



NAVY RESERVE

DCO HANDBOOK



THANK YOU FOR ANSWERING THE CALL TO SERVE! YOU WERE SELECTED BECAUSE 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 your selection for the Navy Reserve's Direct Commission Officer Program! Every year, this highly competitive program chooses a select group of Americans from across our Nation for a commission in the United States Navy Reserve. You were selected among some of the most educated, dedicated, and experienced citizens our nation has to offer. The Navy will utilize your unique expertise to help accomplish our global mission. You were selected because 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.

Congratulations on your selection as an Officer in the United States Navy Reserve. 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?

A NRC is a Navy Reserve Center (NRC). The NRC serves as your administrative hub. You will likely attend your first drill weekend at your NRC and may conduct subsequent drill weekends there as well. Depending on your officer community and 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.

For the purpose of this handbook, the terms NRC and NRA will be used interchangeably. However, all information contained in this handbook applies to all Direct Commission Officers (DCOs), whether attached to a NRC or a NRA.

As a new Sailor, one of the first things you should do is contact your NRC DCO Sponsor to discuss the logistics of your first NRC visit. Your recruiter will assist you in finding the closest NRC to your residence and your sponsor's contact information.

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



NEW NAVY RESERVE SAILOR ONBOARDING WEBSITE:



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 FIRST DRILL WEEKEND (DWE) CHECKLIST

My Navy Reserve Center:

NRC _____ PHONE NO. _____

MY DCO SPONSOR _____ PHONE NO. _____

MY FIRST DRILL WEEKEND (DWE) _____

MY RESERVE UNIT _____

MY UNIT CO _____ PHONE NO. _____

*Direct all
questions to your
DCO Sponsor.
They are your
best resource for
specific guidance
pertaining to
your NRC!*

- Make contact with your NRC! Confirm your first DWE dates.
- Confirm 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.
- Bring all Navy documentation with you to your first DWE, including all commissioning documents provided by your recruiter and your military medical/dental record.
- You will be authorized to wear either your uniform or civilian business attire to your first DWE. Contact your NRC for guidance.
- There may be an opportunity to get your military I.D. card prior to your first DWE. Contact your NRC for more information.
- Bring a copy of your orders with you to your first DWE. Your orders are generated by Commander, Navy Reserve Forces Command (CNRFC). Please contact your NRC if you do not have orders.
- Bring your bank account information to your first DWE to establish direct deposit for your Navy pay.
- Complete or sign up for Command Indoc at the NRC.
- Sign up for Officer Development School (ODS) through the NRC Training Department.
- During your first DWE, confirm the date and location of your next DWE. It may not be at the NRC!
- Familiarize yourself with the Navy Reserve Almanac (see following section).

DCO 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!**

- Military ID Card (CAC)
- Pay: Establish direct deposit; set up MyPay Account
- 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
- Completed Medical/Dental records drop-off
- NFAAS
- GMT Training Plan
- PFA
- Applied for a GTCC
- Scheduled attendance of ODS
- Uniforms
- Verified family members in DEERS, if applicable
- TRICARE, if applicable

GENERAL INFORMATION

The Navy Reserve Almanac (TNR)

The ultimate 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/](https://www.navyreserve.navy.mil/Resources/TNR-ALMANAC-ONLINE/)

First DWE: Checking-in at the NRC

During your first DWE, you will complete your check-in with your NRC. This will include completing your Reserve gain paperwork, unit introductions and general familiarization with the Reserves and NRC.

The below items are critical for your success in the reserves and should, at a minimum, be discussed and initiated at your first DWE.

