NAVY RESERVE

NAT HANDBOOK

THANK YOU FOR ANSWERING THE CALL TO SERVE! YOU HAVE THE ABILITY TO MAKE THE NAVY RESERVE THE PREMIER 21ST CENTURY STRATEGIC WARFIGHTING PARTNER. WE NEED YOU TO BE WARFIGHTING READY FROM DAY ONE!

Congratulations on joining the Navy Reserve. The Navy will utilize your unique expertise to help accomplish our global mission. As one of the most dedicated and experienced citizens our nation has to offer, you have the ability to make the Navy Reserve a better, more prepared, and more capable Force.

For over a century, Navy Reserve Sailors have helped the Navy respond to some extraordinary challenges. Our mission is to deliver strategic depth and operational capabilities to the Navy, Marine Corps, and Joint Forces. We are focused unambiguously on warfighting readiness. To accomplish this mission, we draw upon the extensive skills and abilities embodied in each Reserve Sailor. Our "Citizen Sailors" come from communities across America and all walks of life. With our Sailors we 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.

Thank you for your willingness to serve. Your adventure begins on your first drill weekend. Welcome aboard!

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WHERE DO I START?

You will receive a phone call from a New Accession Training (NAT) Clerk from Commander, Navy Reserves Forces Command (CNFRC) while you are in 'A' school. NAT Clerks are your personalized guides and mentors as you transition from your training pipeline to the Reserve Force. They will guide you through every step in the transition process and aid in establishing contact with your Navy Reserve Center (NRC).

NOTE: Aviation rates and intelligence rates reside under the management of Commander, Naval Air Force Reserve (CNAFR) and Commander, Naval Information Force Reserve (CNIFR). During "A" school, Sailors in these communities will be contacted and provided guidance by their respective community.

A NRC is a Navy Reserve Center (NRC). The NRC serves as your administrative hub. NRCs ensure that each Reserve Sailor meets all administrative, medical, and training requirements to be fit for full duty. Upon completion of your training pipeline, you will report to the NRC stated in your orders.

The new Navy Reserve Sailor Onboarding Website (following page) and enclosed, "Preparing for your NRC check-in – checklist", will help guide you through this process (page 3).

IF YOU ARE NOT CONTACTED WHILE IN A-SCHOOL *email:* cnrfc_nat.fct@navy.mil

NEW NAVY RESERVE SAILOR ONBOARDING WESBITE:

KEY INFORMATION TO HELP YOU NAVIGATE YOUR INTEGRATION INTO THE RESERVE FORCE AND GUIDE YOU AS YOU BEGIN YOUR NAVY RESERVE CAREER.

PREPARING FOR YOUR NRC CHECK-IN

CHECKLIST

My Navy Reserve Center:

_____
NRC   PHONE NO.

_____
MY NAT CLERK   PHONE NO.

_____
MY NRC SPONSOR   PHONE NO.

_____
MY NRC CHECK-IN DATE

Direct all questions to your NAT Clerk or NRC Sponsor. They are your best resource for specific guidance pertaining to your NRC!

Prior to reporting, your Navy Reserve Center (NRC) Sponsor should reach out to you to discuss the logistics of your NRC check-in. This NRC Sponsor will most likely be the NRC Career Counselor or a representative from the Manpower Department. At the NRC, you will complete paperwork to start your separation from active duty and your transition into the Reserve Force.

☐ Make contact with your NRC! Confirm your check-in date. Should there be a conflict in your NRC report date, immediately notify your NRC and CNRFC NAT Clerk. Only the NRC can approve or disapprove a new check in date.

☐ Confirm the NRC address and location. Some are on military bases, and some are not. Different entry requirements exist for NRCs located on a military base. If you reside more than 50 miles from the NRC, ask about berthing.

☐ Report to the NRC) immediately after you graduate 'A' school. **LEAVE IS NOT AUTHORIZED WHILE EN-ROUTE TO THE NRC.**

☐ Bring all Navy documentation with you to your check-in, including your orders, A-school certificate, and all travel documents.

☐ Report in the seasonally appropriate service dress uniform. When in doubt report in your service dress blues. Confirm with your NRC the check-in uniform requirements.

☐ During your check-in, confirm the date and location of your first drill weekend (DWE).

☐ Familiarize yourself with the Navy Reserve Almanac (see page 5).

NAT DWE MILESTONES
CHECKLIST

IT IS RECOMMENDED THAT YOU ACCOMPLISH THE FOLLOWING WITHIN YOUR FIRST THREE DRILL WEEKENDS.

YOUR CHAIN-OF-COMMAND IS AVAILABLE TO HELP YOU IN ANY WAY YOU NEED!

- [ ] Obtain a copy of the Drill Schedule (NRC and Unit)
- [ ] Verify your Page 2
- [ ] IT System Access: NMCI Account, CAC Reader, etc
- [ ] Verify Security Clearance
- [ ] Urinalysis
- [ ] Submit Family Care Plan, if applicable
- [ ] SGLI/FSGLI Election, via milConnect
- [ ] Drop-off Medical/Dental records
- [ ] NFAAS
- [ ] GMT Training Plan
- [ ] PFA
- [ ] Apply for a GTCC
- [ ] Verify family members in DEERS, if applicable
- [ ] TRICARE, if applicable
- [ ] Schedule your check-in CDB with your Career Counselor
- [ ] Sign-up for ForceConnect messages

GENERAL INFORMATION

The Navy Reserve Almanac (TNR)

The <u>ultimate</u> Navy Reserve information source. Contains topics such as pay, drills, administrative guidance, readiness requirements and much, much more!

HTTPS://WWW.NAVYRESERVE.NAVY.MIL/RESOURCES/TNR-ALMANAC-ONLINE/

NRC Locations and Contact Information

To locate a NRC utilize "Find a NRC" map which includes the NRC's phone number, Facebook page, link to their SharePoint page and directions.

### HTTPS://WWW.MYNRH.NAVY.MIL/#/MAP

First Drill Weekend (DWE)

DWEs occur one weekend every month. DWEs are conducted on Saturdays and Sundays.

Your first drill weekend will likely be at your NRC, and you may conduct subsequent drill weekends there as well. Depending on your unit assignment, you may also drill at another location, referred to as a Navy Reserve Activity (NRA), such as an aviation squadron, or a military hospital.

Your first DWE will include unit introductions and general familiarization with Reserve procedures. Your NRC Sponsor will ensure you have a complete DWE schedule for both your NRC and your unit.

The following items are critical for your success in the reserves and should be discussed with your NRC Sponsor and unit leadership.
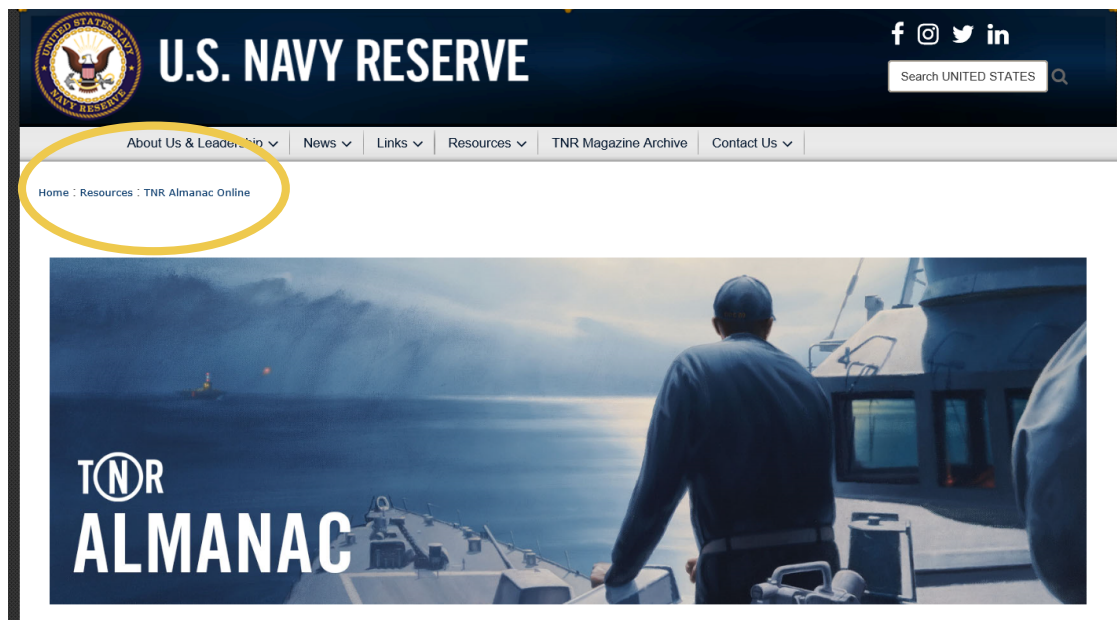
Uniforms

Donning the Navy uniform is one of the most exciting and humbling parts of being a Sailor in the U.S. Navy.

The Navy has many types of uniforms which vary by season and occasion. Commonly worn as the prescribed uniform of the day (UOD) are the Navy Working Uniform (NWU) Type III and Service Uniform (NSU). Your NRC will determine what uniform to wear to drill weekend (known as the uniform of the day), but you will usually wear NWUs or NSUs. Additionally, you will be required to wear Navy Physical Training (PTU) gear during physical training and when performing your Physical Fitness Assessment (PFA).

You should have a full sea bag from bootcamp. However, if you are missing any uniform items or need additional uniforms, the NRC Supply Department will assist you.

