The following table designates which type of participants can utilize the RWW contract.

Participant	Travel Funding	RWW Contract	Remarks
RC Service Member	RPN (ADT)	Yes	YRRP ADT
RC Service Member Design Representative	OMNR (YRRP)	Yes	ITA (if travel is required)
Other Service RC Service Member	Other Service	Yes	Note 1
Other Service RC Service Member Designated Representative	Other Service	Yes	Note 1
Facilitator	RWW Contract	Yes(25 Max)	Note 2
Flag Speaker	RPN (ADT)	Yes	Note 3
Flag Spouse	RPN (ADT)	Yes	Note 3
Speaker	RWW Contract	Yes (7 Max)	Note 2
Resources	Self Provided	No	Note 4
Support Staff	OMNR (YRRP)	No	Note 5 & 7
Observers	Self Provided	No	Note 6

Note 1: Other Services fund the travel, pay and allowances for their personnel. Event lodging, meals and workshop fees are provided through the RWW contract.

Note 2: Up to 25 facilitators and seven speakers are funded through the RWW contract. The hosting command is responsible for staying within the prescribed numbers. Facilitators and speakers are not authorized guests.

Note 3: The designated Flag Representative participates in entire RWW program and serves as the keynote speaker. Due to the critical role that families, particularly spouses, play in the deployment and reintegration cycle, flag spouse active participation in RWW is essential. Travel expenses are managed by Flag Matters. Mess and berthing can be provided through the RWW contract. Flag spouse ITAs must be approved by Director, Navy Staff.

Note 4: Support resources (e.g. TRICARE, Veterans Affairs, ESGR, Red Cross) and NFEs are funded to support these events by their respective organization. Therefore, their organizations are responsible for providing their personnel with funding for meals. These meals cannot be provided through the RWW contract.

Note 5: Support staffs are usually comprised of personnel from the execution command who provide administrative and logistics support. Yellow Ribbon funds must be limited to funding five RCC staff, to include the Warrior Family Support Program Specialist (WFSPS). Recommend utilizing local NAVOPSPTCEN personnel if additional staff is necessary. Support staffs are not authorized to bring guests.

Note 6: Observers are authorized to attend RWWs on a not-to-interfere basis for the purposes of research or education. The RCC will make the determination regarding their attendance.

Note 7: If all the contracted rooms and meals are not utilized they may be used by support staff.

h. Meals. Meals are provided via the RWW contract and coordinated by the event planner, unless otherwise directed. Specifically, the event planner contractor makes meal arrangements to include all meals starting with dinner Friday night; breakfast, lunch and dinner on Saturday; and breakfast and lunch on Sunday for all attendees. (A maximum of 212 meals are provided for each.)

(1) Anyone attending the RWW on orders may not claim per diem for meals which are provided during the event.

(2) Allocation of meals outside of the guidance above may be in violation of fiscal law. RCCs should consult the regional SJA.

i. Berthing. Berthing is provided via the RWW contract and coordinated by the event planner unless otherwise directed. A maximum of 97 sleeping rooms are provided for each of the two nights.

(1) Anyone attending on orders may not claim berthing costs.

(2) Allocation of berthing outside of the guidance above may be in violation of fiscal law. Consult the regional SJA.

j. Travel. POV is the primary means of travel and provides an opportunity for the designated representative to travel with the service member.

(1) Travel distances for attendance at any Yellow Ribbon Event should not exceed 400 miles, because this is the maximum single day distance for POV travel as per reference (f). Attendees can cross regional borders as needed. If travel over 400 miles is necessary, a waiver may be authorized for the service member and their designated representative by the RCC Commander, the Deputy Commander, or the COS of the execution command. This authority must not be further delegated. The written waiver on official letterhead shall be per event, and must include: Service member and or guests name; departure and arrival airport; all authorized expenses as per reference (f); and reason or justification for granting the waiver. All documentation associated with the waiver must be retained by the execution command for inspection and audit purposes. In addition, approved waivers for each event must be forwarded to COMNAVRESFORCOM N55.

k. RWW Evaluation. The RWW evaluation must be completed by attendees at the completion of the event via Events Plus portal. All evaluations must be forwarded to COMNAVRESFORCOM N55 upon event completion.

l. AAR. AARs are required for all RWW events. AARs must be completed by the execution command and submitted to COMNAVRESFORCOM N55 within 30 calendar days of the event. The AAR format is provided in enclosure (8).

Note: Submit Actual Cost Reports within 20 calendar days, when feasible. If not feasible, submit the AAR and include documentation stating when the Actual Cost Report will be submitted. In all cases, Actual Cost Reports must be submitted to COMNAVRESFORCOM N55 no later than 45 calendar days following each YRRP event.

m. Child Care. Child care services are not available on-site during RWWs. Attendees are encouraged to arrange child care prior to attending the event.

n. Submission Deadlines to COMNAVRESFORCOM N55 for Approval. The agenda provided in enclosure (6) must be submitted to COMNAVRESFORCOM N55 60 days prior to the event.

