

WORKBOOK FOR THE NEW
NAVY RESERVE SAILOR

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INTRODUCTION

WELCOME TO THE NAVY RESERVE FORCE!

Thank you for choosing to serve your nation in the Navy Reserves.

This “Workbook for the New Navy Reserve Sailor” provides information for use by all new members of the Navy Reserve Force. Its contents are designed to help you navigate your transition into the Reserve Force and guide you as you begin your Reserve career. This document should be used in conjunction with the associated onboarding media and other products that can be found at the following website:

<https://www.navyreserve.navy.mil/Resources/Reserve-Sailor-Integration>

In addition to this document, Sailors are encouraged to reference THE NAVY RESERVIST Magazine, known simply as “TNR.” This publication series includes an annual Almanac edition that provides a wide range of information on pay, administrative essentials, readiness, career development and other resources available to the Reserve Force. This publication provided in hardcopy by direct mail and at your NRC, and its contents can also be found at the following website:

<https://www.navyreserve.navy.mil/Resources/TNR -Almanac-Online>

PREPARE FOR YOUR FIRST DRILL WEEKEND

Your assigned Navy Reserve Center (NRC) will contact you upon receipt of your orders to coordinate with you for your check-in date. They will also send you a Welcome Aboard package that will provide contact information, business hours, and instructions to access the facility.

If you have not received a Welcome Aboard package from the NRC within a few days of receiving your orders, then you should initiate contact with the command. Use this interactive map to find the Navy Reserve Center nearest to your residence and establish first contact: <https://www.mynrh.navy.mil/#/map>

WHAT YOU NEED TO KNOW FROM YOUR NRC

- The address and directions to the facility
- Base/facility access requirements (For instance, a Common Access Card (CAC), gate closures or other traffic controls)
- Weather contingency plans
- How to request Berthing (if you live more than 50 miles from the command)
- How to sign up for Meals
- Required documents and other items to bring

NRC WELCOME ABOARD PACKAGE

As part of your initial contact with the Navy Reserve Center staff, you will receive a Welcome Aboard Package that will provide basic information about the facility including:

- Facility address and entry instructions
- Command directory
- Drill Schedule
- Hours of operation
- Instructions for Meals and Berthing
- Holiday schedule
- Weather contingency plan
- Website address

NRC WEBSITE ADDRESS

All NRC command websites are hosted on the My Navy Reserve Homeport (MYNRH) website: <https://www.mynrh.navy.mil/> (CAC required). From the MYNRH main page, the Sailor can either search for the command in the search bar or navigate to the individual command via the “COMMANDS” drop-down menu at the top of the page, followed by “REGIONS” to select the appropriate region, and then the name of the NRC. Each NRC website provides a wealth of information specific to the command.

THE PLAN OF THE MONTH (POM)

The Plan of the Month (POM) is required reading for all personnel. The POM is the primary means for the NRC staff to communicate with the individual Sailor and contains the latest information about Navy Reserve requirements, policies, etc.

COMMON ACCESS CARD (CAC)

Ensure that your CAC is in your possession and up to date. Expired CACs should be replaced at the nearest RAPIDS facility (<https://idco.dmdc.osd.mil/idco/>). If you do not possess a current CAC and are unable to renew it for any reason, immediately notify your NRC sponsor for assistance. This may lead to additional coordination if the NRC is located on a military installation and a CAC are required for base access.

UNIFORM AND GROOMING STANDARDS

- If you have issued uniforms, wear your appropriate Service uniform for check-in. Instructions for wear can be found at this website:
<https://www.mynavyhr.navy.mil/References/US-Navy-Uniforms/Uniform-Regulations/Chapter-3/>
- If you do not have uniforms, then dress in business casual attire, but adhere to all other grooming standards.
- To be provided uniforms, you must be in a drill status in pay grades E1 to E6.
- Navy grooming standards can be found at this website:
<https://www.mynavyhr.navy.mil/References/US-Navy-Uniforms/Uniform-Regulations/Chapter-2/>

BERTHING

Reservists (Officer and Enlisted) who reside more than 50 miles away are eligible for government-funded berthing the night prior to completion of two IDT periods the next day. (Example: To be eligible for berthing Friday night, you must complete two IDT sessions on Saturday.)

MEALS

Enlisted Sailors performing two drills are eligible to receive government-funded subsistence. Members receiving subsistence must sign meal rosters. Additionally enlisted Sailors utilizing contract berthing are authorized breakfast and dinner. Officers are responsible for their own meals.