For more information regarding uniforms, please visit:

HTTPS://WWW.MYNAVYHR.NAVY.MIL/REFE RENCES/US-NAVY-UNIFORMS/UNIFORM-REGULATIONS/

Every time you wear your uniform, you will want to look sharp!

Grooming standards for both males and females can be found on the MyNavyHR website:

HTTPS://WWW.MYNAVYHR.NAVY.MIL/REFE RENCES/US-NAVY-UNIFORMS/UNIFORM-REGULATIONS/CHAPTER-2/
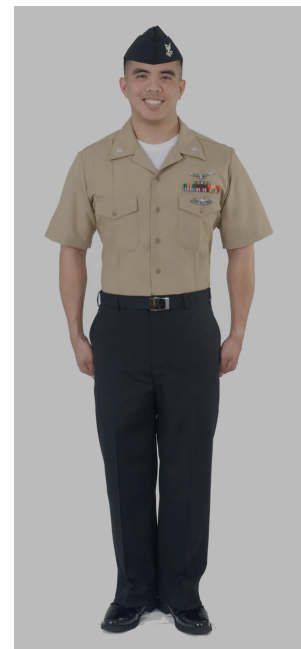
MyNavy UNIFORMS App

The MyNavy UNIFORMS mobile device application provides information and guidance on how to properly wear all Navy uniforms, uniform components and accoutrements.

It is available through the Navy App Locker.

HTTPS://WWW.APPLOCKER.NAVY.MIL/#!/A PPS

Navy Working Uniform (NWU III)

Navy Service Uniform (NSU)

Military ID Card (CAC Card)

All Selected Reserve (SELRES) Sailors are required to maintain a military identification card (military ID) that identifies them as members of the U.S. Uniformed Services. This ID is also referred to as a Common Access Card (CAC). Many of the Reserve systems require CAC access.

You were issued a CAC card at bootcamp. If you experience issues with your CAC card or require a replacement, CACs are issued at Real-Time Automated Personnel Identification System (RAPIDS) sites. To locate your nearest RAPIDS location, go to:

HTTPS://IDCO.DMDC.OSD.MIL/IDCO/LOCATOR

RAPIDS locations require an appointment to get a CAC. You can schedule an appointment through the website above. Before you go, make sure to bring two forms of ID, and check the document requirements.

Information Technology (IT)

During your career in the Navy Reserve, you will rely heavily upon Information Technology (IT) to carry out your duties.

You should already have a Navy/Marine Corps Intranet (NMCI) account and access to the Navy's IT systems.

In order to keep access to the Navy's IT systems, you will need to do the following:

1. Print your DOD Information Assurance (IA) training certificate. If your training is expired, complete DOD Information Assurance (IA) training. This training is available on Navy e-Learning: https://learning.nel.navy.mil/ELIAASv2p/?utm_source=mnp20public
2. Complete and sign the System Authorization Access Request Navy (SAAR-N) form and turn the completed form into the NRC IT department. Copies of the SAAR-N are available through the NRC IT department. The date you completed IA training is a required input on the SAAR-N form.
3. Submit your completed SAAR-N to your NRC IT department. They will migrate your account and notify you when migration is complete.
4. Acquire a CAC reader for your home computer from your NRC IT Department so you can access Navy systems remotely.

Free Antivirus Software

Once your personal computer is CAC enabled, you can download McAfee or Norton Symantec antivirus software at no cost to you by visiting the following website:

HTTPS://INFOSEC.NAVY.MIL/

Flank Speed Startup Guide:

Flank Speed is the Navy's enterprise for daily work. It provides a secure environment for collaboration, cloud storage for files and Microsoft365 productivity tools.

HTTPS://WWW.NAVYRESERVE.NAVY.MIL/PORTALS/35/FS_1_STARTUPGUIDE.PDF

Flank Speed, when accessed from your personal computer using a CAC reader, will enable you to securely access your "us.navy.mil" email for conducting official Navy Reserve business and communications.

Navy Reserve Homeport Website

Once you have a valid "us.navy.mil" email account, you can self-register for a Navy Reserve Homeport (myNRH) account. If you need help with account creation, please contact the NMCI Helpdesk at: 1-866-THE-NMCI.

The Navy Reserve Homeport Website is a one stop information hub for Navy Reserve Sailors. It is an excellent resource for navigating the Reserves throughout your career. It has a public and private side (need CAC to access the private side) that can answer many of the questions you may have as you progress in your Navy Reserve career. From this website you can also access other important Navy websites such links as BUPERS Online, Navy Personnel Command and the Defense Travel System.

HTTPS://WWW.MYNRH.NAVY.MIL/

ForceConnect

ForceConnect is the Navy Reserve email delivery application that provides Reserve Sailors with relevant and timely information via any preferred email address. It provides important information and bulletins about a variety as topics such as advancement and operations. All users who have logged into myNRH or its applications are automatically registered to receive "all hands" emails of the highest priority from senior Reserve leadership.

To sign up today or manage your communication preferences visit:

HTTPS://LOCKER.PRIVATE.NAVYRESERVE.NAVY.MIL/FORCECONNECT/#HOME

KEY TO SUCCESS

CONNECT

Sign up for ForceConnect messages and follow the "Navy Reserve" on Social Media (Facebook, Instagram or LinkedIn) to ensure you are recieve the most up to date information!

General Military Training (GMT)

General Military Training (GMT) is non-occupational general training required annually for all Navy personnel.

GMT is divided into two categories:
1. Standardized Core Training (SCT): comprised of topics mandated by higher authority. A portion are conducted as face-to-face, instructor-led sessions provided at the command level with the remaining completed by each individual electronically.
2. Navy Command-Assigned Readiness Enhancement (CARE) Training: topics comprise the remaining annual GMT requirements where the training is completed locally and covers key topics to enhance individual and command readiness.

Required Navy-wide GMT topics are provided each fiscal year, announced in an all hands administrate message (NAVADMIN). NAVADMINS can be found on the My Navy HR website:

HTTPS://WWW.MYNAVYHR.NAVY.MIL/REFERENCES/MESSAGES/

Fleet and Type Commanders may issue their own organizational training requirements beyond that of the all hands message based on the needs of their platforms and personnel. The Navy Reserve adheres to the same training requirement as our Active-Duty counterparts.

MyNavy HR   About MyNavy HR ▾   Career Management ▾   Support & Services ▾   References ▾   Media Center ▾   Contact Us

References ▶ Messages

ALNAV and NAVADMIN Messages

ALNAVS
- ALNAV 2023
- ALNAV 2022
- ALNAV 2021
- ALNAV 2020
- ALNAV 2019
- ALNAV 2018
- ALNAV 2017
- ALNAV 2016

NAVADMINS
- NAVADMIN 2023
- NAVADMIN 2022
- NAVADMIN 2021
- NAVADMIN 2020
- NAVADMIN 2019
- NAVADMIN 2018
- NAVADMIN 2017
- NAVADMIN 2016

- ALNAVs - Messages directed to all Navy units and Marine Corps
- NAVADMINs - Navy specific administrative messages

The online library contains messages from years 2016 thru present ONLY. Please email for messages from 1996 - 2015 (NAVADMIN) and from 1998 - 2015 (ALNAV). Messages from years prior to these dates are not available from the MyNavy HR Webmaster. **When you email a request for an archived message, please include the message number or Date/Time group number. We DO NOT have the ability to search for random text in messages.**

Messages from 2016 - present can easily be found by using the search link above and typing the file name of the message. Example: nav05125 (NAVADMIN 125/05) or aln04035 (ALNAV 035/04).

Please note, Personal For (P4) messages are not available to the public and therefore, are not available by request.

Permissive Temporary Duty messages have been replaced by MILPERSMAN 1320-220. However, NAVADMINs 078/95, 109/92, and 123/93 are available for download.

Navy Reserve ALNAVRESFOR messages are available here.

Annual Recap of Previous Year NAVADMIN General Messages which Remain in Effect
- 2022

Most requested archived messages
- NAVADMIN 160/22
  SKILLBRIDGE EMPLOYMENT SKILLS TRAINING GUIDANCE
- NAVADMIN 222/15
  Skillbridge Employment Skills Training Program
- NAVADMIN 184/14
  Judicious Use of Command Coins and Presentation Items
- NAVADMIN 244/14
  Rollout of Navy Standard Integrated Personnel System Order Writing
- NAVADMIN 101/10
  Clarification to Close Proximity Move Policy and Eligibility to Receive Basic Allowance for Housing based on Previous Permanent Duty Station
- NAVADMIN 332/10
  Individual Augmentation (IA) Gram 10, Individual Augmentation
- NAVADMIN 373/11
  Change to U.S. Navy Regulations in light of U.S. v. Serianne

YOUR RESPONSIBILITIES

Navy Standard Integrated Personnel System (NSIPS)

NSIPS is the Navy's electronic personnel system for all Active and Reserve Component Sailors. This web-enabled, Enterprise Resource Planning (ERP) system offers you 24-hour access to your Electronic Service Record (ESR), training data, and other records. NSIPS is available world-wide, both ashore and afloat.

To gain access to NSIPS, a hard-copy SAAR-N request is required, in addition to a NSIPS specific online request available on the NSIPS web site. For assistance in account creation and access, contact your NRC IT department.
Self-service accounts can be created at:

HTTPS://WWW.NSIPS.CLOUD.NAVY.MIL/MY.POLICY

For assistance with NSIPS the NSIPS Helpdesk is available by contacting: 1- 833-NESDNOW (1-833-637-3669) or email: nesd@nesd-mail.onbmc.mil

Key Sections of NSIPS:

Electronic Service Record (ESR)

The ESR provides individual Sailors, Transaction Service Center (TSCs), NRCs and commands access to personnel, training and awards data. You are ultimately responsible for your ESR.