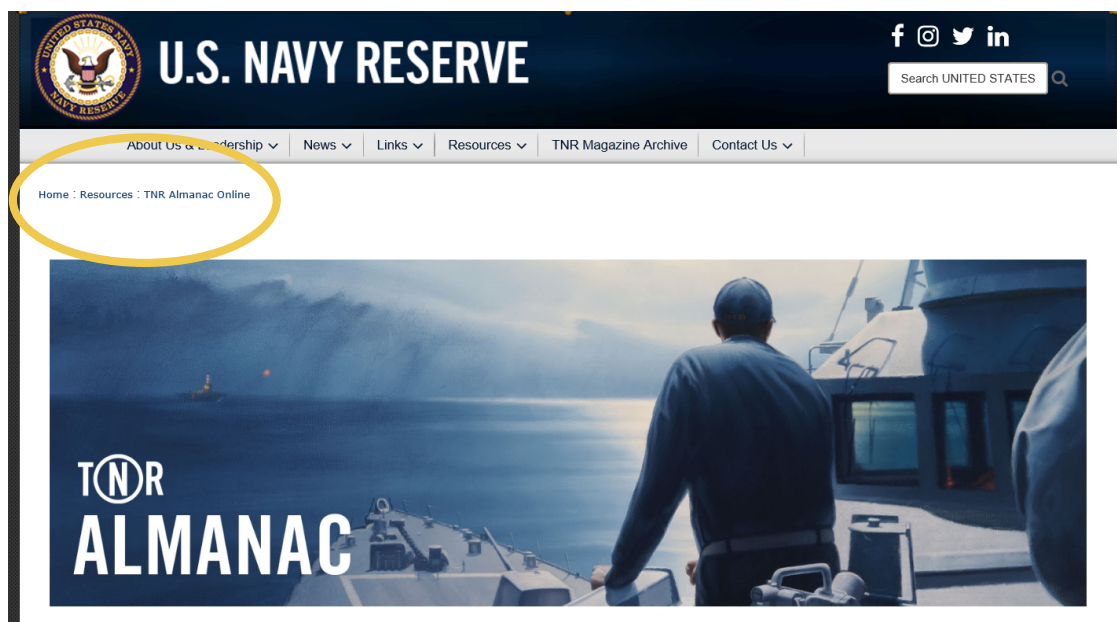
Military ID Card

All Selected Reserve (SELRES) Sailors are issued a military identification card (ID card) 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. 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](https://idco.dmdc.osd.mil/idco/locator)

RAPIDS locations require an appointment to get your CAC. You can schedule an appointment through the website above. Before you go, make sure to bring two forms of ID, and confirm your NRC has completed your check-in.

You can acquire a CAC reader for your home computer from your NRC Information Technology (IT) Department. Further information can be found in the IT section of this handbook.



Uniforms

Donning the Navy uniform is one of the most exciting and humbling parts of being a part of the U.S. Navy. You can order your uniforms when you either:

1. Receive a copy of your commissioning certificate/oath of office by bringing that to the Navy Exchange (NEX) uniform shop, or
2. Obtain a military ID, or
3. Once the Navy Reserve Center (NRC) inputs you into the Defense Enrollment Eligibility Reporting System (DEERS). You can call the uniform call center (800-368-4088) and order uniforms by providing your social security number.

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 Khakis. 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 Khakis. Additionally, you will be required to wear Navy Physical Training (PT) gear during physical training and when performing your Physical Readiness Assessment (PFA).

While attending ODS, you will be required to have at least PT uniform, Khakis, NWUs and Service Dress Blues. ODS has an extensive uniform shop. Please contact Officer Training Command Newport (OTCN) to confirm uniform requirements.

**[HTTPS://WWW.NETC.NAVY.MIL/COMMAND
S/NAVAL-SERVICE-TRAINING-
COMMAND/OTCN/ODS/](https://www.netc.navy.mil/command/s/NAVAL-SERVICE-TRAINING-COMMAND/OTCN/ODS/)**

For more information regarding uniforms, please visit:

**[HTTPS://WWW.MYNAVYHR.NAVY.MIL/REFE
RENCES/US-NAVY-UNIFORMS/UNIFORM-
REGULATIONS/](https://www.mynavyhr.navy.mil/references/us-navy-uniforms/uniform-regulations/)**

Proper wear and care of your uniform is an important part of being an officer. Correct display of rank insignia and other devices is critical to good order and discipline. Read the Navy uniform website carefully and ask a shipmate if you have questions. The staff at the NEX are experts, and a great source of information. They are familiar with uniform regulations, as well as optional and required components.



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

Uniform Guidance

Communicate with your NRC regarding the uniform for your first DWE. You will probably wear Khakis, NWUs or be authorized civilian business attire.

The Navy uniform shop will take care of the proper placement of your name on your NWUs. The rank insignia goes on the rank tab on the front of the blouse.

In the event that you wear khakis, cover and collar insignia placement are shown to the right.

On your short-sleeved khaki shirt, center the insignia one inch from the front and lower edges of the collar and position the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point. If you are a Line Officer, you will wear your rank insignia on both collars. If you are a Staff Corps Officer, you will wear one rank insignia collar device and one insignia indicating your staff corps community. Staff corps officers and warrant officers wear their rank on their right collar point and their insignia on their left collar point as shown above. The vertical axis of the insignia is aligned with the bisecting line of the collar point on open collar shirts.

Cap devices and rank devices, for “khaki cover” or garrison cap, are worn on the left and right side, respectively.

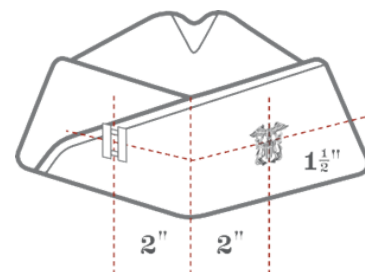
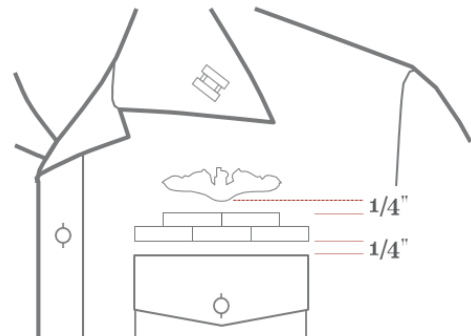
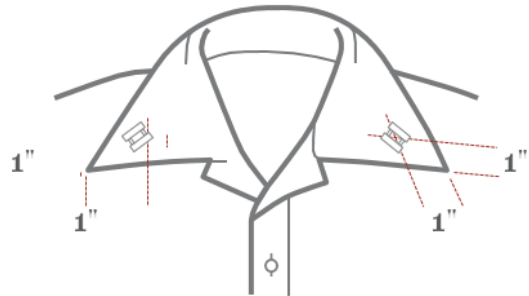
Grooming standards for both males and females can be found on the MyNavyHR website:

[HTTPS://WWW.MYNAVYHR.NAVY.MIL/REFERENCES/US-NAVY-UNIFORMS/UNIFORM-REGULATIONS/CHAPTER-2/](https://www.mynavyhr.navy.mil/references/us-navy-uniforms/uniform-regulations/chapter-2/)

MyNavy UNIFORMS App

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

It is available through the Navy App Locker.



Information Technology (IT)

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

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

1. Obtain a CAC (Military ID card).
2. Obtain a CAC Reader from the NRC.
3. Complete DOD Information Assurance (IA) training. This training is available on Navy e-Learning: https://learning.nel.navy.mil/ELIAASv2p/?utm_source=mnnp20public (This training can be completed from your home computer- utilizing a CAC reader-prior to attending your first DWE, but this is not required)
4. 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.
5. The NRC IT department will establish your Navy/Marine Corps Intranet (NMCI) account and will notify you when it is created. From here, the IT department will work with you to get your account activated and set up.
6. After NMCI account activation, engage your NRA IT department on how to access Flank Speed from your home computer using a CAC reader.

Flank Speed Startup Guide:

[HTTPS://WWW.NAVYRESERVE.NAVY.MIL/PORTALS/35/FS_1_STARTUPGUIDE.PDF](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/](https://www.mynrh.navy.mil/)

Free Antivirus Software

Once your 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/](https://infosec.navy.mil/)

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 administrative message (NAVADMIN). NAVADMINS can be found on the My Navy HR website:

[HTTPS://WWW.MYNAVYHR.NAVY.MIL/REFERENCES/MESSAGES/](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.

The screenshot shows the MyNavy HR website interface. At the top, there is a navigation bar with links: About MyNavy HR, Career Management, Support & Services, References, Media Center, and Contact Us. Below this, a breadcrumb trail shows 'References' > 'Messages'. The main heading is 'ALNAV and NAVADMIN Messages'. On the left, there are two expandable sections: 'ALNAVS' and 'NAVADMINS'. The 'ALNAVS' section lists years from 2023 down to 2016. The 'NAVADMINS' section lists years from 2023 down to 2016. The main content area contains several paragraphs of text, including a note about the online library containing messages from 1996 to 2015, a search instruction, and a list of 'Most requested archived messages' such as NAVADMIN 160/22, NAVADMIN 222/15, NAVADMIN 184/14, NAVADMIN 244/14, NAVADMIN 101/10, NAVADMIN 332/10, and NAVADMIN 373/11.

Officer Development School (ODS)

In accordance with (IAW) Commander, Navy Reserve Forces Instruction (COMNAVRESFORINST) 1120.3 (Series), officers appointed under the Direct Commission Program are required to attend ODS in Newport, Rhode Island, within one-year of appointment.

DCOs shall use their first Annual Training (AT) to attend ODS. The Training Department (N7) at your NRC will help you schedule this course, which is 5 weeks in length and includes academic instruction, military training and physical conditioning. For more information, go to:

<HTTPS://WWW.NETC.NAVY.MIL/COMMANDS/NAVAL-SERVICE-TRAINING-COMMAND/OTCN/ODS/>

ODS Split Course Option

To accommodate DCOs who are unable to attend the 5-week ODS course, a split course option is available on a case-by-case basis.

The ODS Split Course provides the opportunity to complete the 5-week ODS course in 2 phases (phase 1- 3 weeks; phase 2- 2 weeks). Both phases of ODS must be completed with-in 1 year. To apply, contact your NRC Training department for assistance with the application process.

Additional informational can be found on the myNRH website on the Commander, Navy Reserve Forces Command (CNRFC) N113 DCO SharePoint page:

HTTPS://PRIVATE.NAVYRESERVE.NAVY.MIL/CNRFC/N-CODES/N1/CNRFC_N11/N113/DCO/DEFAULT.ASPX

KEY TO SUCCESS MENTORSHIP

A mentor is a senior Officer, usually in the same designator, who provides formal and informal advice and guidance to help develop and prepare their mentee for growth. Deliberate, effective, and consistent mentorship leads to greater professional and personal development and can contribute to career success. It is highly recommended that you seek mentorship from senior Officers early and often. It will make all the difference in your Reserve career. Speak to your DCO Sponsor, unit leadership or community manager to get connected with a mentor.



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.NAVY.MIL/NSIPSCLO_LANDING/INDEX.HTML](https://www.nsips.navy.mil/nsipsclo_landing/index.html)

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.