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9. PDHRA. The PDHRA is a health screen designed for all service members who have returned from deployment; Active, National Guard, Reserve, and Individual Ready Reserve. The PDHRA is an effort to protect the health and well-being of those returning from combat 3 to 6 months post deployment, individuals become eligible to participate in the PDHRA program. The PDHRA is a process designed to identify deployment-related health concerns and facilitate access to care. The PDHRA provides education, screening, assessment and access to care for a wide variety of questions and concerns that service members may have about their health after they return from deployment. The PDHRA extends the continuum of care for service members' deployment-related health concerns. The PDHRA is the Navy Reserve 90-day event as directed by reference (c). This event is completed online. Compliance is tracked by BUMED as well as the CIAC.

10. Financial Records Management. Per reference (t) all financial transaction records in support of the Department of the Navy financial statement audit, such as records related to procuring goods and services, paying bills, collecting debts and accounting for a period of 10 years.

11. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

12. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFOR N5 Plans & Policy will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or cancelled prior to the 10 year anniversary date, or an extension has been granted.



J. A. SCHOMMER
Deputy

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <http://www.public.navy.mil/nrh/Pages/instructions.aspx>

APPENDIX A

1. Definitions

- a. Warrior and Family Support Program Specialist. The government civilian at each RCC whose job it is to manage and execute the Warrior and Family Support Programs.
- b. Navy Reserve Regional YRRP Specialist. The individuals contracted by COMNAVRESFOR whose job is to work in concert with the Warrior and Family Support Program Specialist in the planning and execution of the YRRP. They are knowledgeable on Navy Reserve requirements with regard to Warrior and Family Support Programs and should be experts in the YRRP. Yellow Ribbon Program Specialists assist in the planning, execution, budgeting and resourcing for a given RCCs YRRP events.
- c. Designated Representative. With regard to YRRP events (DRTs and RWWs), a designated representative is an individual designated by the service member whose presence at the YRRP event may contribute to the purpose of the event for the member. If the designated representative is not listed on an individual's NAVPERS 1070/602 the service member must designate individuals in writing and may change any or all of his/her designated individuals at any time.
- d. NFE. NFE is a broad term that can include for-profit businesses, not-for-profit concerns, educational institutions, financial institutions, vendors and or sponsors, etc.

DEPLOYMENT READINESS TRAINING AGENDA EXAMPLE

Command Name Hosting
Date of Event

0700 – 0745		Breakfast & Registration	
0800 – 0830		Opening Remarks Pledge of Allegiance Ombudsman Introduction Family Readiness Overview by CIAC	
0830 – 0845		Resource Roundtable Resource Provider Introductions	
0845-0915		JAG: What You Need to Know Before You Deploy & SCRA Speaker Name	
0915 - 0930		Break/Resource Time	
0930 - 0945		Military OneSource Speaker Name	
0945-1030		ECRC Speaker Name	Developing a Communication Plan (Guests) Speaker Name
1030 - 1045		Break/Resource Time	
1045 - 1115		Psychological Health and Outreach Program Speaker Name	
1115 - 1130		Employer Support of Guard and Reserve Speaker Name	

1130-1230		Lunch & Resource Time	
1230-1300		Financial Planning for Deployment Speaker Name	
1300 - 1330		Tricare Speaker Name	
1330 - 1345		Break/Resource time	
1345-1430		Deployment Cycle Sailors Speaker Name	Deployment Cycle Guests Speaker Name
1430 - 1445		Red Cross Speaker Name	
1445-1515		Deployment Expectations Speaker Name	
1515 - 1530		Returning Warrior Workshop and Closing Remarks RCC and NOSC Staff	

Resource Provider Examples

United Concordia
Department of Labor
ECRC
Family Assistance Center
Fleet and Family
Employer Support of the Guard and Reserve
Psychological Health and Outreach Team
Tricare Humana
Legal
Veterans Affairs
Vet Center
Military OneSource

DEPLOYMENT READINESS TRAINING CHECKLIST

CNFRFC Required Briefings:

- CO Opening remarks
- Ombudsman
- CIAC/IDSS Brief
- Tri-care
- Suicide Prevention and Community Healing
- ESGR
- Service Member's Civil Relief Act (SCRA)
- Youth Programs and Child Care Benefits
- Veteran Center
- ID Cards
- Spiritual Toughness
- Closing Remarks

Required Access (if possible). If access is not possible, brief is required:

- DEERS access & enrollment
- Civilian Employment Information (CEI)
- Navy Family Accountability & Assessment System (NFAAS)
- Service Member's Group Life Insurance (SGLI) – complete form updates
- Legal – POA, Wills & Estate planning
- Family Care Plan review/update
- Pre-Deployment Health Assessment – ensure completion of all sailors

Informational Material Required; briefings optional:

(List what resource will provide this information or if will be provided on a general table)