Record of Emergency Data/Dependency Application (RED-DA or Page 2)

The dependency data information in your ESR must be reviewed/updated annually or when there is:
1. A change in dependent status
2. A change in the number of your dependents
3. When you are on active duty, active duty for training or temporary active duty for more than 30 days.

NAVPERS 1070/602 Dependency Application/Record of Emergency Data is used for both officer and enlisted Sailors. It is referred to as a "Page 2" and serves as an application for dependency allowances as well as an up-to-date record of emergency data.

Remember to update your "Page 2" annually and maintain a copy. Immediately notify your unit chain of command and the NRC/NRA Administrative Department whenever you have a change in phone number, home address, e-mail address or dependency status. <u>The importance of this document cannot be overstated as it directly affects pay and entitlements.</u> The information included on this form will determine who will be notified in the event of a member's serious injury or death, and lists beneficiaries for unpaid leave, allowances and pay.

Sailors requiring assistance with the accuracy of their dependency data should contact their NRC Manpower/Reserve Pay (RESPAY) Department.

Civilian Employment Information (CEI)

Civilian Employment Information (CEI) is required to be collected in accordance with Title 10 United States Code (U.S.C.) 10204 and 10205. After initial submission of your employment information to your NRC at NRC check-in, you must update your CEI whenever your job or employer status changes. Updates to your CEI and required annual verification of your CEI is done electronically in the ESR section of NSIPS.

Family Care Plan (FCP)

The purpose of the Family Care Plan (FCP) is to assist you in ensuring that you are prepared for worldwide assignment, by identifying who is responsible for caring for your dependents when called upon to serve. This policy is relevant for Reserve Sailors with minor dependents who are single parents, domestically separated parents, dual military parents, parents who have custody of a minor child, and divorced Service members with minor children. You have the responsibility to ensure that your family members are cared for during deployments, mobilizations and temporary Reserve duty.

The Family Care Plan requires that you designate one or more caregivers for your dependent family members. The Family Care Plan Certificate (NAVPERS 1740/6) and Family Care Plan Arrangements (NAVPERS 1740/7) are used to identify caregivers and care arrangements for minor dependents. By their signature, caregivers acknowledge and accept responsibility for the care of your family members. Ensure that, as a change occurs in your dependent situation, you notify your NRC Administration Department immediately.

You are required to update your FCP annually.

Refer to OPNAVINST1740.4 (Series) for further information:

HTTPS://WWW.SECNAV.NAVY.MIL/DONI/DIRECTIVES/01000%20MILITARY%20P ERSONNEL%20SUPPORT/01-700%20MORALE,%20COMMUNITY%20AND%20RELIGIOUS%20SERVICES/1740.4E.P DF

Navy Family Accountability and Assessment System (NFAAS)

The Navy Family Accountability and Assessment System (NFAAS) is a web-based method for the Navy to account, assess, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event (i.e. hurricanes, fires, floods, etc.). NFAAS provides valuable information to all levels of the Navy chain of command, allowing commanders the ability to track and support Sailors in need.

NFAAS allows you to do the following:
• Report status after a catastrophic event.
• Update contact/location information.
• Complete a needs assessment.
• View reference information.

A CAC or your DODID Number is required to access this site. See your NRC NFAAS coordinator to gain access and verify your personal and family information. Verification of information is required semi-annually.

You can access the NFAAS website at:

HTTPS://NAVYFAMILY. NAVY.MIL

Servicemembers' Group Life Insurance (SGLI)

Eligibility

Members of the Ready Reserve/Guard assigned to a unit and scheduled to perform at least 12 periods of inactive duty training per year are eligible for SGLI. While a member of the Navy Reserve, SGLI coverage is in effect 365 days of the year and you are automatically covered for $500,000, the maximum amount of coverage. You are also covered for 120 days following separation or release from Active Duty.

SGLI for Selected Reservists

Service members are automatically enrolled in SGLI at a cost of $31.00 per month for $500,000.00 coverage. Members may decline or lower the coverage by filling out and submitting the SGLI Election and Certificate of Coverage form. This form also designates the principle and contingent beneficiaries of your SGLI. By law, if this form is not submitted, the coverage will automatically be applied, and the cost deducted from your pay.

To change beneficiaries, reduce, turndown or restore SGLI coverage, changes must be made through the SGLI Online Enrollment System (SOES) accessed through milConnect. Whenever there is a change in your named beneficiary you must certify the change through SOES. A named beneficiary will not be changed automatically by divorce, annulment, death, etc. A Last Will and Testament or other legal document will not change any beneficiary. Ensure you keep your SGLI up to date through the SOES system.

HTTPS://MILCONNECT.DMDC.OSD.MIL/MILCONNECT/? UTM_SOURCE=MNP%20PUBLIC

Also available to you as a SELRES member is life insurance for your family, **Family Servicemembers' Group Life Insurance (FSGLI),** and short-term coverage for severe injury, **Traumatic Injury Protection (TSGLI).** Changes to these coverages are also made through the SOES accessed via milConnect. For more information visit:

HTTPS://WWW.VA.GOV/LIFE-INSURANCE/OPTIONS-ELIGIBILITY/SGLI/
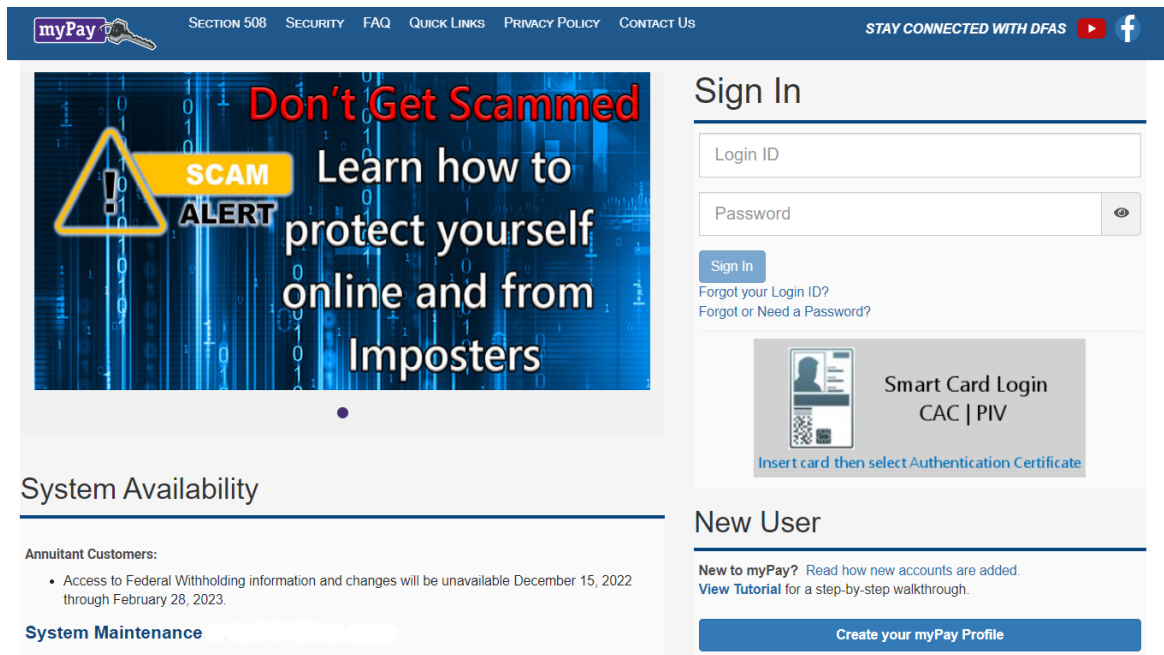
MyPay

MyPay is the Department of Defense's online payroll and accounting system that allows you to view your pay account, change withholding and allotments, and Thrift Savings Plan (TSP)—similar to a private sector 401(k) plan—contributions. MyPay is accessible with or without a CAC.

The system, created and maintained by DFAS (Defense Finance and Accounting Services), allows you the capability of viewing and printing the following:

• Leave and Earnings Statements (LES) (pay stub)
• End-of-year W-2 Wage and Tax Statement Forms

In addition to viewing and printing documents, users can also:

• Start and change Direct Deposit
• Change their tax withholding deductions
• Enroll in the Thrift Saving Plan (TSP) and change deductions

To access MyPay visit:

HTTPS://MYPAY.DFAS.MIL

**KEY TO SUCCESS
PAY**

Check your LES often and after every drill period to verify proper payment. Bring up any issues with your COC IMMEDIATELY.

RESERVE ADMINISTRATION

KEY TO SUCCESS
INSTRUCTIONS

Navy Reserve policy, procedures and requirements are outlined in numerous instructions. Instructions can be found on the following websites:

HTTPS://WWW.MYNAVYHR.NAVY.MIL/REFE RENCES/INSTRUCTIONS/

HTTPS://WWW.NAVYRESERVE.NAVY.MIL/RE SOURCES/OFFICIAL-RESFOR-GUIDANCE/RESPERSMAN/

HTTPS://WWW.NAVYRESERVE.NAVY.MIL/RE SOURCES/OFFICIAL-RESFOR-GUIDANCE/ALNAVRESFOR-MESSAGE-TRAFFIC/

Drilling

Inactive Duty Training (IDT)

IDT, often referred to as a "drill" period, is authorized training performed by Selected Reserve Sailors and consists of regularly scheduled unit training periods and additional IDT periods. The primary purpose of IDT is to provide individual and/or unit readiness training. SELRES are authorized 48 IDT periods each FY.