REQUIRED DOCUMENTS

Your first drill weekend is all about getting you checked-in with the appropriate systems. If you are able to speak with your command sponsor beforehand, ask which documents you need to bring. When in doubt, bring it! At a minimum, you should carry:

- Navy medical and dental records
- Bank account information for direct deposit establishment
- For DEERS and NAVPERS 1070/602, Bring the following
 - Marriage certificates
 - Divorce decrees
 - Dependents' birth certificates / adoption paperwork

THE NAVY RESERVE ONBOARDING PORTALS

The links below will launch Onboarding websites with additional information to guide you through your first drill weekends.

- No CAC Required: <http://www.navyreserve.navy.mil/Resources/Reserve-Sailor-Integration/>

THE NAVY RESERVIST (TNR) MAGAZINE

Navigate to this year's TNR Almanac to hear from the Chief of Navy Reserve and the Navy Reserve Force Master Chief, learn acronyms and terms, and expand your overall reserve knowledge before your first drill weekend.

- Annual Almanac: <https://www.navyreserve.navy.mil/TNR-Almanac-Online/>
- All Issues: <https://www.navyreserve.navy.mil/TNR-Magazine-Archive/>

ACCESSION PROGRAMS

Some accession programs into the Navy Reserve have additional requirements and times lines for completions before the Sailor can be fully accepted into the Navy Reserve. Review the appropriate reference if you are a member of one of these accession programs:

New Accession Training (NAT): MILPERSMAN 1133-090

<https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1100Recruiting/1133-090.pdf?ver=dSrSh9yiOHjvTGVWAY7rRg%3d%3d>

Prior Service Reenlistment Eligibility-Reserve (PRISE-R): MILPERSMAN 1133-061

<https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1100Recruiting/1133-061.pdf?ver=sveyiTkY9WdmTAtDxUfuWA%3d%3d>

Direct Commission Officer (DCO): COMNAVRESFORINST 1120.3B

<https://www.navyreserve.navy.mil/LinkClick.aspx?fileticket=c69YW-65PXA%3d&tabid=4191&portalid=35&mid=10280>

KEYS FOR SUCCESS

Whether you are new to the Navy (e.g., direct accession) or new to the Reserves (e.g., prior active duty), you will quickly recognize that the demands of the Navy Reserves can become overwhelming. However, a few key principles will significantly reduce frustration or stress and will greatly help ensure your success in the Navy Reserves:

COMMUNICATION

One of the biggest (and unnecessary) pitfalls faced by Reservists is the failure to communicate. This primarily occurs two ways:

EFFECTIVE COMMUNICATION. Your chain of command should **ALWAYS** know about information that will influence your Navy Reserve readiness or ability to participate in

scheduled drills or other orders. This includes, for example, major life events that may also affect your dependents, relocations, changes in your civilian career, changes in your health that require dedicated medical attention or changes in prescriptions. It is your responsibility to keep your unit leadership informed.

OFFICIAL CORRESPONDENCE. Official correspondence will be sent to you based on the updated contact information that you provided and is on file in NSIPS. **It is the Reservist's responsibility to update address information annually or as soon as it changes. A Sailor's failure to receive or to respond to Official Mail and failure to keep the Unit CO or the NRC advised of the current home address WILL NOT prevent administrative processing."** (MILPERSMAN 1910-158.)

New Accessions. If you are new to the Navy, you **WILL BE** overwhelmed by the Reserve requirements, Navy customs, and terminology. Take it slow and ask questions.

Prior Active Duty Personnel. Those with prior active duty service initially struggle in the Reserves due to a false sense of comfort. You have been around the Navy, you know the language, and you are comfortable wearing the uniform. However, serving in the Reserves is **completely different** from serving on active duty and has its own unique terminologies, requirements, and demands. Don't get over-confident or you *will* struggle. Find a mentor in your unit who can help guide you as you progress.

KNOW AND MEET REQUIREMENTS

Simply stated, you must know the requirements in order to fulfill them. It is each member's responsibility to read all published requirement or directive. This publication consolidates information from multiple instructions and lessons learned into a single quick reference document. Link to official instructions, directives and manuals are included in this document so that you can read about that topic in detail.

PROACTIVELY BALANCE COMPETING PRIORITIES

As a Reservist, you face a multitude of competing priorities in your life:

- 1) Your family
- 2) Your personal life
- 3) Your civilian job/career
- 4) Your educational pursuits
- 5) Your Navy Reserve career

You will quickly discover that each of these place demands upon your time and energy and waiting until the last minute (on any of these priorities) will likely yield an impact on another priority. Proper prior planning, however, has been proven to mitigate many conflicts and thus greatly reduce your stressors. You are not alone in this effort. The Navy Reserve offers many benefits and programs for the individual Sailor and his or her dependents to utilize which are described in greater detail later in this document.