- Operational Stress
- Department of Labor
- Financial & Mortgage Counseling
- Small Business Administration (SBA) – economic injury disaster loan & business counseling
- Legal – Guardianship
- American Red Cross
- Military One Source
- Chaplain Programs
- Sexual Assault Prevention and Response Program (SAPR)
- Suicide Prevention and Alcohol and Drug Abuse
- Single Service Member Programs
- Marriage Enrichment
- Effective Communication Skills
- Service Member's Civil Relief Act (SCRA)

List all Additional Resources that will be attending the event

DEPLOYMENT READINESS TRAINING ESTIMATED EXPENSES

DEPLOYMENT READINESS TRAINING - Estimated Expenses

NOSC	
Date of DRT	

TOTAL ESTIMATED NUMBERS				
Sailor +	Adult Guest +	# Children 5 & under +	# Children 6 and over +	Total Attendees
				0

Berthing cost	Total Child Care Cost	Meals	Other Costs	Total Cost
0		0	0	0

Provide Name and DUNS Number

Berthing Vendor	
Berthing LOA #	
Meal Vendor Name	
Meal Waiver on File?	
Child Care Vendor	
Educational Child Development	
Location of event	

Other Costs	Qty	Cost
Total Other Costs		0

Berthing	
Nights of Berthing	1 2
*Provide Justification if 2 nights	
Total Rooms X	
Number of nights	
Cost Rm/Night	
Total Cost	0

Prior Year Actual Costs (From After Action Report)	
Number of families utilizing berthing	
Number of sailors in attendance	
Number of meals purchased	
Number of family members in attendance	

# Meals	Cost of Meal	Total Cost
		0

ANY ADDITIONAL JUSTIFICATION

NOSC APPROVER (SIGN)		DATE	
RANK/TITLE		PRINT NAME	
SUPPLY REVIEW (SIGN)		DATE	
RANK/TITLE		PRINT NAME	

COMNAVRESFORINST 1342.1D
21 Oct 2019

DEPLOYMENT READINESS TRAINING AFTER ACTION REPORT (EXAMPLE)

To be completed on Command LETTER HEAD

IN REPLY REFER TO:
Insert number
Serial Number
Date

From:

To:

Via:

Subj:

Ref: (a) DoD Instruction 1342.28

Encl: (1) Data Input Table
(2) AAR
(3) Actual Costs

1. Per reference (a), enclosures (1), (2), and (3) are provided
2. For further information contact

CO Signature

Enclosure (4)

NAME OF NOSC PERFORMING DRT
Deployment Readiness Training (DRT)
After Action Report (AAR) 20__

Conference Objectives

Four objectives were established for the conference as follows:

1. Conduct interactive training and presentations
2. Provide a cadre of quality speakers
3. Provide an exchange of best practices regarding State, Regional, and Service-wide resources.
4. Present concepts and tools that lead to efficient use of resources.

Through the general and breakout sessions, the PFRC met the established objectives based on attendee feedback.

Informational speakers/booths/programs: Provide any speakers/booths or programs which exceed minimum requirements. Please provide a detailed description of each.

Distinguished Guest: Provide any distinguished guest or visitors. Please provide Name and position titles.

Media Attending: Provide information on media outlets providing news or event coverage. Please provide station or national call signs.

Educational Child Development: Provide information on the educational child development organization and program provided.

Issues/Recommendations

Best Practices

Lessons Learned

CO Comments

DRT AAR DATA INPUT TABLE

Record Field and Data Item	Coding and Remarks	Entry
1. HOSTING REGIONAL IDENTIFICATION		
Hosting Region		
Fiscal Year	Enter last two numbers of the fiscal year	
Quarter	Enter two numbers of quarter of fiscal year	
Date(s) of event	Enter date in military format (yyymmdd)	
Change	Enter and asterisk if parameters of event have changed from previous quarters	
City	Enter City in which event will be held	
Zip Code		
State		
Type of Event	Pre Deployment	Pre Deployment
Note	Enter any information on the event which may be pertinent to expand on the type of event.	DRT
Service-Specific	Enter Y if the event is service-specific and closed to other Service members	
2. ANTICIPATED ATTENDANCE		
Regional Attendance	Provide an approximate number of Regional Service members who are anticipated to attend	
Regional Family Member attendance	Provide an approximate number of Regional family members who are anticipated to attend	
Purple Seats available	Provide an approximate number of seats available "Purple" to other Service members	
Purple Seats remaining	Provide updated information on the number seats available "Purple" as necessary	
USAR	Anticipated	
ARNG	Anticipated	
ANG	Anticipated	
USNR	Anticipated	
USMCR	Anticipated	
USAFR	Anticipated	
USCG	Anticipated	
USN AC	Anticipated	
USNR	Anticipated	
Spouses	Anticipated	
Parents	Anticipated	
Other/Family	Designated representatives anticipated	
Children Ages 0 – 5	Anticipated	
Children Ages 6 – 18	Anticipated	
Informational	Provide any speakers/booths or programs which	

speakers/booths/programs	exceed minimum requirements for each event	
3. ACTUAL TOTAL ATTENDANCE		
USAR	Actual	
ARNG	Actual	
ANG	Actual	
USMCR	Actual	
USAFR	Actual	
USCG	Actual	
USN AC	Actual	
USNR	Actual	
Spouses	Actual	
Parents	Actual	
Other/Family	Designated representatives actually attended	
Children Ages 0 – 5	Actual	
Children Ages 6 – 18	Actual	