NSIPS
NAVY STANDARD INTEGRATED PERSONNEL SYSTEM

Electronic Service Record

Name: [REDACTED] Rank/Rate: ENS Current DSC: 200

ESR

 <p>View Personal Information Review member address and phone, marriage, and personal information. Personal Information</p>	 <p>View Service Obligations and Agreements Review member service obligations and agreements. Service, Obligations, and Agreements</p>
 <p>View Training, Education, and Qualifications Review member training, education, and qualifications. Training, Education, and Qualifications</p>	 <p>View Professional History Review member history of assignments Professional History</p>
 <p>View Performance Review member performance information. Performance</p>	 <p>View Administrative Remarks Review member administrative remarks. Administrative Remarks</p>

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. The importance of this document cannot be overstated as it directly affects pay and entitlements. 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 administration office 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%20PERSONNEL%20SUPPORT/01-700%20MORALE,%20COMMUNITY%20AND%20RELIGIOUS%20SERVICES/1740.4E.PDF](https://www.secnav.navy.mil/DONI/DIRECTIVES/01000%20MILITARY%20PERSONNEL%20SUPPORT/01-700%20MORALE,%20COMMUNITY%20AND%20RELIGIOUS%20SERVICES/1740.4E.PDF)

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](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](https://milconnect.dmdc.osd.mil/milconnect/?utm_source=MNP%20PUBLIC)**

Family Servicemembers' Group Life Insurance (FSGLI)

Family coverage is automatic for all family members who are listed as dependents on the Record of Emergency Data (NAVPERS 1070/602), also known as "Page 2." FSGLI provides up to a maximum of \$100,000 of insurance coverage for spouses, not to exceed the Service members' SGLI coverage amount, and \$10,000 for dependent children. Declining coverage for family members is an option and will be effective when the change is received by Defense Finance and Accounting Services (DFAS).

Changes to FGLI can also be made through the SOES accessed via milConnect.

Traumatic Injury Protection (TSGLI)

Traumatic Injury Protection provides short-term financial support to help eligible service members recover from a severe injury. Service members covered by SGLI who experienced a traumatic injury while serving in the military you may be eligible.

Specific information regarding SGLI coverage can be found on the VA website:

[HTTPS://WWW.VA.GOV/LIFE-INSURANCE/OPTIONS-ELIGIBILITY/SGLI/](https://www.va.gov/life-insurance/options-eligibility/sgli/)

myPay

SECTION 508 SECURITY FAQ QUICK LINKS PRIVACY POLICY CONTACT US

STAY CONNECTED WITH DFAS

Don't Get Scammed

SCAM ALERT Learn how to protect yourself online and from Imposters

Sign In

Login ID

Password

Sign In

Forgot your Login ID?
Forgot or Need a Password?

Smart Card Login
CAC | PIV

Insert card then select Authentication Certificate

System Availability

Annuitant Customers:

- Access to Federal Withholding information and changes will be unavailable December 15, 2022 through February 28, 2023.

System Maintenance

New User

New to myPay? Read how new accounts are added.
[View Tutorial](#) for a step-by-step walkthrough.

Create your myPay Profile

MyPay

MyPay is the Department of Defense's online payroll and accounting system that allows you to view your pay account, travel vouchers, 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](https://mypay.dfas.mil)

To create a MyPay account (prior to receiving a CAC):

1. Navigate to the MyPay Web site by going to: <https://mypay.dfas.mil>.
2. Locate the "New User" section on the right-hand side of the homepage.
3. Within this section, locate the light blue-colored box containing the words "Read how new accounts are added".
4. Follow the New User Guidance to establish your account using the "Create your myPay Profile" button on the myPay home page.

If you require further assistance after referring to these instructions, contact the DFAS Customer Care Center by calling toll free 1-888 332-7411

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/REFERENCES/INSTRUCTIONS/](https://www.mynavyhr.navy.mil/references/instructions/)

[HTTPS://WWW.NAVYRESERVE.NAVY.MIL/RESOURCES/OFFICIAL-RESFOR-GUIDANCE/RESPERSMAN/](https://www.navyreserve.navy.mil/resources/official-resfor-guidance/respersman/)

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 period each FY.

IDT Duration

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 with 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 home 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 their 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.

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.

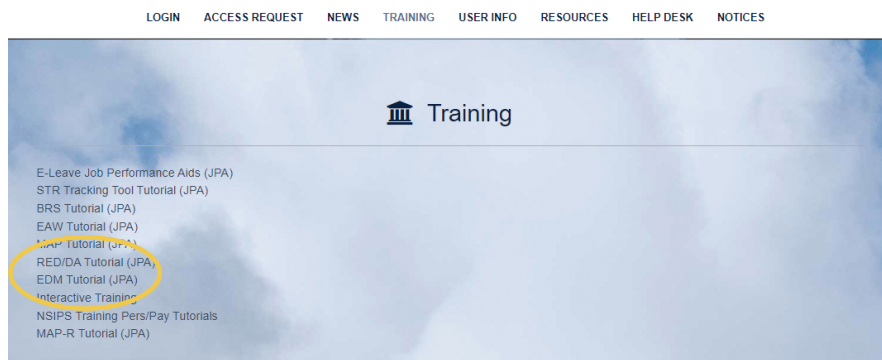
Inactive Duty for Training-Reimbursable (IDT-R)

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](https://www.nsips.navy.mil/nsipsclo_landing/index.html)



Unit Assignment

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

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

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

All officer assignments are conducted through the Reserve Forces Manpower Tool (RFMT). RFMT can be accessed through myNRH using the “Applications” menu by selecting “RFMT (JO/SO APPLY/IDT)”.