YOUR FIRST DRILL WEEKEND

Proceed to your assigned NRC and plan to arrive at the assigned location to muster on time. The purpose of this drill weekend is to establish your presence in the Navy Reserve systems so that you may be paid for your activities and properly guided through your individual mobilization and warfighting readiness requirements.

Your command sponsor should muster you at the designated place and time. Every command has a standard check-in sheet that covers all offices, systems and programs that everyone must accomplish upon arrival. However, due to the time and resources constraints typical of a drill weekend, the sponsor will guide you through the most critical check-in items that must be completed on the first drill weekend. Once those critical items have been completed, additional check-in tasks may be executed, or you can be released to meet your local unit leadership.

INDOCTRINATION

Indoctrination (INDOC) occurs at least once a quarter at every NRC. It may fall on the day you check-in, or not be planned for another couple months.

INDOC is mandatory for all newly reported SELRES to attend INDOC within 90 days of their check-in. This includes members who are new to the Navy Reserves as well as those who are transferring from another NRC. INDOC ensures proper check-in and awareness of NRC and Reserve policies and lays the foundation and expectations for all SELRES in addition to providing invaluable information and resources. Plan for this event accordingly.

In addition to the introductory briefs, Sailors are afforded the opportunity to receive other mandatory trainings that are due throughout the year. It is critical for all new Sailors to attend their command's INDOC course.

YOUR UNIT LEADERSHIP

This drill weekend is also your first impression with your unit leadership. Your orders will have several units listed and as a result you will meet several leadership teams responsible for different aspects of your life as a Reservist.

Your NRC leadership is responsible for your administrative readiness.

Your Training Reserve Unit (TRUIC) is responsible for your mobilization readiness (similar to administrative readiness). It is a part of your administrative chain of command and works in conjunction with your NRC. You will perform regular drills (IDT's- Inactive Duty for Training) with this unit.

Your Unit Mobilization Unit (UMUIC) is responsible for your warfighting readiness and the performance of your duties in line with your rate or designator. You will perform your Annual Training (AT) with this unit. Additionally, if your billet is coded for IDT-R, you may have the

option to travel to your UMUIC to perform your drills and be reimbursed up to \$500 in expenses (visit this link for more information https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N12/Images1/IDTR_Signup.png).

A UIC is a unit's identification code. TRUIC stands for Training Reserve Unit Identification Code. UMUIC stands for Unit Mobilization Unit Identification Code. These terms are associated with a number to identify a particular unit.

A "Locally Assigned Sailor" is one who's TRUIC and UMUIC are the same.

Typically, a Sailor is not locally assigned to a unit physically associated with your NRA. This means your TRUIC does not match your UMUIC. Example: Your UMUIC, Unit X, drills in San Diego but you live in Los Angeles, the same city as unit Unit Y. Rather than going to San Diego every month, you complete drills at NRC LA with your TRUIC, Unit Y. In this case, Unit Y administers your IDT periods; Unit X administers/controls your AT.

If you have not yet been assigned a unit, then you are considered In Assignment Process (IAP). Individuals in IAP status are required to actively pursue billets via JO Apply <https://rfmt.private.navyreserve.navy.mil/#/> or My Navy Assignment (MNA) <https://www.mynavyassignments.navy.mil/>. Failure to actively search for billets will result in direct manning of billet assignment.

NRC OFFICE ROLES AND RESPONSIBILITIES

NRC staff levels vary depending upon the number of Reservists supported. The following roles exist at all NRCs, but may be supported by a single NRC staff member or an independent department of many staff members depending on the NRC. This is not a total list of the department's duties, but will ensure you know where to go to address any described issues.

- Command Career Counselor: Responsible for managing the Navy Enlisted Retention and Career Development Program and serves as the critical link between an individual Sailor, his or her command, and supporting Navy organizations, including Navy Personnel Command (NPC).
- Command Services/Administration: Responsible for maintaining Service Records, Evaluations, Awards, and other services.
- Reserve Pay: Responsible for muster and adjudication of the Sailor's drills in the Enhanced Drill Management (EDM) module of the Navy Standard Integrated Personnel System (NSIPS) website.
- Manpower: Responsible for Officer and Enlisted billet management, including gains and losses and administration of IDT-R for qualified billets.
- Mobilization: Responsible for initial notification and processing of reservists for mobilization, de-mobilization, and ADSW.
- Supply: Responsible for providing berthing, meals and uniforms to applicable Sailors.
- Medical: Manages the Sailor's medical and dental records and tracks medical readiness.
- Operations / Travel: Assists the Sailor in their execution of Annual Training (AT)/Active Duty for Training (ADT)/Inactive Duty for Training Travel (IDTT) orders through

NROWS, manages the Government Travel Charge Card (GTCC) program, and the tracking and processing the Sailor's travel claims (including local vouchers for IDT-R) in DTS.