4. EVENT COORDINATION INFORMATION			5.
POC			
E-mail			
Phone			
Hosting Personnel	Provide the numbers of paid personnel providing support for the event		
Volunteers	Provide the number of non paid volunteers, phone numbers and agencies represented who supported the event		

RETURNING WARRIOR WORKSHOP AGENDA (EXAMPLE)

FRIDAY – Date

1600–2100	Registration/Check-In <i>TBD</i>
1730–1930	Buffet Dinner <i>TBD</i>

SATURDAY – Date

0700–0730		Breakfast <i>TBD</i>			
0730–0745	Counseling Available <i>Kaimuki 2 and 3</i>	Welcome <i>TBD</i>			
0745–0815		A Warrior Story Speaker Name <i>TBD</i>			
0815–0915		Telling Your Story <i>TBD</i>			
0915–0930		Break <i>TBD</i>			
0930–1010		Spiritual Toughness Speaker Name <i>TBD</i>			
1020–1020		Available Services and Resources <i>TBD</i>			
1020–1045		Morning Coffee Break / Resources <i>TBD</i>			
1045–1115		The Deployment Process <i>TBD</i>			
1130–1230		Couples Reconnecting Speaker <i>TBD</i>	Hit the Ground Running, Financial Planning After Deployment Speaker <i>TBD</i>	Improving the Process for Warriors Speaker <i>TBD</i>	Improving the Process for Families Speaker <i>TBD</i>
1230–1330		Lunch / Resources <i>TBD</i>			
1330–1415		Operational Stress Speaker Name <i>TBD</i>			

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1430–1530		R U Angry?! Speaker <i>TBD</i>	Braveheart- Being a Warrior at Home and in the Navy Speaker <i>TBD</i>	Teen Tips - Reintegration with a Deployed Parent Speaker <i>TBD</i>	Female Warriors Speaker <i>TBD</i>
1530–1545		Afternoon Snack Break / Resources <i>TBD</i>			
1545–1830		Personal Time			
1830–2100		Banquet of Honor <i>TBD</i>			

SUNDAY – Date

0700–0750 Optional	Protestant and Catholic Worship Services <i>Protestant Service: TBD</i> <i>Catholic Mass: TBD</i>				
0800–0830	Counseling Available XXX	Breakfast <i>TBD</i>			
0830–0915		Dealing with Stress Speaker Name <i>TBD</i>			
0930–1030		Couples Reconnecting Speaker <i>TBD</i>	Hit the Ground Running, Financial Planning After Deployment Speaker <i>TBD</i>	R U Angry?! Speaker <i>TBD</i>	Temperament & Parenting Speaker <i>TBD</i>
1030–1045		Morning Coffee Break <i>TBD</i>			
1045–1130		Military Families – Heroes Standing the Watch Speaker Name <i>TBD</i>			
1130–1215		Transformational Growth Speaker Name <i>TBD</i>			
1215–1300		Lunch <i>TBD</i>			
1300		Facilitator Hot Wash/Wrap up – Staff Only			

RETURNING WARRIOR WORKSHOP CHECK LIST

CNRFC Required Group Sessions for RWW:

- Telling Your Story (table top exercise)
- Combat Operational Stress
- Spiritual Toughness
- Military Families our New Heroes
- Transformational Growth
- Banquet of Honor

Other recommended options for Group Sessions:

- Code of the Warrior/Warrior Transition
- Life Matters
- Military Families - Heroes Standing Watch
- Semper Positive
- Military Transition
- Spiritual Resilience: A Tool for Crisis Relief, Healing & Well Being
- Into the Fire
- Improving the process

CNRFC Required Breakout Sessions for RWW:

- Why I Want To Go Back
- Couples Reconnecting
- Stress Management
- Improving the process
- Financial (Choose one or two)
 - Getting Your Finances Back on Track
 - Developing a Budget
 - Debt Management
 - Financial Impact of Deployment
 - Money Matters
 - Credit/Debt Management
 - Keep it Safe and Secure

Other recommended options for Breakout Sessions:

- Returning Women Warriors
- Getting Specific with Families Issues
- R U Angry
- Mission: Helping your Child
- Self Care
- Single Sailors: Overseas and Back
- Strengthening Families
- Coping with the Good, the Bad and the Ugly Behaviors of Stress

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Information about the following should also be provided, per reference (c)

- Tri Care
- Dental
- ESGR
- Department of Labor
- VA Benefits
- Small Business Administration (SBA) – economic injury disaster loan & business counseling
- Safety Information
- American Red Cross
- Military One Source
- Chaplain Programs
- Suicide Prevention and Alcohol and Drug Abuse
- Single Service Member Programs
- Marriage Enrichment
- Effective Communication Skills
- Service Member's Civil Relief Act (SCRA)