Paid IDT periods will be at least four hours in length. If two IDT periods are performed in a single day, they each must be at least four hours in length. No more than two IDTs may be performed in a 24- hour period.

Inactive Duty Training-Travel (IDTT)

Similar to IDT, but with authorized funding for travel, IDTT allows non-local Reserve members to attend unit drill period or training at alternative drill sites. IDTT must be started and completed at the member's residence and is not to be performed within a 100-mile radius from the supporting NRA. IDT requiring travel greater than 100 miles from the member's NRA requires IDTT orders.

An IDT that is, greater than 50 miles and less than 100 miles, may be authorized travel reimbursement in certain situations. Contact your NRA to inquire about when IDT may be authorized travel.

Drill Requirements

Members must satisfactorily complete a minimum of 40 of their 48 regular IDT periods each FY.

Individuals who miss drill without prior approval or authorized absence ("AA") may receive an unexcused absence ("UA") for those drill periods missed. Exceeding nine "UA" drills over any rolling 12-month period will be considered a failure to maintain satisfactory participation and may result in administrative separation and recoupment of bonus if applicable.

Drill Weekend Berthing

The NRC will provide berthing for Navy Reserve personnel traveling more than 50 miles to their permanent or administrative drill site. The member must be in an IDT drill status and reside 50 miles or more driving distance from their NRC, perform 8 hours of scheduled drills on the day before or day following the use of commercial berthing, or perform four 4-hour drills within a 48-hour period.

Contract berthing privileges do not apply to IDTT, AT, ADT, or ADSW orders. Lodging while on active-duty orders is provided through a separate process.

Each Sailor must fill out a "Statement of Eligibility for Contract Berthing" at their NRC prior to using contract berthing. Each member must re-certify their "Statement of Eligibility for Contract Berthing" annually.

Berthing must be requested 14 days prior to DWE each month. Rooms will be double occupancy of same gender with officers separated from enlisted E1-E6, E7, and O1-O4. Senior officers (O5-O6) and senior enlisted (E8-E9) will have single occupancy rooms. Unit CO's will not be roomed with a member of their unit. Reserve personnel are not authorized to use government-funded commercial berthing with a spouse/guest. Failure to provide cancellation notification and/or non-conformance to berthing policy may result in revocation of government berthing privileges and/or probation or both. Members who do not satisfactorily perform required drills will reimburse the government for any and all expenses. Any member requesting additional nights other than their scheduled drill weekend must contact their berthing coordinator at their NRC to make scheduling arrangements with properly approved paperwork from the NRC Manpower Department.

Types of Drills

Regular Scheduled Drill

All IDT periods, regardless of type, are typically performed on a unit's scheduled IDT weekend each month. Your Reserve unit will provide the schedule of drill weekends each FY.

Additional Training Periods (ATP)

ATPs are additional paid drill periods authorized for specific units/billets to support a unit's specified mobilization mission. ATPs are discretionary, which allows Reserve Program Directors (RPD) the ability to provide additional support to their operational commands. 2 ATPs per day are allowed.

Additional Flight Training Period (AFTP)

AFTPs are additional paid drills available to personnel in the aviation community solely for the performance of flight duties.

Readiness Management Periods (RMP)

RMPs are additional paid IDT used to support day-to-day unit operation and accomplish unit administration, training preparation, support activities, and maintenance functions. RMP cannot be performed on the same as any other IDT and only one RMP may be credited per day.

Inactive Duty for Training-Reimbursable (IDT-R)

IDT-R is designed to increase operational unit readiness and maximize participating in direct support of the Unit Mobilization Unit Identification Codes (UMUIC)/supported commands. This drill format authorizes reimbursement, up to $500 per drill weekend, for qualifying travel expenses when eligible participants travel from their residence to drill at their assigned drilled location. Reserve Sailors may be eligible for IDT-R, depending on their rating, billet, assignment, assigned unit and distance from unit.

Enhanced Drill Management (EDM)

Enhanced Drill Management (EDM) is the automated Navy Reserve drill management system in NSIPS. It allows units to conduct electronic musters. It also provides Sailors automated 24/7 self-service drill management capability for rescheduling normal monthly IDT periods and the requesting/ scheduling of additional IDT periods.
EDM is located in NSIPS. A tutorial, which takes the user through every mouse-click of EDM and instructs the user on how to use the system, is available on the NSIPS Login page under "Training."

HTTPS://WWW.NSIPS.NAVY.MIL/NSIPSCLO_LANDING/INDEX.HTML
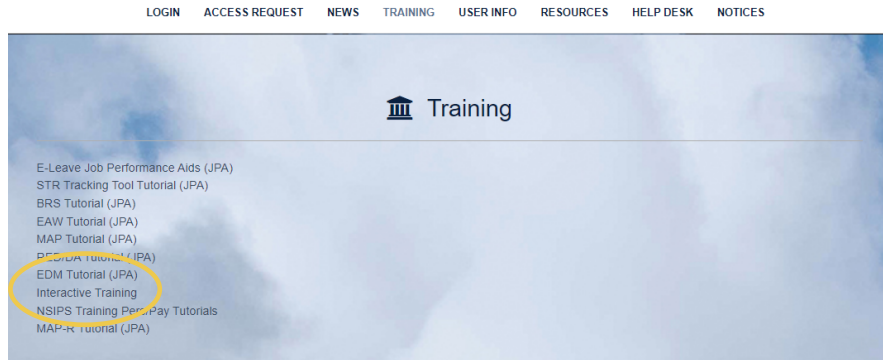
Unit Assignment

Reserve Sailors are managed by two chains of commands- administratively though a NRC and operationally through a Reserve unit.

Administrative Command: Referred to as the Training Unit Identification Code, or TRUIC.

Operational Command: Referred to as the Unit Mobilization Unit Identification Code or UMUIC.

While you are at "A" school, prior to graduating, the CNRFC NAT team will reserve a billet (job assignment) in MyNavy Assignment (MNA). If possible, this billet will be with a unit local to your NRC and within your rating. If not possible, you will be assigned a billet in a different community or with a non-local unit.

Once you check in to your NRC and are gained to the Navy Reserve in SELRES status, your billet will be confirmed, and you will receive Reserve Force Management Tool (RFMT) orders to your unit.

If you are assigned a non-local unit, your NRC Sponsor will guide you through the drilling process and assist you with drill weekend logistics.

Unit assignments are typically for 2-3 years. Once you have fulfilled your initial unit orders you will research and apply for jobs in MNA. The MNA Reserve schedule follows a quarterly cycle and is comprised of three phases: application phase, command phase, and assignment phase. If are not locally assigned to a unit you can request local assignment during the application phase regardless of your unit orders Projected Rotation Date (PRD).

HTTPS://MYNAVYASSIGNMENT.DC3N.NAVY.MIL

It is highly recommended that you complete the "Reserve Tutorial" on the MyNavy Assignment Homepage.
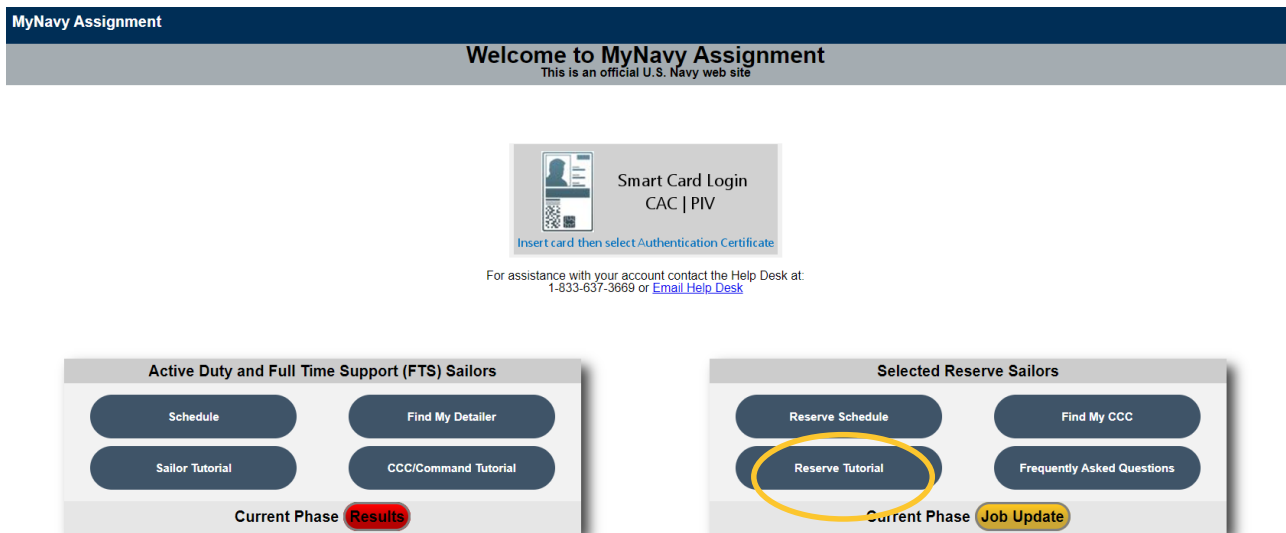
Orders

Types of Orders

Annual Training (AT)

AT is a period of Active Duty for training. SELRES must perform 12-14 days of AT every Fiscal Year as scheduled by their UMUIC. Failure to perform AT or obtain a waiver will result in unsatisfactory participation for the FY. Your NRC and unit leadership will assist you with scheduling the dates of your AT. Orders are required.