Each officer will be required to create an RFMT account the first time they access the application. A RFMT Quick Guide and JOAPPLY Walkthrough are available in RFMT under “User Guides” located on the right-hand side of the homepage.

Officer Billets

Officers obtain billets in one of two ways:

Junior Officers (O1-O4)

Junior Officers (JO) obtain billets through the JO Apply process accessible through the RFMT website. Once registered, officers can search and apply for billet opportunities per the JO APPLY calendar.

Officers in an “In Assignment Processing”(IAP) status, with expired Projected Rotations Dates (PRD), or who are not actively participating in JO APPLY, may be assigned a billet by CNRFC N1 (Manpower & Personnel Department) if a billet is available or may be transferred to a non-pay status.

Regardless of tenure remaining, Junior Officers may request a change to their current assignment due to relocation, unit to unit transfer, or unit/billet disestablishment. In order to request a change, you must submit the “Reassignment Request Form” located in the member’s profile within the JO APPLY website.

Senior Officers (O5-O6) and Any Officer Seeking a Command Billet

Senior Officers must submit their billet preferences to the annual Command/Non-Command Screening Board, commonly known as the APPLY Board. Essentially, the APPLY board places all O5 and O6 officers in competition for a limited number of pay billet assignments. Unlike a statutory promotion board, there is no automatic process for being considered on the APPLY board.

Orders

Types of Orders

Annual Training (AT)

A DCO must use their first AT to attend and complete ODS in accordance with OPNAVINST 1120.3 (Series) before executing any other AT orders. Selected Reserve personnel must perform a minimum of 12 to 14 days of AT each Fiscal Year as scheduled by the Unit Commanding Officer (CO) and per COMNAVRESFORCOMNOTE 1001 (Fiscal Year (FY) Force Execution Guidance).

Failure to perform AT or obtain a waiver will result in unsatisfactory participation for the FY. AT that overlaps two FYs may be considered as satisfying the requirement for either FY; however, retirement point credit will be applied only to the anniversary year in which it was earned.

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

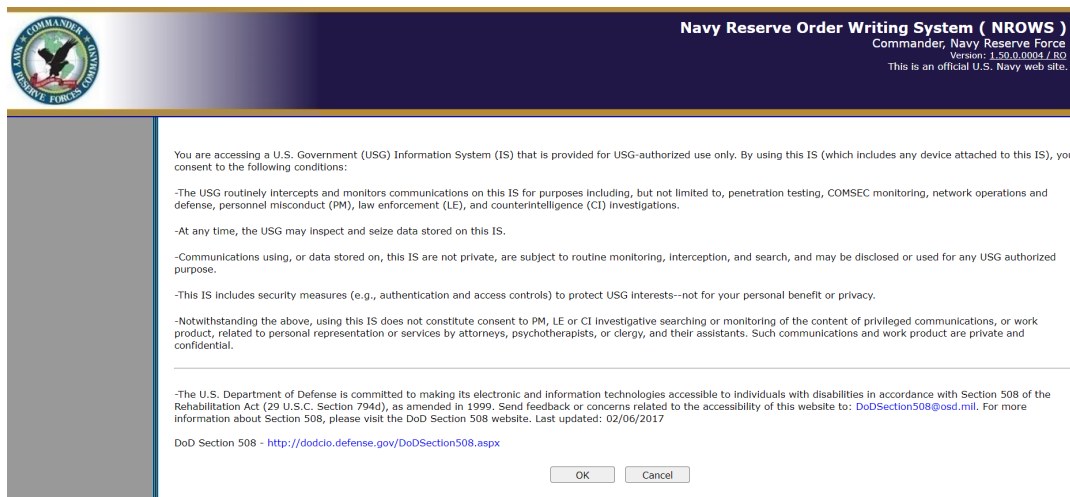
Indefinite recall of Reserve officers is voluntary, permanent and designed as a career active-duty program.