COMNAVRESFORINST 1342.1D
21 Oct 2019

RETURNING WARRIOR WORKSHOP AFTER ACTION REPORT (EXAMPLE)

To be completed on Command LETTER HEAD

IN REPLY REFER TO:
Insert number
Serial Number
Date

From:

To:

Via:

Subj:

Ref: (a) COMNAVRESFORCOMINST 1343.1

Encl: (1) Data Input Table
(2) AAR
(3) Actual Costs

1. Per reference (a), enclosures (1), (2), and (3) are provided
2. For further information contact

NAME OF RCC PERFORMING RWW
Returning Warrior Workshop (RWW)

Enclosure (7)

After Action Report (AAR) 20__

Conference Objectives

Four objectives were established for the conference as follows:

1. Conduct interactive training and presentations
2. Provide a cadre of quality speakers
3. Provide an exchange of best practices regarding State, Regional, and Service-wide resources.
4. Present concepts and tools that lead to efficient use of resources.

Through the general and breakout sessions, the RWW met the established objectives based on attendee feedback.

Informational speakers/booths/programs: Provide any speakers/booths or programs which exceed minimum requirements. Please provide a detailed description of each.

Distinguished Guest: Provide any distinguished guest or visitors. Please provide Name and position titles.

Media Attending: Provide information on media outlets providing news or event coverage. Please provide station or national call signs.

Actual Expenditures for the Event

- ADT
- Speakers
- Supplies
- ITA
- Contractor

Issues/Recommendations

Best Practices

Lessons Learned

CO Comments

RWW AAR DATA INPUT TABLE

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Record Field and Data Item	Coding and Remarks	Entry
1. HOSTING REGIONAL IDENTIFICATION		
Hosting Region		
Fiscal Year	Enter last two numbers of the fiscal year	
Quarter	Enter two numbers of quarter of fiscal year	
Date(s) of event	Enter date in military format (yyymmdd)	
Change	Enter and asterisk if parameters of event have changed from previous quarters	
City	Enter City in which event will be held	
Zip Code		
State		
Type of Event	Post Deployment 60 Day	RWW
Note	Enter any information on the event which may be pertinent to expand on the type of event.	
Service-Specific	Enter Y if the event is service-specific and closed to other Service members	
2. ANTICIPATED ATTENDANCE		
Regional Attendance	Provide an approximate number of Regional Service members who are anticipated to attend	
Regional Family Member attendance	Provide an approximate number of Regional family members who are anticipated to attend	
Purple Seats available	Provide an approximate number of seats available "Purple" to other Service members	
Purple Seats remaining	Provide updated information on the number seats available "Purple" as necessary	
USAR	Anticipated	
ARNG	Anticipated	
ANG	Anticipated	
USMCR	Anticipated	
USAFR	Anticipated	
USCG	Anticipated	
USN AC	Anticipated	
USNR	Anticipated	
Spouses	Anticipated	
Parents	Anticipated	
Other/Family	Designated representatives anticipated	
Informational speakers/booths/programs	Provide any speakers/booths or programs which exceed minimum requirements for each event	
3. ACTUAL TOTAL ATTENDANCE		
USAR	Actual	
ARNG	Actual	
ANG	Actual	
USMCR	Actual	
USAFR	Actual	

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USCG	Actual	
USN AC	Actual	
USNR	Actual	
Spouses	Actual	
Parents	Actual	
Other/Family	Designated representatives actually attended	
4. EVENT COORDINATION INFORMATION		
POC		
E-mail		
Phone		
Hosting Personnel	Provide the numbers of paid personnel providing support for the event	
Volunteers	Provide the number of non paid volunteers, phone numbers and agencies represented who supported the event	

MOBILIZATION PACKAGE (SAMPLE)

Dear Name,

We are reaching out to you as your Sailor has been notified of deployment and wish to provide you with information to assist you throughout the deployment cycle.

Family readiness is one aspect of your life that should be addressed once notice of mobilization comes. Preparations made prior to mobilization will greatly reduce anxiety and provide peace of mind during the deployment. Please take the time to gather information on contacts such as auto mechanics and appliance repair personnel. Although these things may seem very trivial to the deploying Sailor, this information can truly be beneficial to their spouse, parents, friends or designated representatives in their absence.

Family resiliency is a crucial aspect of overall mission readiness. We have provided you with a list of Deployment Readiness Training locations. Please try to attend one with your Sailor as it is a great opportunity to gather information about resources available to you and to get many affairs in order. Take the time to ensure all your family's personal affairs are in order today so you will "Be ready" for what tomorrow will bring.

We would like you and/or your Sailor to complete the enclosed forms and bring them with you to the Deployment Readiness Training. We will have a legal representative and financial specialist with personal appointments throughout the day to assist you in completing your paperwork. All other paperwork will be turned in at the training site.

Thank you for supporting your Sailor.