Active-Duty Training (ADT)

ADT is an additional period of Active Duty intended to enhance or refresh existing skills that support military operations or future mobilizations, supporting a specific training requirement. Travel may or may not be authorized for ADT; however, orders are required. An ADT can fulfill AT requirements. There are two primary types of ADT: ADT-Schools and ADT-Special.

Active Duty for Operational Support (ADOS)

ADOS is an additional period of Active Duty sponsored by a gaining command for periods up to 365 days. 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. Travel may or may not be authorized for ADOS; however, orders are required.

Definite Recall

Definite recall of SELRES personnel is intended to be a constructive part of a Navy Reserve member's career. Definite recall is voluntary and temporary. Generally, these orders range from 12 to 36 months.

Indefinite Recall

Indefinite recall of Reserve officers is voluntary, permanent and designed as a career active-duty program.

Navy Reserve Order Writing System (NROWS)

NROWS is the enterprise-wide web-based application for putting a Reserve Sailor on AT, ADT and IDTT orders. It incorporates the orders application process with an automated approval workflow and the delivery of official orders. Contact your NRC Operations Department to establish a NROWS account. The NROWS website can be accessed through the NRH website or by visiting:

HTTPS://NROWS.DC3N.NAVY.MIL/NROWS/SECURE/LOGIN.JSP
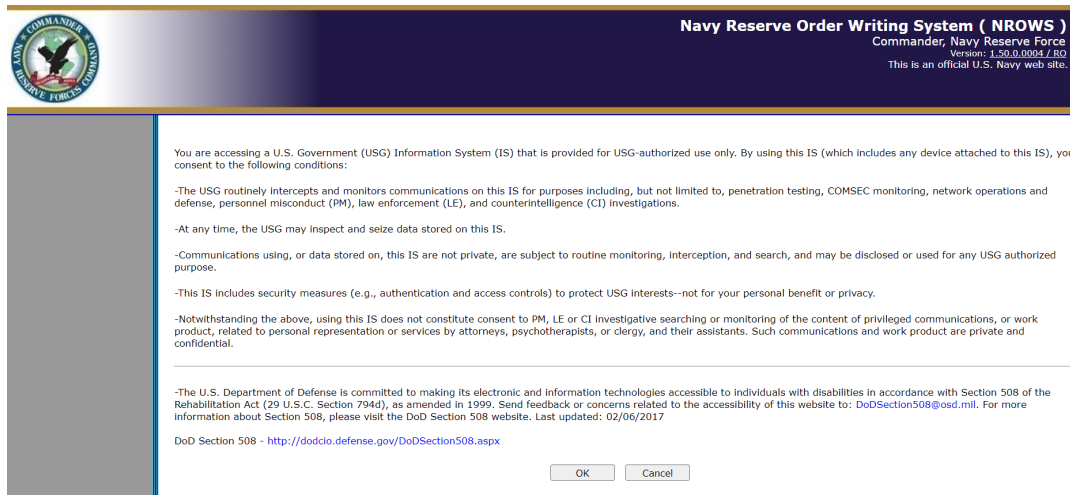
Defense Travel System (DTS)

DTS is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations, prepare reservations, receive approvals, generate travel vouchers, and receive split reimbursement between their bank account and Government Travel Charge Card (GTCC). Contact your NRC Operations Department to establish a DTS account.

HTTPS://DTSPROWEB.DEFENSETRAVEL.OSD.MIL/DTS-APP/PUBSITE/ALL/VIEW/?UTM_SOURCE=MNP%20PUBLIC
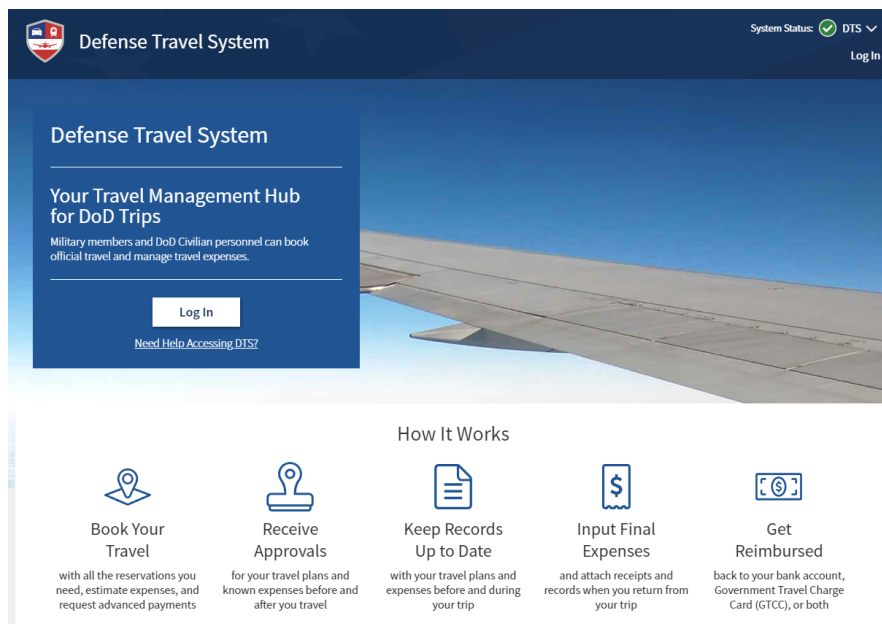
KEY TO SUCCESS
ORDERS

Prior to starting the orders process, ensure you have both a NROWS and a Reserve DTS account established.

Check:
You are able to login.
Your account profile contains a valid email.

How To Go On Orders

Don't be intimidated by this process as your Reserve Unit Chain-of-Command, NAT Sponsor and NRC Operations Department are available to assist you with NROWS and DTS!

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

1.Create an application in NROWS

i.Requirement owner assigns Sailor to a requirement and the resource owner approves assignment
ii.Traveler completes order application in NROWS
iii.The traveler saves and routes the application for approval
iv.NROWS automatically emails the traveler when their application is approved or disapproved
v.Once approved, the traveler's approved orders are available to download/print

2.Approved Transportation Authorization

i.DTS automatically notifies the traveler, via email, to complete their transportation authorization request in DTS
ii.The traveler signs the travel authorization, which is then automatically routed for approval
iii.Once approved, the Commercial Travel Office will purchase airline tickets and reserve a rental car 72 hours prior to travel, if applicable. Approval serves as authorization for the traveler to incur the pre-approved expenses

Once the mission has been completed, the traveler is required to submit a travel voucher within five working days.

Note: DTS does not support transportation for Permanent Change of Station (PCS) and Back-to- Back (B2B) orders.

What Is The Role Of The NRC/NRA In The Travel Process?

Your Reserve Unit is your first source of information, guidance, and support regarding military travel. Your NRC/NRA supports your Reserve Unit and will directly support a member if challenges occur during military travel. If your Reserve Unit cannot answer one of your questions, your NRC/NRA staff can assist you with NROWS and DTS issues.

Common Orders Mistakes

NROWS Mistakes:

- Forgetting to save and submit the NROWS application
- Travel dates do not correspond with the order dates
- Manually entering an airport instead of selecting available airport from drop down menu
- Incorrectly selecting "POV not advantageous to government" vs "POV advantageous to government" when choosing POV as the travel mode
- Hard Hold: orders held due to administrative, medical or training information in your record

DTS Authorization Mistakes:

- Forgetting to "sign" the authorization
- Forgetting to select a mode of travel, or selecting the wrong mode of travel
- Forgetting to enter all estimated anticipated expenses
- Forgetting to adjust lodging and per diem daily rate to account for government lodging, provided meals, and flat rate per diem
- Calling airlines and rental car agencies directly to make reservations. All air and rental car transportation must be procured by the CTO
- Missing detailed justification for flagged items

DTS Voucher mistakes:

- Forgetting to "sign" the voucher
- Not selecting the correct split disbursement amount to cover all GTCC charges
- Forgetting to adjust estimated expenses to actual expenses
- Forgetting to upload substantiating documents (endorsed NROWS Orders; E-invoice; rental car and hotel receipts for expenses over $75.00; currency conversion table, if applicable)
- Missing detailed justification for flagged items.

Processing for Pay While on Orders

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

AT/ADT orders are electronically endorsed and processed for pay via NSIPS AT/ADT eMuster.

Government Travel Charge Card (GTCC)

Every military member is required to have a GTCC. Currently these cards are issued though Citibank. The GTCC is a credit card to be used only for the purposes of government travel while on official orders; it is not for any private or personal use.

You will need to apply for a GTCC during your first DWE. Do not wait until you have official travel orders to apply. The card is only active, or "turned on", while you are on official orders. This is managed by your NRA staff. Once you return from orders, the card will be turned off. The GTCC is to be used for expenses such as lodging, rental car, and gas for the rental car.

Upon applying for a GTCC, you as the member have the option to decide whether you would like your credit checked or not. If you choose to have your credit checked by Citibank, they will issue a credit line based on your credit history.

You are responsible for paying your GTCC bill and required to have split disbursement selected in DTS when submitting your travel claim. This feature pays your GTCC bill directly for GTCC expenses incurred during official government travel. The account is considered delinquent immediately after the cycle due date. If payment is not made, the card is suspended upon reaching 61 days delinquent and canceled after 121 days delinquent.

If you have issues with payment of your GTTC following execution of your orders, communicate with your Reserve Unit Chain-of-Command.