- Training: Responsible for managing the Sailor's training including the annually directed General Military Training (GMT) and school requirements assisting the Sailor in gaining quotas to other required courses.
- Information Technology: Managed the Sailor's NMCI access.
- Security Manager: Assists the Sailor in the requirements to gain and maintain their security clearance.

DRILL ADJUDICATION AND PAY

All drills shall be scheduled via EDM and be adjudicated within three (3) working days as of completion as one of the following:

Satisfactory: Sailor present for scheduled drill period and required activities completed

Authorized Absence (AA): Sailor not present for scheduled drill period, but was given prior approval for this absence. AA examples include demobilization, on other orders (AT/AD/ADSW), or special circumstances approved by the command.

Unexcused Absence (UA): Sailor was not mustered for scheduled drill period.

Unsatisfactory (AU): Sailor present for scheduled drill period, but did not satisfactorily complete required activities.

Sailors who receive nine (9) UAs, AUs, or combination thereof, will be processed for administrative separation (ADSEP) for failure to meet Satisfactory Participation as a Navy Reservist.

MEDICAL READINESS

The Reserve Sailors who complete medical requirements on time each year are the ones who stop by and talk with their medical representatives on a regular basis. Ongoing conversation about upcoming requirements allow Sailors to be ahead of deficiency lists on mandatory tasks such as immunizations, blood draws, etc. The top two requirements are to complete your annual Electronic Periodic Health Assessment (ePHA) and annual dental exam.

Temporarily Not Physically Qualified (TNPQ): This status is assigned to Sailors who have an illness or injury of a limited duration (6 months or less) and are determined by the Medical department to fully recover. This status allows members to maintain their billet within their unit during their recovery period.

Medical Retention Review (MRR): This status is assigned to Sailors to provide disposition of an illness or injury that will affect the ability of the Sailor to perform within the Navy Reserve.

Sailors with overdue medical requirements are not physically qualified to perform Annual Training (AT), Active Duty training (ADT) or Active Duty for Special Work (ADSW). These Sailor's

orders will be put in a hard hold status until ALL medical/dental readiness components have been completed and the Sailor is determined to be medically ready.

DEPENDENT DATA

Family Care Plan: This policy is relevant for Navy Reservists who are single sponsors or dual military couples that have custodial responsibility for family members or other dependents. You have the responsibility to ensure family members are cared for during deployments, mobilizations and temporary Reserve duty. The Dependent Care Plan requires that you designate one or more caregivers for your family members.

NAVPERS 1070/602, commonly referred to as a “Page 2”, is formally titled “Record of Emergency Data/Dependency Application (RED/DA)”. This is an official document that verifies dependent information (in order to gain dependent eligibility entitlements) and serves as an emergency point of contact document.

NAVY DRUG POLICY

Navy’s policy on drug use is simple: ZERO TOLERANCE. This policy extends to illicit/illegal drugs as well as improper usage of prescription medications. Every command shall test a minimum of fifteen percent of all assigned personnel monthly. Every command shall conduct a unit sweep of all personnel assigned twice per year.

Critical Administrative Check-In Items for the First Drill Weekend:

1. NRC Command INDOC (Will occur during one of the first 3 drill weekends)
Verify Scheduled Date: _____

2. Reserve Pay
 - Direct Deposit Form
 - DD Form 2058: State of Legal Residence
 - NAVRES 1570/2: Satisfactory Participation Requirement
 - Confirm/Update Home Address
 - Verify NSIPS Access

3. Medical
 - Check-In Medical Record
 - Verify next ePHA Due Date
 - Check-In Dental Record
 - Verify next Dental Exam Due Date

4. Manpower
 - Family Care Plan
 - Verify NAVPERS 1070/602: Record of Emergency Data/Dependency Application (RED/DA)
 - Navy Standard Integrated Personnel System (NSIPS) (Self-User access)

5. Supply
 - Berthing Policy
 - Route Distance Form
 - Meal Eligibility
 - Uniform Order

6. Urinalysis Coordinator
 - Gain into IFTDTL (Required within 72 hours of Check-In)

YOUR SECOND DRILL WEEKEND

Any Critical Administrative Check-In Items from the First Drill Weekend which were not completed need to be addressed before any others.

This drill weekend is about setting your career on its best trajectory. You will meet with several NRC offices to discuss your career opportunities and benefit entitlements.