**DEPLOYMENT READINESS TRAINING
PERTINENT INFORMATIONAL DATA SHEET**

Service-Specific web site: <https://www.mynrh.navy.mil>

Command Information:

CO/XO:

Phone number:

Email:

CMDCM

Phone number:

Email:

CIAC

Phone number:

Email:

Ombudsman Information: **Have to provide**

Phone number:

Email:

NAVOPSPTCEN Chaplain **if any**

Phone number:

Email:

Regional Chaplain **Have to provide**

Phone number:

Email:

Request a Chaplain **Have to provide**

Phone number: 1-855-NAVY311 (1-855-628-9311)

Navy Family Accountability and Assessment System

Disaster Muster Number: 1-877-414-5358 or 1-866-827-5672

Expeditionary Combat Readiness Command (ECRC) 24hr IA Family Help Line: 1-877-364-4302

Suicide Prevention:

National Suicide: 1-800-273-Talk (8255)

National Hopeline Network, Suicide and Crisis Hotline:

1-800-442-HOPE (4673)

Military OneSource: 1-800-342-9647

Sexual Assault Prevention and Response (SAPR) <http://www.sapr.mil>

or contact the Safe Helpline at: 1-877-995-5247

Deployment Transition Book

This book has been created to support you during the deployment cycle. It provides checklists and covers many areas. Topics include:

- Administrative and Personal Affairs
- Financial Affairs
- Employment Affairs
- Legal Affairs
- Health Care Benefits
- Leave
- Preparing Families
- Family Member Safety during Deployment
- Communicating with the Command
- Return and Reunion
- Reintegration
- Education and Training Benefits
- Wounded Warrior Benefits
- Survivor Benefits
- Behavioral Health/Suicide Prevention
- Acronyms

The access code for your book is _____

To access this book

- go to www.4mca.com
- On the homepage look at the top bar for Online Guide
- Click this to go to online products
- Click/select the National Guard and Reserve Deployment and Transition Guide
- You will then be prompted to enter an email and the access code above
- You will then be taken to a reader page where the manual can be viewed/read/printed as desired.

Defense Enrollment Eligibility Reporting System

If you are a service member, retiree, or dependent, DEERS registration is the key to getting your TRICARE benefits eligibility established. DEERS is a computerized database of military sponsors, families and others worldwide who are entitled under the law to TRICARE benefits.

The web address is: <http://www.military.com/benefits/tricare/defense-enrollment-eligibility-reporting-system-deers.html>

This site will allow you to:

- Register in DEERS
- Verify and update DEERS information

Service members are automatically registered in DEERS, but the service member must take action to register their family members and ensure they're correctly entered into the database.

Mistakes in the DEERS database can cause problems with TRICARE claims, so it is critical for your service member to maintain DEERS information up to date.

Verifying DEERS information can be completed by contacting the regional TRICARE managed care support contractor. Service members or registered family members may make address changes, however only the service member can add or delete a family member in DEERS.

You can find the nearest uniformed services personnel office at: <http://www.dmdc.osd.mil/rsl/> or by calling 1-800-538-9552.

Navy Family Accountability and Assessment System

- Numbers to call for accountability during a Natural Disaster 1-877-414-5358 or 1-866-827-5672
- ECRC 24hr IA family help line 1-877-364-4302
- Web address and instructions - <https://navyfamily.navy.mil>
 - Family members click on the Navy Military, Civilians Overseas Continental United States (OCONUS) Contractors, and their families
 - Choose Personal Information
 - Fill in your Sailors information
- Use to update
 - personal information
 - DEERS information
 - Complete a Needs Assessment for any area that has been affected by a natural disaster.

Event Plus

To Register for a DRT and/or RWW:

- <https://www.yellowribbonevents.org/>
- Service Component – Drop down menu choose Navy Reserve
- Deployment Phase – Drop down menu choose:
 - Deployment Readiness Training (DRT's) for Pre Deployment
 - Returning Warrior Workshop (RWW's) for Post Deployment
- Click Find & Register for Events
- All events for the Navy Reserve will be listed – you can narrow the list by:
 - Changing the date period to time frame you desire.
 - Uncheck the all box under event location and choose the state you are interested in.
- You can find all events in your local area by selecting all the other branches of the military under components and selecting Pre-Deployment under Deployment Phases.
- A list of events will be populated
- Chose the event you wish to attend
- Click on Register Now
 - For this event, I am registering as a(n) – Select Attendee
 - Enter your service members' information
 - Status – from the drop down box select military
 - Service Component – from drop down box select Navy Reserve
 - Attendee's State – select the state you reside in
 - Command
 - From first drop down box select Reserve
 - From second drop down box select the state your Sailor drills in
 - Third drop down box select the Sailor's command. If command is not listed, leave blank. When contacted about registration, please inform them so it can be added for future use.
- To register family members or guests to attend event
 - Click on Add another attendee/guest
 - Type in name and answer the questions
 - If more than one guest is attending, click on add another attendee/guest until all guests have been registered