Satisfactory Participation

Satisfactory participation for SELRES is defined in RESPERMAN 1001-010 as:

- Have 40 of 48 scheduled regular IDT periods favorably adjudicated per FY
- Perform a minimum of 14 days AT each FY as scheduled by the Unit CO
- Report for physical exams and provide medical information as required
- Respond to all official correspondence
- Provide current address, home and work phone numbers, and email address
- Notify command of changes in physical, dependency, and employment status, or any other factors that could impact mobilization
- Comply with involuntary recall to active duty as required
- Have a signed NAVPERS 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences in their individual IDT folder in the current records management system

KEY TO SUCCESS

PARTICIPATION

Make sure you understand your participation requirements (Above)!

RESERVE REQUIREMENTS

Security Clearance

Maintaining security clearance eligibility is critical to serving in the Navy Reserve. It is the responsibility of every Sailor to ensure their clearance remains active and to take steps to ensure that events in their professional and personal lives do not negatively impact their ability to maintain a security clearance. Negative issues such as poor performance, Uniform Code of Military Justice (UCMJ) violations, financial trouble, and violations of federal, state and local laws could result in you losing your security clearance. Loss of one's clearance could result in administrative separation from the Navy.

Personnel needing to initiate or update a security clearance must provide the NRC Security Officer valid contact information, to include email address, to initiate the process. Members will then log-in to the Electronic Questionnaires for Investigations Processing (e-QIP) website to complete their Personnel Security Questionnaire (PSQ). If the PSQ is not completed within 30 days of initiation, the system automatically terminates the investigation.

The NRC/NRA Security Manager is required, by instruction, to ensure all assigned personnel comply with eligibility and clearance requirements, and report or initiate administrative procedures for those Service members who fail to comply with all requirements.

KEY TO SUCCESS

SECURITY CLEARANCE

A security investigation should have been initiated for you during the NAT recruiting process. Ensure you check-in with your Security Officer and verify your security clearance has been adjudicated and is active.

Urinalysis Program

The Navy has a <u>zero-tolerance policy</u> regarding drug use. The Navy's urinalysis program is designed to deter drug abuse and misuse for all Navy military personnel, while establishing regulations to enforce that policy.

Urinalysis testing is mandatory. Each NRC samples 30%-40% of all Reserve personnel on a monthly basis via a computer-generated random selection. If a Sailor's name is on the participant list, they must report to the urinalysis testing location when directed. Failure to report for a urinalysis test is treated like a failed test and could result in administrative action or separation if not resolved.

Physical Fitness Assessment (PFA)

The PFA is comprised of three parts: medical screening, Body Composition Analysis (BCA) and a Physical Readiness Test (PRT). The Navy Physical Readiness Guides for all parts of the PFA can be found at:

HTTPS://WWW.MYNAVYHR.NAVY.MIL/SUPPORT-SERVICES/CULTURE-RESILIENCE/PHYSICAL-READINESS/GUIDES/?UTM_MEDIUM=WEB_CAMPAIGN&UTM_SOURCE=BANNER_SLIDER&UTM_CAMPAIGN=PRP_GUIDES

BCA requirements can be found by referencing Guide 4. The PRT is comprised of two components: cardiorespiratory fitness and muscular endurance. Muscular endurance is tested through two events: push-ups and the forearm plank. The PRT is outlined in Guide 5.

All SELRES will participate in a PFA as announced via NAVADMIN "Physical Readiness Program Calendar Year 20XX Physical Fitness Assessment Cycle Announcement."

PFA results are reported via the Physical Readiness Information Management System Two (PRIMS-2) website:

HTTPS://WWW.MNP.NAVY.MIL/GROUP/PERFORMANCE/PRIMS?UTM_SOURCE=MNP%20PUBLIC

Failure of the PFA will result in participation in the Fitness Enhancement Program (FEP) as scheduled by the NRC.

Medical Screening for the PFA

Once the command has released the 10-week PFA notification, all personnel shall complete a medical screening using the Physical Activity Risk Factor Questionnaire (PARFQ) as soon as possible and submit it to their Command Fitness Leader (CFL) for review.

"Yes" responses to risk factor questions require a Navy Medical clearance for participation in PRT, FEP and/or physical conditioning. Medical waivers can be recommended for any aspect of the Physical Readiness Program. Waivers may only be signed by a Navy physician on a NAVMED 6110/4. Medical waivers are subject to the CO's final approval. Waivers shall not exceed 6 months in duration. Members requiring a waiver exceeding 6 months shall be referred to their NRC Medical Department for further evaluation, including consideration for medical board processing. BCA waivers must be obtained prior to the official weigh-in date, and must be signed off by two medical personnel, one being a Command Authorized Medical Department Representative (AMDR).

Additional information about PFA Medical Readiness can be found in Guide 6.

Pregnancy

After confirmation of pregnancy by a health care provider, pregnant servicewomen shall not be required to meet PRT and BCA standards from the time the pregnancy is confirmed until 12 months following a birth event (QBE).

Postpartum Sailors shall participate in a Wellness (unofficial) PFA between 6-9 months following a QBE.

Additional information about pregnancy and the PFA can be found in Guide 8.

Medical

Maintaining mobilization readiness is a top priority of every Navy Reserve Sailor. As mobilization readiness is dependent upon medical readiness, it is incumbent upon Reserve Unit COs and individual Sailors to track medical readiness and ensure full deployment capability at all times.

To serve the Reserve community, NROWS and the Medical Readiness Reporting System (MRRS) communicate with each other to streamline the approval process of active-duty order requests.

If you have an outstanding medical issue that has been identified by MRRS, your orders will be flagged and placed on hold until the deficiency is corrected by you and annotated in MRRS. NRC Medical Departments remain proactive in ensuring Sailors are identified 60 days in advance of any upcoming deficiencies. Sailors with current or upcoming medical requirements are identified on their unit medical tracker each DWE. This action requires the member to contact the Medical Department during the DWE to complete their medical requirements. Failure to comply with this requirement could result in administrative actions if not corrected.

Service Treatment Records (Medical Records)

Service Treatment Records are commonly known as medical records. These records are property of the U.S. Government and shall be maintained on file at your NRC. Original medical documentation, both military and civilian, shall be maintained in each Reserve Sailor's military medical records. It is imperative that all medical issues are correctly recorded to ensure proper care of each Sailor.

Medical Requirements

Readiness Requirements

- Annual Periodic Health Assessment (PHAs)
- Immunizations, including flu shots, are mandatory and must be completed per prescribed periodicity

To complete your PHA, contact your NRC Medical Department. The PHA is typically composed of a health questionnaire and an evaluation by a medical provider. Sometimes additional appointments with medical providers, such as optometry or well-woman examination, are required prior to your PHA evaluation by a medical provider. You will be notified if you have additional requirements by your NRC Medical Department.

Immunizations are available through your NRC Medical Department or through a civilian pharmacy. If you receive an immunization from a civilian pharmacy, ensure you keep the documentation of immunization and provide a copy to the NRC Medical Department for entry into your military medical record.

Reserve Sailors can track their personal medical readiness, to include upcoming or expired requirements, through the Individual Medical Readiness (IMR) report. To check your IMR, login to Bupers Online (BOL) and navigate to "Individual Medical Readiness (IMR) Status":

HTTPS://WWW.BOL.NAVY.MIL/BAM/?UTM_SOURCE=MNP%20PUBLIC

If you are under the care of a civilian physician, you are responsible for providing documentation concerning treatments and medications to your NRC medical Department. Some conditions may require you to be placed in a "Medical Hold" status. Some statuses are:

- Temporarily Not Physically Qualified (TNPQ)
- Temporarily Not Dentally Qualified (TNDQ)
- Medical Retention Review (MRR)
- Line of Duty (LOD) determination, if injured while performing military duties

Any injury incurred during a DWE must be reported to NRC medical staff prior to the conclusion of that DWE. A written monthly update is required from the member prior to the last day of each month when assigned to a Medical Hold status. Based on the nature of your injury or condition, you may remain in a drilling status or be placed in a non-drilling status.

Members are not authorized to perform active-duty orders (AT, ADT, or ADOS) while in a Medical Hold status, as the medical issue may also affect mobilization readiness. A determination of whether a member can continue drilling or not while on Medical Hold will be determined on a case-by-case basis. Recommendations are based on medical documentation and a military physician's referral. Final approval is at the discretion of the NRC.

Line of Duty (LOD) Determination

While on Active Duty or IDT, Reserve members are covered for injury, illness or disease incurred or aggravated in the line of duty. This includes injuries sustained when traveling directly to or from the place of duty.

To receive health care for these injuries or illness after your active-duty period is complete. the Navy must issue a LOD determination. This LOD documentation is used to establish, manage, and authorize health care for the specific injury, illness or disease. LOD coverage is separate from any other TRICARE coverage you may be eligible for.

If you are issued a LOD determination, your NRC Medical Department will guide you through the process and help you with access to medical care.

Dental

As with medical readiness, dental readiness is also paramount to maintaining mobilization readiness. Dental readiness is also tracked by the Reserve Unit COs and individual Sailors to ensure full deployment capability at all times.

Your original dental records, both military and civilian, shall be maintained on file in your military dental record at the NRC. It is imperative that all dental issues are correctly recorded to ensure proper care.

Dental Requirements

Dental exams for SELRES are required every year.

To execute Active-Duty orders (AT/ADT/ADOS), a member must be Dental Class I or II. All dental deficiencies must be completed within six months, unless an extension is granted by the NRC Commanding Officer.