CAREER DEVELOPMENT BOARDS

Career Development Boards (CDB) provide an excellent opportunity to mentor enlisted Sailors while also identifying personnel record discrepancies or items that hinder advancement. These sessions also identify present and future career requirements from their Learning and Development Roadmap (LaDR) and Enlisted Learning and Development Continuum, and allow the Sailor to plan to accommodate those commitments. This first CDB should also include the use of the Onboarding Career Development Board, 18 Month Plan, and 5 Year Career worksheets.

SCHOOL REQUIREMENTS

Sailors have formal school requirements at different periods of their career. Some Sailors also have immediate school requirements as part of their accession program. Review the appropriate reference if you are a member of one of these accession programs:

New Accession Training (NAT): MILPERSMAN 1133-090

<https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1100Recruiting/1133-090.pdf?ver=dSrSh9yiOHjvTGVWAY7rRg%3d%3d>

Prior Service Reenlistment Eligibility-Reserve (PRISE-R): MILPERSMAN 1133-061

<https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/1000/1100Recruiting/1133-061.pdf?ver=sveyiTkY9WdmTAtDxUfuWA%3d%3d>

Direct Commission Officer (DCO): COMNAVRESFORINST 1120.3B

<https://www.navyreserve.navy.mil/LinkClick.aspx?fileticket=c69YW-65PXA%3d&tabid=4191&portalid=35&mid=10280>

ENLISTED ADVANCEMENT EXAMS

Exams are conducted in February and August. It is imperative that you be available to take your exam on the assigned day and should not create a schedule conflict with other orders or obligations.

Each member must serve a required amount of time in each pay grade, these are:

- E1 to E2 9 months
- E2 to E3 9 months
- E3 to E4 6 months
- E4 to E5 12 months
- E5 to E6 36 months
- E6 to E7 36 months
- E7 to E8 36 months
- E8 to E9 36 months

TIME IN RATE DATES: New affiliates to the Naval Reserve start their time in rate from the date of enlistment. If a member has prior service and has been separated for less than 12 months, their time in rate will be the member's original time in rate date.

ADVANCEMENT REQUIREMENTS: Ask the NRC Education Service Officer or Unit Career Counselor what requirements you need, or check your bibliography for advancement.

Navy Advancement Center: <https://www.netc.navy.mil/Commands/Naval-Education-and-Training-Professional-Development-Center/Naval-Advancement-Center-N3/>

PROFESSIONAL MILITARY KNOWLEDGE ELIGIBILITY EXAMS (PMK-EE): The Professional Military Knowledge (PMK) section of the Navy Wide Advancement Exams (NWAE) is a stand-alone, once-per-paygrade electronically-delivered eligibility exam, currently accessible via My Navy Portal (MNP): <https://my.navy.mil/>

Or Navy e-Learning (NeL):

https://learning.nel.navy.mil/ELIAASv2p/?utm_source=mnppublic

A PMK-EE mobile application is also available via the App Locker:

https://www.applocker.navy.mil/?utm_source=mnppublic#!/apps

NMCI ACCESS

The following must be completed to obtain and maintain an active NMCI NIPR account:

- NMCI USER AGREEMENT FORM OPNAV 5239/14 (System Authorization Access Request - SAAR)
- Annual Cyber Awareness Training Certificate
- Navy Annual Privacy Training Certificate

Once completed, the packet will be submitted for account generation. The SAAR is then kept on file for any future creations of accounts for the member. Additional requirements exist for those requiring access to the SIPR network.

SECURITY CLEARANCE

Security clearances require completion of an application. An update is required every five years for Top-Secret clearance and every 10 years for Secret clearance. This process is lengthy and should be initiated and completed as soon as possible in order to avoid delays and/or conflicts that could impact your assignment.

The NRC Security Manager or Assistant Security Manager initiates the security clearance process by authorizing an individual to complete an e-QIP (Electronic Questionnaires for Investigations Processing). Once initiated, Sailors are directed to log in immediately to e-QIP website at www.opm.gov/e-qip/, start application with contact info, and complete all aspects of the application within 30 days.

Once the e-QIP application is submitted, the application will be forwarded to CNRFC for eventual transfer to the Office of Personnel Management (OPM). Once OPM receives the application packet, the investigation is considered "open." During the open investigation, OPM investigators will conduct interviews and background checks. Depending on the application, OPM may request

additional information — such as financial records, tax records, etc. Failure to respond to OPM requests may result in denial or revocation of security clearances.

Failure to obtain a clearance: Denial or revocation of a security clearance, or failure to provide requested documentation necessary for investigation completion, will result in disciplinary action, ranging from non-compliance to Administrative Separation (ADSEP).