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 an NROWS account. The NROWS website can be accessed through the NRH website or by visiting:

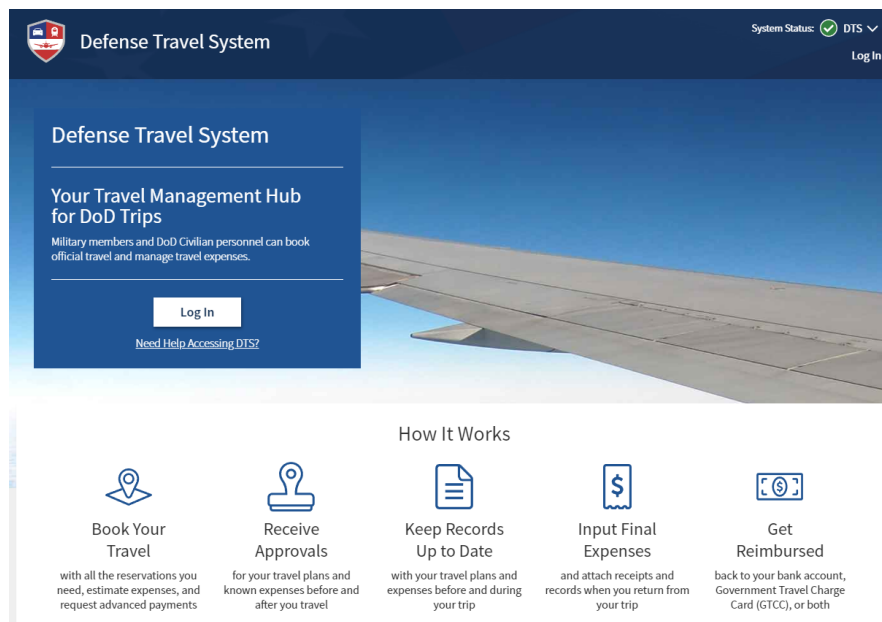
[HTTPS://NROWS.DC3N.NAVY.MIL/NROWS/SECURE/LOGIN.JSP](https://NROWS.DC3N.NAVY.MIL/NROWS/SECURE/LOGIN.JSP)



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](https://DTSPROWEB.DEFENSETRAVEL.OSD.MIL/DTS-APP/PUBSITE/ALL/VIEW/?UTM_SOURCE=MNP%20PUBLIC)



KEY TO SUCCESS

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, DCO Sponsor and NRC Training Officer 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 through 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 want to apply for a GTCC when you first affiliate with the Navy Reserve. 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 GTCC 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



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 DCO 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 zero-tolerance policy 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](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](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

- Periodic Health Assessments (PHAs) due annually
- 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](https://www.bol.navy.mil/bam/?utm_source=MNP%20PUBLIC)

If you are under the care of a 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 IDTT) 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.

Welcome to the Medical Readiness Reporting System (MRRS).

IMR (Individual Medical Readiness) is an integral component of force health protection and indicates a Sailor's or Marine's ability to deploy rapidly. IMR is also a direct reflection of a unit's capability to fulfill its mission. Tracking of IMR benefits the service member and unit by ensuring service members are protected against infectious and endemic diseases, can safely receive prophylaxis and treatments, have required medical equipment, and are in a state of dental readiness. Please contact medical to schedule an appointment to resolve any deficiencies you may have.

Member: JONES, GARY
 UIC: 07346
 Report Date: 13 OCT 15

IMR Status: Fully Medically Qualified

Element	Date	Next Due
PHA	13 OCT 15	13 OCT 15
PHA Type	N/A	N/A
PHAP	13 OCT 15	N/A
DNA Verified on File	13 OCT 15	N/A
IMV Compliance	13 OCT 15	13 OCT 15

Element	Status	Date	Next Due
Dental	1	13 OCT 15	13 OCT 15

Type	Date
Gas Mask Insert	
Medical Warning Tag	
Insurance	

Condition	Date
Deployment Limiting Conditions	

Type	Date	Next Due	Status
PDHA (DD 2790)			N/A
PDHRA (DD 2960)			N/A

Type	Service	Required	Date Given	Next Due
FLU - Influenza	Y	Y	13 OCT 15	13 OCT 15
HEPA - Hepatitis A	2	Y	13 OCT 15	
HEPB - Hepatitis B	3	Y	13 OCT 15	
MAR - Measles, Mumps, & Rubella	Y	Y	13 OCT 15	
POLIO	Y	Y	13 OCT 15	
SARS-CoV-2	2	Y	13 OCT 15	
TET1 - Tetanus	Y	Y	13 OCT 15	13 OCT 15
VARIC - Varicella	Y	Y	13 OCT 15	
ADRV - Adenovirus	N	N		
ANTHX - Anthrax	N	N		
CHOL - Cholera	N	N		
JEV - Japanese Encephalitis	N	N		
MALC - Malaria	N	N	13 OCT 15	
PRVEM - Pneumococcal	N	N		
RAAB - Rabies	N	N		
SPOX - Smallpox	N	N		
Typhoid - Typhoid	N	N	13 OCT 15	
YFV - Yellow Fever	N	N	13 OCT 15	

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.

Documenting Eligibility and Obtaining Line of Duty Care

Once the Navy has issued your LOD determination, it is your responsibility to ensure all LOD documentation is on file at either a Military Treatment Facility (MTF) or the Military Medical Support Office (MMSO) at your NRC.

If you reside within the MTF enrollment area, that MTF will manage your LOD care. Ensure your service- issued LOD determination is on file at that MTF. If your residence is NOT within the MTF enrollment area, the MMSO will coordinate your care via your unit medical representative.