ID Cards

- To find locations where you can have ID cards issued Call 1-800-477-8227 or at web address: <http://www.dmdc.osd.mil/rsl/appj/site>
 - Choose near an address, type in your address; put the radius around the address you are willing to travel, and then click find sites.
 - Choose the site that works best for you, the address will appear. You can then click for further details - providing you with location, hours, and phone numbers. You can also schedule an appointment which should decrease your wait time.
- Complete Form 1172-2, located at: <http://www.cac.mil/docs/dd1172-2.pdf>, instructions are located at <http://www.cac.mil/docs/1172-2-Instructions.pdf>
- If the Sailor will not be at the ID location with you, they will have to sign Form 1172-2 and have it notarized.
- If the Sailor is going to the ID location with you, do not have them sign Form 1172-2 until at the location.
- Two forms of identification will be necessary:
 - One form must be a photo ID
 - Second form can be any of a list of secondary documents, such as a birth certificate or Social Security Number card
 - If obtaining an ID card for a new family member, you will need to provide documentation of the relationship
 - Example: Birth certificate for a new child, or marriage certificate for a new spouse

Pre-Deployment Health Assessment

Go to Web Site - <https://data.nmcphe.med.navy.mil/edha>

NOTE: Per OPNAVINST 6100.3, Deployment Health Assessments are required for OCONUS deployments ashore greater than 30 days to locations without a fixed Military Treatment Facility or when directed by appropriate higher authority.

THIS DOCUMENT IS HERE TO HELP YOU! FOR FURTHER ASSISTANCE, SEEK THE HELP OF YOUR NAVOPSPTCEN MEDICAL STAFF. FOR ASSISTANCE WITHIN THE WEBSITE CALL 1-888-734-7299.

- Log in.
- If you've never used this site before, set up a new account by clicking on "Register New Deployer Account."
- You will be directed to Electronic Deployment Health Assessment Global: New User Registration
- Follow the instructions and fill in the boxes.
- Click Register.
- If you're not sure, choose "New User." If you get this message:
 - The SSN you entered is already registered. Please use a different SSN, or click "Cancel" to return to the Login page.
 - Follow the prompts to reset your password.
 - If you are a "New User" then type in the case sensitive passphrase of **Activenavy1#**
- Once logged in, click on Create a New Pre-Deployment Health Assessment Survey (DD Form 2795).
- Complete the fields then click to proceed to the next page.
- Answer questions to the best of your ability (there are no wrong answers).
- Click the save icon to submit your responses.

ALMOST DONE! THIS POP-UP TELLS YOU THAT YOUR RESPONSES HAVE BEEN ACCEPTED.

YOU MUST NOW MAKE THE CALL TO 1-888-734-7299 TO COMPLETE.

Completion will be automatically documented in Medical Readiness Reporting System as well as for review on BUPERS Online under the Individual Medical Readiness application approximately two weeks later. Don't forget to notify your NAVOPSPTCEN Medical Department that you've completed your Pre-DHA.

Financial Planning

It all starts with:

- Determining where you are now
- Knowing where your money goes
- Having written goals

Getting started begins with a few simple steps. Before taking those steps, you should familiarize yourself with some terms and what they might mean for you.

Your financial foundation includes:

- Determining your net worth
 - A snapshot of where you stand today. To calculate your net worth you should total all of your assets (what you own that has value) and subtract from that total your liabilities (current money you owe – monthly payments).
 - Examples of assets – home, TSP, 401K, car, personal belongings like furniture or jewelry.
 - Examples of liabilities – home loan, credit cards, student loans.
- A budget
 - Includes two main categories
 - Income – All money that comes into the home
 - Expenses – All money that goes out of the home
 - Fixed expenses – mortgage, car payment, loans
 - Variable expenses – groceries, dining out, gasoline, entertainment
- Emergency cash reserve
 - A good goal would be 3x your fixed monthly expenses

Managing Debt

- If you can't make a payment:
 - Call your creditors and ask them for more time.
 - If you call before missing a payment, the lender will be more willing to work with you.
- Take time to talk with the financial counseling personnel on your base or post:
 - They can offer suggestions for ways to reduce debt.
 - There are also programs specifically for military personnel and their families.

- Consider working with a non-profit debt counseling service:
 - Your Family Service or Support Center can help you locate one in your area.
- Take time to analyze and organize your debts:
 - List them by interest rate charged, ranking them highest to lowest.
 - Make minimum payment due on all debts and put any extra money toward the debt with the highest interest rate.
 - Once you have that debt paid off, apply the extra money to the debt with the next highest rate.
 - Over time, and with a little discipline, you'll be out of debt and save money in interest.
- Limit yourself to one major credit card and only use it for emergencies.