Critical Administrative Check-In Items for the Second Drill Weekend:

1. Command Career Counselor

Onboarding Career Development Board (CDB)

Bonus Verification

NAVRES 1780/1: Montgomery GI Bill Statement of Understanding

Verify School Requirements (DCO, NAT, PRISE-R Sailors)

Review Annual Retirement Point Record (ARPR)/Annual Statement of Service History (ASOSH)

2. Education Service Officer

Navy Wide Advancement Exam Eligibility

Verify PMK-EE Date

Verify Exam Date

Verify automated Enlisted Advancement Worksheet (EAW) completion

3. Information Technology

NMCI Access SAAR Form

Verify Information Assurance Training Complete

Verify Personal Identifiable Information Training Complete

4. Security Manager

Security NAVPERS 1070/613 Administrative Remarks (Page 13)

Verify Security Clearance

Verify Next Periodic Investigation Date

5. Manpower

Verify Service Group Life Insurance (SGLI) via Online Enrollment System (SOES)
(<http://www.dmdc.osd.mil/milconnect>)

Verify Civilian Employer Information

Certify completion of NAVPERS 1070/602: Record of Emergency Data/Dependency Application (RED/DA)

Ensure Address and Phone updated in NSIPS Electronic Service Record

Onboarding Career Development Board

Name: _____ Rate: _____ Date of CDB: _____

TRUIC: _____ Drilling Location: _____ UMUIC: _____

1. How has your Onboarding process been so far? Good/Bad (why?):

2. Have you been paid for your previous drill weekends? Yes / No

Have you verified your benefits? Yes / No

3. Have you established contact with your UMUIC? What is your plan for AT (annual training) with your UMUIC?:

4. What is your civilian job? Do you have any drill conflicts with your civilian job?

5. Do you have any drill conflicts with your family/home life?

6. When is your first advancement exam? When is the date/drill weekend of your advancement exam?

7. Leadership Class requirements completed for the next pay grade? Yes / No

If No, when are you scheduled to complete: _____

8. Civilian Commitments (Community Service/Off Duty Education):

Do you have a degree? Yes / No Name and type of degree: _____

What degree(s) are you working towards? _____

9. Warfare Qualified: Yes / No Which Program(s): _____

10. Goals (Short Term):

11. Goals (Long Term):

12. Have you started your GMT (General Military Training)? Yes/No

Expected GMT completion date: _____

13. Positive perceptions about the Navy Reserve:

14. Negative perceptions about the Navy Reserve:

15. Any areas you wish to discuss. (Personal problems, Job related problems, etc.):

Leadership Inputs:

16. Division Chief Comments:

17. Division Officer Comments:

18 Month Plan

fill out with months and major events (ie. AT, PRT, Exams, etc)

Name: _____

Current Month: _____

	7 months	13 months
6 months	1 year	18 months

My Unit Information

Res Unit/Cross Assigned Unit: _____
 Billet/Orders End Date (PRD): _____
 POC: _____
 Where CA Unit Drills: _____
 Annual Training Coordinator: _____
 Supported AC Command: _____

Unit AT: _____

ZIPSERVE AT: _____

(1st choice should be Unit, then check ZIPserve)

My Next Eval Date: _____

My Rate Requirements

PRISE-R/NAT Requirements: (if applicable)
 What exam I need to take (paygrade and rate): _____
 Do I have a C School Quota?: Date: _____ Location: _____

Anniversary Date:

*anniversary date can be located on your statement of service via NSIPS or ASOSH Section of BUPERS Online (BOL) ARPR

- Eval Due Dates:**
 E1-E3: July E4: June E5: March E6: November

AT Opportunities and Dates

Advancement Exam Timing	
E-3 to E-4	6 months
E-4 to E-5	12 months (6 w/EP)
E-5 to E-6	36 months (24 w/EP)
E-6 to E-7	36 months (24 w/EP)

Reserve Homeport: <https://www.mynrh.navy.mil/#/>
 (this page has links to most everything you need)

18 Month Plan

BM3

fill out with months and major events (ie. AT, PRT, Exams, etc)

BM3 Smith is a former AC sailor first reporting to the NRC in Sept 2020
ASSUMPTIONS:

1. No gap in service
2. will probably end up in RSU due to local unit billet unavailability

Name: Smith	Current Month: Sept, '20	<i>whites uniform inspection!</i>	
Oct 17/18 <i>do GMT's and ePHTA bring blues for Navy Ball</i>	Apr 10/11 7 months	mock PRT at NOSC	13 months Oct
Nov 7/8 <i>medical stand-down</i>	May 15/16	PRT (plank-a-palooza)	Nov
Dec 5/6 <i>should have orders</i>	Jun 5/6		Dec
Jan, '21 <i>get E5 PMKE done! study for exam!!!!!!</i>	Jul 10/11	AT?? study for exam!!!	Jan, '22
Feb 20/21 <i>advancement exam</i>	Aug 7/8	advancement exam	Feb
Mar 6/7 6 months <i>turn in eval inputs!!</i>	1 year Sept 11/12	CDB <i>full PRT blues inspection</i>	18 months Mar
			turn in eval (unless I pass??)