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

Ready Reserve Screening Questionnaire (NAVPERS 1001/3)

All Reserve Sailors and members of the VTU will complete NAVPERS 1001/3 upon initial affiliation and each FY.

Unit COs are responsible for ensuring NAVPERS 1001/3 is reviewed, and members are interviewed after they complete the questionnaire. The supporting unit CO is responsible for reviewing and signing the unit CO's section of the NAVPERS 1001/3 then submitting to the supporting NRC CO for review. NRC COs will ensure the completed NAVPERS 1001/3 is retained in a manner accessible during mobilization.

If a Unit CO determines that a member has a situation which cannot be resolved locally and would preclude the member from being immediately available for mobilization, that Unit CO will submit a letter to the supporting NRC CO for review. If the NRC CO determines that the situation cannot be resolved utilizing the references listed on NAVPERS 1001/3, the NRC will forward a letter to NAVPERSCOM (PERS-91) via the Echelon IV command requesting appropriate action and will make an annotation on the retained questionnaire.

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.

Training MAS Code QuickGuide for DCOs

DCO: Member requires completion of initial required training (ODS)

NOTE: DCO MAS Code is a “hard-hold” for NROWS orders. All NROWS orders prior to graduating from ODS will be reviewed by CNRFC.

TIW: Information Warfare (IW) Officer who has not completed the prescribed IW specific training or necessary qualification requirements



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 screenshot displays the ZipServe application interface. On the left is a navigation menu with 'MY PROFILE' and sub-items: General Info, Relevant Experience, Applications, and Roles. The main content area is titled 'Active Opportunities' and shows 69 opportunities found. A filter sidebar on the left allows filtering by Type (Advertisement, Mobilization), Id, Title, Order Type, Community, Design/Rating, NOBC/NEC, Officer/Enlisted, Rank, Location, Duration, Report Date, End Date, and Posted Date. The main list displays five opportunities, each with a 'MOB' icon, a location pin, and a table of details.

Id	Clearance	Report	End	Design/Rating	Rank
NE-2213-0093	SECRET	2023-09-08	2024-03-05	290K	LTJG - LCDR
NE-2213-0092	SECRET	2023-09-01	2024-03-05	290K	LTJG - LCDR
NE-1756-0281	SECRET	2023-09-18	2024-06-15	410K	LT - LCDR
NE-3438-0015	TOP SECRET	2023-08-18	2024-05-26	105K	LT - CDR
NE-5940-0008	TOP SECRET - SCI ELIG	2023-08-25	2024-06-12	105K	LT - CDR

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.

Direct Commission Officers are not normally mobilization eligible for OCONUS mobilization until completion of initial training (ODS) plus a sufficient number of calendar days of training, totaling a minimum of 84 days (BUPERSINST 1001.39 (Series)).

Community specific training requirements must also be met prior to mobilization, and this may take as long as 3-5 years to complete depending upon community specific requirements. Once these requirements have been completed, your MAS code will be changed to show that you are now available to be mobilized.

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/](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.



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

After 20 **QUALIFYING YEARS** of service you are eligible for a paid retirement from the Navy Reserve

A Qualifying Year is based on your personal **ANNIVERSARY DATE*** of affiliation with the Navy Reserve

A minimum of **50 POINTS** in the 12 months following an Anniversary Date equals a Qualifying Year

Obtaining **LESS** than 50 points **DOES NOT** count for a qualifying year toward retirement

See **MILPERSMAN 1820-050** 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.

"SATISFACTORY PARTICIPATION" is the mandatory Reserve service requirement

It is the minimum service required to maintain **GOOD STANDING** in the 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 **40 DRILL PERIODS** and at least **12 DAYS** of active duty service** must be completed each fiscal year

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 1001-150** for additional information

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.

Performance Summary Record (PSR) and Officer Summary Record (OSR) are online professional record systems that allow you to view, download, and print a summary of your professional information, performance history, and personal decorations. Both are accessed through BOL.

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 an officer. You do not want to allow an incomplete record to become a negative factor in a Board’s consideration of your fitness for promotion or billet selection. Do not assume your record is being properly maintained by others.

Common service record discrepancies that can put you at a serious disadvantage with your contemporaries when competing for selection include:

- Missing Fitness Reports
- Official photo not in current rank (see MILPERSMAN 1070-180 for guidance)
- Unexplained broken service
- Missing data on special qualifications, decorations, awards, education, etc
- Missing Navy Reserve Appointment
- Missing or illegible Navy Reserve Qualification Questionnaires (NRQQs)

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. Since your official record is the principal instrument used during selection board deliberations and billet assignments, you should make sure your record is current, complete, and accurate.

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/](https://www.mynavyhr.navy.mil/career-management/records-management/)

KEY TO SUCCESS

MENTORSHIP

A record review by an officer senior to you in rank can provide some valuable insight into your record and give you career advice, to include: your strengths and weaknesses, insight on FITREPs, and billet recommendations for career progression.

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).