Dental Classes

Class I – Patients not requiring dental treatment or re-evaluation for 12 months.

Class II – Patients who have oral conditions that, if not treated or followed up, have the potential but are not expected to result in dental emergencies within 12 months.

Class III - Patients who have oral conditions that if not treated are expected to result in dental emergencies within 12 months. Patients should be placed in class III when there are questions in determining classification between class II and class III.

Class IV - Patients who require dental examinations. This includes patients who require annual or other required dental examinations and patients whose dental classifications are unknown.

Ready Reserve Screening Questionnaire (RRSQ)

All members of the Ready Reserve who are not on active-duty will be screened at least annually. The purpose of the screening is to ensure that Ready Reserve Sailors:
- Meet Navy wartime standards of mental, moral, professional, and physical fitness
- Possess military qualifications required of their various rank, rating, and specialties
- Are immediately available for recall or mobilization

All Reserve Sailors will complete the Ready Reserve Screening Questionnaire (NAVPERS 1001/3) upon initial affiliation and each FY.

Manpower Availability Status (MAS) Codes

MAS codes help the Navy Reserve track who is available for mobilization. NSIPS allows the tracking of three categories of MAS codes: Medical, Administrative, and Training. When assigning MAS codes, Echelon IV and V commands, typically your assigned NRC or NRA, are directed to follow the order of precedence provided below:

Medical/Dental MAS Codes

Medical/Dental MAS codes are used to report and track potential medical/dental issues that may preclude a Sailor from mobilizing or executing active-duty orders.

Note: RC Sailors assigned medical/dental MAS codes are expected to aggressively correct the issue resulting in assignment of the MAS code. If unable to correct the issue, NRAs are to submit required Medical Retention Review (MRR) packages in accordance with current guidance.

Administrative MAS Codes

Administrative MAS codes are used to report and track administrative issues that may preclude a Reserve Sailor from mobilizing or executing active-duty orders.

Training MAS Codes

Training MAS codes are used to report and track RC Sailors who are in special training programs or who have not completed all training required by law, DOD directive or other directives/instructions.

Additional guidance on MAS codes can be found in RESPERSMAN 3060-010.

MOBILIZATION

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. Mobilizations are 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, the Navy Reserve is structured in a mobilization-to-billet posture.

Navy Reserve Sailors have mobilized to fill a wide range of missions to include, detainee operations, provincial reconstruction teams, embedded training teams, cargo handling, maritime security, engineering, field medical hospitals, and Marine Corps support.

Current mobilization requirements are managed by Commander, U.S. Fleet Forces (USFF) Command, which validates Joint and service requests for Individual Augments (IA) to support overseas contingency operations, missions and other contingencies. USFF determines Navy's total force capacity to source IA requirements and assign them to either the active or Reserve component to fill. Requirements assigned to the Navy Reserve are sourced by Commander, Navy Reserve Force (CNRF) N35. Mobilization opportunities are advertised through the ZipServe application. ZipServe is available through myNRH under "Applications."

The NRC is the Reserve Sailor's primary point of contact once they are notified of selection for mobilization. Upon notification, Reserve Sailors should contact their NRC's mobilization department to start the pre-mobilization process as soon as possible.

CAREER MANAGEMENT

Reserve Years

Satisfactory Year

The federal government fiscal year is designed for the purpose of controlling and distributing funds and reporting budgets. The FY starts October 1st and ends September 30th the following calendar year.

Satisfactory participation was discussed in the Reserve Administration section. Meeting all satisfactory participation requirements each FY results in a "satisfactory year."

Anniversary Year

The Anniversary year serves one ultimate purpose— retirement! The non-regular (Reserve) retirement calculation uses the anniversary year to determine one qualifying year of Reserve service towards a non-regular retirement. Eligibility for retirement is contingent upon reaching 20 qualifying years. A qualifying year is a year where a minimum of 50 points are accrued and often referred to as a "good year."

For more information about retirement go to:

HTTPS://WWW.MYNAVYHR.NAVY.MIL/CAREER-MANAGEMENT/RESERVE-PERSONNEL-MGMT/RESERVE-RETIREMENTS/

KEY TO SUCCESS

RESERVE YEARS

A "satisfactory year" is not the same as a "qualifying year." You can technically get a qualifying year without getting a satisfactory year. "Satisfactory" refers to drill and AT participation whereas "qualifying" pertains to earning 50 retirement points per anniversary year.

During a qualifying year, each Sailor should complete the following to earn 50 points:

- Complete AT for a period of 12 to 14 days (plus a travel day). For each day of active-duty a point is received, AT should yield 12 to 14 points
- Participate in at least 40 of 48 scheduled IDT periods. Each IDT period a point is received, IDT periods should yield 40 to 48 points per year (4 points per DWE)
- Receive 15 gratuitous points (these points are automatically awarded)
- Pursue additional points via non-resident courses, online courses, funeral details and classroom educational venues

A member's anniversary year starts on the date of their enlistment, and that date stays the same for as long as the member remains in the Navy, whether in an Active or Reserve status.

The individual member is responsible for keeping track of the date in their enlistment contract and accruing points in order to successfully complete a qualifying year. Points do not cross over from one year to the next. For example, a member could achieve the required points during a FY for a satisfactory year but fall short for their anniversary year. It is imperative for each individual Reserve Sailor to track their points within the context of both anniversary and fiscal years.

Points are tracked on the Annual Retirement Point Record (ARPR) and Annual Statement of Service History (ASOSH). A member's retirement point total can be verified by going to BUPERS Online and accessing their ARPR/ASOSH Online.

BOL Application Menu

[Advancements/Selection Boards   ] 🛈   Click on any information icon to the right of a menu
[Application (FORMAN) Status   ] 🛈   item to see additional information about that
[ARPR/ASOSH Online   ] 🛈   application.
[CCA/FITREP/Eval Reports   ] 🛈
[CO/XO/CMC Advancement/Selection Board Verification] 🛈
[CWAY - Sailor Self-Service   ] 🛈
[eNavFit Program   ] 🛈
[ESSBD (Submit letter to SelBoard)   ] 🛈
[Individual Medical Readiness (IMR) Status] 🛈
[JOIN   ] 🛈
[Military Locator System   ] 🛈
[Name Change   ] 🛈
[Naval Register   ] 🛈
[NavPers Legacy and PERSTEMPO   ] 🛈
[Navy Personnel Command Document Services] 🛈
[Navy-Marine Corps Mobilization Processing System (NMCMPS) - View IA/ADSW orders] 🛈
[ODC, OSR, PSR, ESR   ] 🛈
[Officer Photo   ] 🛈
[Official Military Personnel File (OMPF) - My Record] 🛈
[Overseas / Remote / GSA   ] 🛈
[PTDR   ] 🛈
[Selective Reenlistment Bonus   ] 🛈

GOOD YEAR or SATISFACTORY YEAR
What's the difference?

Do you know the difference between a QUALIFYING YEAR toward a Reserve retirement and a SATISFACTORY PARTICIPATION year? Follow this concise chart to make sure your Reserve support time counts.

A "**GOOD YEAR**" refers to a **QUALIFYING YEAR** toward paid retirement	"**SATISFACTORY PARTICIPATION**" is the mandatory Reserve service requirement
After 20 **QUALIFYING YEARS** of service you are eligible for a paid retirement from the Navy Reserve	It is the minimum service required to maintain **GOOD STANDING** in the Reserve.
A Qualifying Year is based on your personal **ANNIVERSARY DATE*** of affiliation with the Navy Reserve	Satisfactory Participation is based on the **FISCAL YEAR** — October 1 to September 30 and is the same for every Reserve Sailor
A minimum of **50 POINTS** in the 12 months following an Anniversary Date equals a Qualifying Year	A **MINIMUM** of **40 DRILL PERIODS** and at least **12 DAYS** of active duty service** must be completed each fiscal year
Obtaining **LESS** than 50 points **DOES NOT** count for a qualifying year toward retirement	Satisfactory Participation is **MANDATORY** — Any unauthorized drill weekend absences or missed Annual Training (AT) without an AT waiver could result in administrative action
See **MILPERSMAN 1820-050** for additional information	See **MILPERSMAN 1001-150** for additional information

*Anniversary Date is located on NSIPS statement of service and on BUPERS Online (BOL) under ASOSH ARPR. **Annual Training (AT), Active Duty for Training (ADT), Active Duty for Special Work (ADSW), Active Duty for Operational Support (ADOS), or Mobilization.

Career Development Board (CDB)

A Career Development Boards is a tool that the Navy uses to ensure Sailors are provided the guidance necessary to make informed career decisions based on Navy policies, programs, and procedures. A CDB is the optimal time to develop your personalized roadmap for your career in the Navy Reserves. CDBs are required at intervals throughout your career to include when you check-in to a new command. When you check-in to your NRC, the command career counselor (CCC) will schedule your CDB with you and your chain of command. During your CDB you will discuss your goals in the Navy Reserves, promotion, and career opportunities.

Managing Your Personnel Record

There are several web-based personnel systems where your information is stored. It is a common misconception that when one record is updated, the others are updated automatically. This is not true. You will need to be familiar with each system or record type below. Best practice is to review each on a regular basis for accuracy:

Official Military Personnel File (OMPF) provides the ability to view, download and print copies of documents in your permanent OMPF file. Your OMPF is accessed through BOL.

Electronic Service Record (ESR) is maintained by your command or servicing Transaction Service Center (TSC) and includes the information contained within NSIPS. The ESR "Tasks" function allows you to update ESR self-service items.