How paying more than the minimum payment on a credit card bill saves money:

An example:

- You owe \$1,000 on a credit card that charges 18% interest and your minimum payment is greater than 2% of the balance or \$20 per month.
- Only making the minimum payment of \$20 (2% of \$1,000 = \$20) it will take almost eight years to pay off the debt and your interest cost would be \$1,900.
- Paying more than the minimum:

Minimum Payment	Interest Paid	Pay off the bill in
\$20	\$1,900	96 months
Add to Each Payment	You'll save about	Pay off the bill in
\$5	\$362	65 months
\$15	\$547	41 months
\$25	\$637	31 months
\$50	\$728	20 months

Definitions:

- **Certificate of Deposit** – CDs are similar to savings accounts in that they are insured and thus virtually risk free; insured by the Federal Deposit Insurance Corporations for banks and by the national Credit Union Administration for credit unions. CDs have a specific, fixed term (often monthly, three months, six months, or one to five years) and usually have a fixed interest rate. It is intended that the CD be held until maturity, at which time the money may be withdrawn together with the accrued interest.
- **Bonds & Stocks** – both are securities, but the major difference between the two is that the (capital) stockholders have an equity stake in the company (i.e. they are owners), whereas bondholders have a creditor stake in the company (i.e. they are lenders). Another difference is that bonds usually have a defined term or maturity after which the bond is redeemed, whereas stocks may be outstanding indefinitely.
- **Equity** – the residual claim or interest of the most junior class of investors in assets after all liabilities are paid.
- **Money Market** – A savings account that offers the competitive rate of interest (real rate) in exchange for larger-than-normal deposits. There may be restrictions on the amount of transactions you can make in a month. Also, you usually have to maintain a certain balance in the account to receive the higher rate of interest.
- **401K** – A qualified plan established by employers to which eligible employees may make salary deferral (salary reduction) contributions on a post-tax and/or pretax basis. Employer's offering a 401k plan may make matching or non-elective contributions to the plan on behalf of eligible employees and may also add a profit-sharing feature to the plan. Earnings accrue on a tax deferred basis.
- **403B** – A retirement plan for certain employees of public schools, tax-exempt organizations and certain ministers. Features are very similar to those of a 401k plan. Employees may make salary deferral contributions that are usually limited by regulatory caps.
- **Signature Loan** – A type of personal loan offered by banks and other finance companies that use only the borrower's signature and promise to pay as collateral. This type of loan can typically be used for any purpose the borrower chooses, although the interest rates will be higher than most forms of credit due to lack of any real collateral. Also known as a "good faith loan" or "character loan".
- **Consolidation Loans** – One loan to pay off many others, this is often done to secure a lower interest rate, secure a fixed interest rate or for the convenience of servicing only one can simply be from a number of unsecured loans into another unsecured loan, but more often it involves a secured loan against an asset that serves as collateral.

NOTARY SERVICE WORKSHEET
(TO BE USED WHEN NOTARIZING DOCUMENTS NOT DRAFTED BY THE RL SO)

FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

PRIVACY ACT STATEMENT: AUTHORITY 5 U.S.C. 301 & 44 U.S.C. 3101 DOD ID NUMBER PRINCIPAL PURPOSE(S): Obtain personal information to prepare legal document(s). ROUTINE USE (S): Information provided will be used by legal assistance personnel (attorneys, legalmen, paralegals and clerical staff) to prepare power(s) of attorney requested by the individual providing the information.

MANDATORY/VOLUNTARY DISCLOSURE, CONSEQUENCES OF REFUSAL TO DISCLOSE: Disclosure of DoD ID Number is voluntary and there will be no adverse consequence from refusal to disclose; however, an individual may be requested to establish eligibility for services by other means (e.g., production of military identification). Refusal to establish eligibility may preclude the requested assistance. Disclosure of all other requested information is voluntary, but failure to provide such information may limit this Command's ability to provide assistance.

Your Name (Last, First, MI):		Maiden (if applicable)	DoD ID Number (if known):	
Gender: (circle one) M F	Date of Birth: DD ____ MMM ____ YYYY ____	Branch of Service: (circle one) USN USA USAF USCG USMC DoD		
Rank/Rate:	Pay Grade:	Eligibility: (circle one) <small>Office Staff: Reference JAGMAN Ch. 7 for details on legal assistance eligibility and consult with your supervisor</small> Active Duty Dependent of Active Duty Member Retiree Dependent of Retiree Reservist(inactive/drilling) DOD Civilian 20/20/20 Spouse		EAOS:
Command: _____ UIC: _____				

YOUR Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Cellular: _____

Work: _____ Email: _____

NOTARIAL SERVICES BEING REQUESTED FOR THE FOLLOWING:

____ Background Investigation	____ Birth Certificate Request Form
____ Beneficiary Designation Form	____ Death Certificate Request Form
____ Child Day Care Center Form	____ Duplicate Auto Title Request Form
____ Insurance (Life/Property) Claim Form	____ Marriage License Request Form
____ Passport Application	____ Travel Permit Form
____ Power of Attorney	____ SCRA Affidavit
____ Real Estate Closing Documents	____ SBP Waiver
____ Real Estate Quit Claim Deed	____ TSP
____ Deed of Transfer	____ Other _____
____ Release of Liability	

Your Signature: _____

Today's Date: _____

Code 16, May 2014