FITREPS are written on an individual officer by their Reporting Senior. The Reporting Senior is typically the Commanding officer (CO) or officer in charge (OIC). Your Reporting Senior provides an annual evaluation that reports the strengths and developmental needs of the individual. FITREPS 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. FITREPs are due the last day of the month, EVALs 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/](https://www.mynavyhr.navy.mil/career-management/performance-evaluation/)

FITREP Guidance

This is a subject that cannot be over-emphasized. The ability to write strong FITREPs and EVALs is a valuable skill that all officers should master early in their careers. As noted in the previous section, all officers should read and become intimately familiar with the BUPERSINST 1610.10 (Series).

FITREPs are written to the recipient (individual being reported on) and to the board that considers the officer for promotion and billets. The FITREP should provide the board with meaningful and clear metrics that demonstrate performance, and comment on specific traits.

As an officer, you should submit your input to you Reporting Senior on your FITREP. Especially important is your input in Block 41: Comments on Performance. The Reporting Senior will assign trait scores and edit your inputs, as needed.

To catch the attention of a board, consider the following recommendations for Block 41:

- Make a strong opening statement that characterizes performance and that ranks the officer within a group or across groups.
- Prioritize bullets based on their importance to the evaluation of the officer. Bullets that describe demonstrated leadership and contributions to mission accomplishment should come first.
- Write command support actions in terms that the board will understand. Avoid non- standard abbreviations and terminology.
- Do not waste lines on superfluous achievements
- Make a strong closing statement that summarizes potential for promotion or follow-on assignment recommendation.
- Make sure that trait scores match Block 41 comments.

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/](https://www.mynavyhr.navy.mil/career-management/performance-evaluation/enavfit/)

BENEFITS AND RESOURCES

TRICARE Reserve Select (TRS)

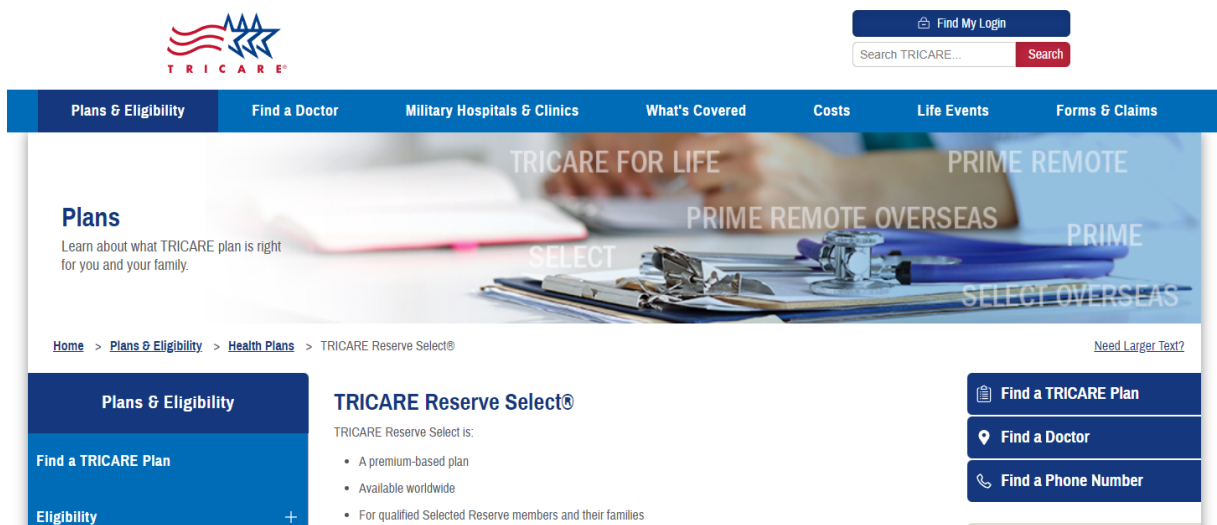
Reserve Sailors have access to medical and dental insurance in the form of TRICARE Reserve Select (TRS) and TRICARE Dental. These insurance options are premium based health and dental care that you can purchase to cover you and your family.

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](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/](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 runs an around-the-clock on-call 100% confidential phone service for Reserve Force personnel and their families providing a safe and confidential way to receive counseling and spiritual services.

The CNRFC 24/7 chaplain line is available at (757)322-5650

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@navy.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.

<i>Paygrade</i>	<i>Rate</i>	<i>Abbreviation</i>	<i>Upper Sleeve</i>	<i>Collar and Cap</i>
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		

<i>Paygrade</i>	<i>Rank</i>	<i>Abbreviation</i>	<i>Collar</i>	<i>Shoulder</i>	<i>Sleeve</i>
0-1	Ensign	ENS			
0-2	Lieutenant Junior Grade	LTJG			
0-3	Lieutenant	LT			
0-4	Lieutenant Commander	LCDR			
0-5	Commander	CDR			
0-6	Captain	CAPT			
0-7	Rear Admiral (Lower Half)	RDML			
0-8	Rear Admiral (Upper Half)	RADM			
0-9	Vice Admiral	VADM			
0-10	Admiral	ADM			



START HERE:



**NEW NAVY RESERVE SAILOR
ONBOARDING WEBSITE**