Navy Department Awards Web Service (NDAWS) is the Navy's authoritative electronic awards system. It is a searchable database that provides access to Navy awards information and application processing. NDAWS is located in BOL under Navy Personnel Command (NPC) Document Services.

You are responsible for the contents of your official record. Your record should be complete and clearly present your qualifications for billet selection or promotion. Maintaining a complete record, which properly reflects all of your accomplishments, requires on-going attention. Although you are required to view and verify your OMPF documents at least once a year, checking your record more frequently is highly recommended as it may be difficult to find a missing document (when needed most) after an extended period of time.

Know your Record!

The completeness of your record is integral to your success as a Sailor. Do not assume your record is being properly maintained by others.

It is recommended that you always maintain a personal file of all important documents for verification purposes in order to enable you to submit missing documentation should it become necessary.

For administrative errors in your record reference myNavyHR for guidance on how to correct your record:

HTTPS://WWW.MYNAVYHR.NAVY.MIL/CAREER-MANAGEMENT/RECORDS-MANAGEMENT/

KEY TO SUCCESS

MENTORSHIP

A mentor is an enlisted Sailor in higher rank, a Chief or an Officer, outside or within your NRC or unit, who provides formal or informal advice and guidance to in your development as a Sailor. It is highly recommended that you seek a mentor. Speak to your NAT Sponsor, unit leadership or community manager to get connected with a mentor.

Performance Evaluations

In the Navy performance evaluations for enlisted personnel are called Evaluations (EVALS) for E1-E6 personnel and Chief Evaluations (CHIEFEVAL) for personnel E7-E9. Performance Evaluations for Officers are called Fitness Reports (FITREPS).

EVALS are written on an individual Sailor by their Reporting Senior. Your Reporting Senior provides an annual evaluation that reports your strengths and developmental needs. EVALS are completed periodically in accordance with the periodic reporting table (below), when an individual transfers or separates from a unit/command, or when the Reporting Senior detaches from a unit/command.

The following is a chart outlining when FITREP/EVALs are due. EVALs are due on the 15th of the month.

	PERIODIC FITREP/CHIEFEVAL/EVAL	
	Officers (ALL)	Enlisted (ALL)
Jan	O3	
Feb	O2	
Mar	W3, W4, W5	E5
Apr	O5	E9
May	O1	
Jun		E4
Jul	O6	E1, E2, E3
Aug		
Sept	W1, W2	E7, E8
Oct	O4	
Nov		E6
Dec		

Reference BUPERSINST 1610.10 (Series) for enlisted evaluation and officer fitness report details. For additional information about performance evaluations visit:

HTTPS://WWW.MYNAVYHR.NAVY.MIL/CAREER-MANAGEMENT/PERFORMANCE-EVALUATION/

EVAL Guidance

This is a subject that cannot be over-emphasized!

EVALS are written to the recipient (individual being reported on) and for consideration for advancement. EVALS should provide meaningful and clear metrics that demonstrate performance and comment on specific traits characteristics.

As a Sailor, it is your responsibility to submit a "Brag Sheet" to your COC. Your brag sheet communicates what you have done during the EVAL period. Your COC will utilize your brag sheet to develop the content of your EVAL, specifically the content for block 43 (comments on performance) and 44 (qualifications/achievements).

A thorough brag sheet should include the following, a minimum:
- Administrative Data: date reported, date of rank/rate, job assignment
- Duties: primary duties, collateral duties, watch standing duties
- Individual accomplishments: experience gained, contributions to team achievements, leadership
- Special achievements: qualifications, awards, education
- Off-duty activities: civic, volunteerism, civilian employment
- Future duties/opportunities desired

Mid-term Counseling

Mid-term Performance Counseling is a required communication tool used by a supervisor to provide candid feedback to the Sailor regarding past job performance. It is an evaluation procedure followed by a developmental process to enhance professional growth and encourage personal development. Mid-term Counseling is completed at the mid-way point (6-month mark) of the evaluation period.

During Mid-term Counseling, the Individual Development Plan (IDP) can be used to establish professional and personal goals and track progress. The IDP can be found here:

HTTPS://WWW.MYNAVYHR.NAVY.MIL/PORTALS/55/REFERENCE/FORMS/NAVPERS/NAVPERS_1610-19_REV04-22.PDF?VER=AZKXSUTOBVPG1O1_EIUUIW%3D%3D

eNAVFIT

eNavFit is the Navy's interface for conducting evaluations and fitness reports. eNavFit is available on Navy Personnel Command Document Services accessed through BOL.

To utilize eNavFit you must first verify and update your email in BOL. To do this, login to BOL and select "Update Info" at the top. Notifications from eNavFit will go to the email in your BOL profile. This email is also the email by which your command can find you in the eNavFit interface. BOL updates every Saturday.

For more information on eNavFit visit:

HTTPS://WWW.MYNAVYHR.NAVY.MIL/CAREER-MANAGEMENT/PERFORMANCE-EVALUATION/ENAVFIT/

Advancement

Navy Wide Advancement Exam (NWAE) is announced via NAVADMIN to include who is eligible to take the exam and administering of the exam.

The Education Services Officer (ESO) is available to discuss your eligibility for advancement and is the administrator of the command's testing program.

Exam bibliography and subtopics for each exam and rating are located here:

HTTPS://WWW.COOL.OSD.MIL/USN/ALL_BIBLIOGRAPHIES.HTML

There are a number of prerequisites you must complete in order to be eligible and considered for advancement.

PMK-EE
The Professional Military Knowledge Eligibility Exam (PMK-EE) is a stand-alone, once-per-paygrade electronically delivered eligibility exam. Sailors must successfully complete PMK-EE for the desired advancement paygrade in order to be eligible to take the advancement exam.

Electronic Advancement Worksheet (EAW)
The EAW must be reviewed and signed in ESR section of NSIPS when made by the ESO. If your EAW is missing any data, provide it to the ESO.

Enlisted Leader Development (ELD)
ELD courses allow enlisted leaders to become more flexible, innovative, and confident by learning in a character focused continuum. E-3 and E-4 Sailors attend the 3-day Foundational Leader Development Course (FLDC).

BENEFITS AND RESOURCES

TRICARE Reserve Select (TRS)

Reserve Sailors have access to medical and dental insurance in the form of TRICARE Reserve Select (TRS) and TRICARE Dental. These insurance options are premium based health and dental care that you can purchase to cover you and your family.

TRS eligibility is through DEERS. All of your family members must be registered in DEERS to be eligible for TRICARE.

During period active-duty service, you and your eligible family members may become eligible for the same health and dental benefits as active-duty service members if called or ordered to service for more than 30 consecutive days.

For more information, visit:

HTTP://WWW.TRICARE.MIL/TRS
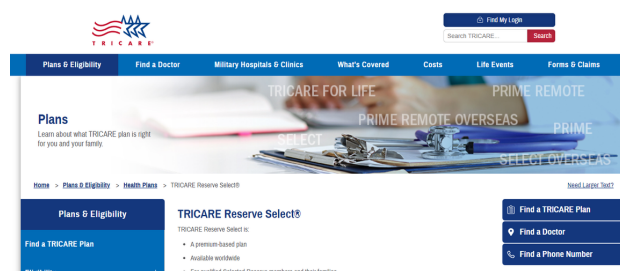
Interactive Customer Evaluation (ICE) Survey

The Interactive Customer Evaluation (ICE) system is a web-based tool that collects voluntary feedback on services provided by various organizations throughout the DoD. The ICE system allows Sailors to submit online comment cards to provide feedback to service providers they have encountered at military installations and related facilities around the world. It is designed to improve customer service by allowing leaders to monitor the satisfaction levels of services provided through reports and customer comments and gives feedback directly to the organization.

ICE smartphone scan codes can be seen all around your NRC/NRA or ICE can be accessed by visiting:

HTTPS://ICE.DISA.MIL/

Navy Chaplains

Chaplains provide a wide spectrum of counsel, advice and pastoral care of 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 runes 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

NAVY311 is another resource to connect with a chaplain; support is available to all active and Reserve Sailors, Marines, Coast Guardsmen and their family members.

Call: 1-855-NAVY-311 (1-855-628-9311)
Email: navy311@navy.mil
Text: navy311@nay.mil

KEY TO SUCCESS

There are many, many more resources and benefits available to you as a Navy Reservist! The Navy Reserve Almanac provides more information and details about each.

Paygrade	Rate	Abbreviation	Upper Sleeve	Collar and Cap
E-1	Seaman Recruit	SR	None	None
E-2	Seaman Apprentice	SA		None
E-3	Seaman	SN		None
E-4	Petty Officer Third Class	PO3		
E-5	Petty Officer Second Class	PO2		
E-6	Petty Officer First Class	PO1		
E-7	Chief Petty Officer	CPO		
E-8	Senior Chief Petty Officer	SCPO		
E-9	Master Chief Petty Officer	MCPO		
E-9	Master Chief Petty Officer of the Navy	MCPON		

Paygrade	Rank	Abbreviation	Collar	Shoulder	Sleeve
O-1	Ensign	ENS			
O-2	Lieutenant Junior Grade	LTJG			
O-3	Lieutenant	LT			
O-4	Lieutenant Commander	LCDR			
O-5	Commander	CDR			
O-6	Captain	CAPT			
O-7	Rear Admiral (Lower Half)	RDML			
O-8	Rear Admiral (Upper Half)	RADM			
O-9	Vice Admiral	VADM			
O-10	Admiral	ADM			

START HERE:

**NEW NAVY RESERVE SAILOR
ONBOARDING WEBSITE**