My Unit Information

Res Unit/Cross Assigned Unit: _____ **Unit AT:** _____ Once Unit POC obtained, ask about AT opportunities and write down tentative dates here and above to plan ahead

Billet/Orders End Date (PRD): 3yr orders: Dec 2023? **ZIPSERVE AT:** _____

POC: _____ (1st choice should be Unit, then check Zipserve)

Where CA Unit Drills: _____ Unit info and POC should be filled out No Later Than first Career Development Board

Annual Training Coordinator: _____ upon receiving initial orders

Supported AC Command: _____

My Next Eval Date:

due June... turn in by March

My Rate Requirements

PRISE-R/NAT Requirements: (if applicable)	N/a	<small>For PRISE-R or NATs, this section should prompt them to get C-School quota AND know if they have to take a specific exam to make their rate permanent...before advancing</small>
What exam I need to take (paygrade and rate):		
Do I have a C School Quota?: Date: _____	Location: _____	

Advancement Exam Timing

E-3 to E-4	6 months
E-4 to E-5	12 months (6 w/EP)
E-5 to E-6	36 months (24 w/EP)
E-6 to E-7	36 months (24 w/EP)

Anniversary Date: ??? Different for all SELRES sailors. Check record

* anniversary date can be located on your statement of service via NSIPS or ASOSH Section of BUPERS Online (BOL) ARPR

Eval Due Dates:

- E1-E3: July **E4: June** E5: March E6: November

Reserve Homeport: <https://www.mynrh.navy.mil/#/>
(this page has links to most everything you need)

5 Year Reserve Career Worksheet

Name:

Orders Start Date:	Community High Visibility Units/Billets:
Orders End Date:	
Next orders apply date:	Warfare Qual Opportunities
Rate/Community Mentor:	Where When

Current Unit MOB cycle (if applicable): _____

Unit MOB Requirements (ie. C-school, qual, etc): _____

Current Month	
3 months	
6 months	
9 months	
1 year	
3m	
1.5 yr	
9m	
2 yr	
3m	
2.5 yr	
9m	
3yr	
3m	
3.5 yr	
9m	
4yr	
3m	Orders Window:
4.5 yr	Expiration of Reserve Enlistment (EREN):
9m	Reenlistment Date:
5 yr	Billet/Rate Required Qual:

YOUR THIRD DRILL WEEKEND

Any Critical Administrative Check-In Items from the First Drill Weekend which were not completed need to be addressed before any others.

This drill weekend will prepare you to travel for your first Annual Training event and close out any lingering administrative actions.

TRAVEL ORDERS

Travel orders are initiated through the Navy Reserves Order Writing System (NROWS):

<https://nrows.dc3n.navy.mil/nrows/secure/login.jsp>

The process behind NROWS begins with a requirement being built for the Sailor to then write orders against. The Sailor will complete early steps to determine the travel costs before the orders are routed through the later stages, funded, approved, and finally published.

Travel itinerary and reservations are completed through Defense Travel System (DTS):

<https://www.travel.dod.mil/>

Once orders are published and the Sailor's travel is authorized and funded, they can create their travel itinerary in DTS. This system allows the Sailor to book commercial air, lodging, and set per diem rates for their travel while on orders. The travel is paid for by the Sailor's GTCC. Once the orders have been completed, the Sailor must complete a travel claim in DTS. Failure to do so risks losing entitlements and travel reimbursement.

The Joint Travel Regulations detail many specific regulations related to government funded travel: <https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

GOVERNMENT TRAVEL CREDIT CARD (GTCC)

Department of Defense (DoD) policy directs that the Government Travel Charge Card (GTCC) will be used as the primary payment method for all costs related to official government travel. Each Sailor is required to have a GTCC prior to travel. To obtain a GTCC, members must complete GTCC training and sign a NAVPERS 1070/613 Administrative Remarks (Page 13).

Do NOT abuse or misuse your GTCC! Abusing or misusing your GTCC will result in disciplinary action — potentially including UCMJ Article 92 processing, Non-Judicial Punishment (NJP), or Administrative Separation (ADSEP).

Examples of abuse/misuse include (but are not limited to):

- Improper, fraudulent, abusive, or negligent use
- Use at establishments that are inconsistent with official DOD business
- Use at establishments that are not in alignment with applicable standards of conduct

- Using the GTCC when not on travel
- Non-PCS expenses related to personal, family, or household purposes
- Cash withdrawals/advances during non-travel periods
- Cash withdrawals/advances not related to official government travel
- Intentional failure to pay undisputed charges in a timely manner
- Cash withdrawals or advances taken more than three days prior to official travel.

The NRC can see EVERY CHARGE — or ATTEMPTED CHARGE — on your GTCC so please remain professional and only use the card for official travel! Refer to DODI 5154.31 Volume 4 for additional information.

Additional information on this program can be found here:

<https://www.travel.dod.mil/Programs/Government-Travel-Charge-Card/>

PHYSICAL FITNESS ASSESSMENT (PFA)

The Physical Fitness Assessment (PFA) is a semi-annual requirement that measures physical readiness. It is completed in two segments: a Body Composition Assessment (BCA) and a Physical test. Participation in the Spring and Fall PFA cycles is mandatory for all Sailors (unless waived IAW Navy guidelines).

Prior to completing the PFA, members must have a current Personal Health Assessment (PHA) and complete a Physical Activity Risk Factor Questionnaire (PARFQ). The PARFQ is available via the Physical Readiness Information Management System (PRIMS) located on the BUPERS online website at <https://www.bol.navy.mil/>.

Additional information on this program and useful tools for individual fitness and nutrition can be found at: <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Physical-Readiness/>

SAFETY PROGRAM

Navy safety programs are managed by the Enterprise Safety Application Management System (ESAMS): https://esams.cnmc.navy.mil/esams_gen_2/loginesams.aspx (CAC-enabled)

ESAMS is a website that provides safety training as well as a mechanism for reporting safety incidents into the Navy database. All Reservists are required to login to ESAMS annually (365-day rolling calendar), maintain an updated ESAMS profile (e.g., birthdate, supervisor, etc.), and complete annual ESAMS training requirements.

DISASTER SUPPORT

Navy Reserve Sailors reside around the globe and are subject to various natural disasters and other crises that created a need to simply and effectively take accountability of all Navy

personnel and dependents who may be affected. The Navy Family Accountability and Assessment System (NFAAS) is an online mustering system that helps ensure accountability of Navy personnel and dependents. This system is typically utilized after natural disasters or instability as it allows mustering to occur for impacted regions vice force-wide. Accordingly, NFAAS updates are required twice each year: <https://navyfamily.navy.mil>

Critical Administrative Check-In Items for the Third Drill Weekend:

1. Operations

Gain Defense Travel System (DTS) Profile

Verify DTS Access

Verify Navy Reserve Orders Writing System (NROWS) Access

Verify Government Travel Credit Card (GTCC) Issued

Verify DoD GTCC Statement of Understanding (SOU) (DD3120)

2. Command Fitness Leader

Gain into PRIMS II system

Verify PRT Date

3. Safety

Verify Enterprise Safety Application Management System (ESAMS) Access
(https://esams.cnic.navy.mil/esams_gen_2/loginesams.aspx)

4. NFAAS Coordinator

Verify Navy Family Accountability and Assessment System (NFAAS) Access
<https://navyfamily.navy.mil/>)

YOUR FIRST ANNUAL TRAINING (AT)

Annual Training (AT) is a period of active duty, typically 12 to 14 days in length, which individual Selected Reservists are authorized and required to perform each year in order to achieve a qualifying year for retirement. Orders are always required when performing AT.

RESPERMAN 1001-010 directs that a minimum of 12 days of AT, or an equivalent number of days on another form of active duty orders (e.g., AT, ADT, active component service, definite recall, mobilization) must be conducted each fiscal year as part of a Sailor's Satisfactory Participation!

Note: New Navy Reserve Sailors who affiliated on 1 June or later will not be required to complete 12 or more days of active duty within that same FY per RESPERSMAN 1571-010, but should coordinate with their chain of command to ensure that no other requirements or obligations exist.

Two primary requirements to execute AT

- **Orders:** NROWS (Navy Reserve Orders Writing System) is the primary method for generating AT orders. Work through your UMUIC chain of command and your NRC N3 (Operation Department) to navigate the NROWS system creation and approval process.
https://nrows.dc3n.navy.mil/nrows/secure/dod_consent.do
- **Travel:** Once NROWS orders are approved, the Sailor's travel is arranged through DTS (Defense Travel System).
https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/?utm_source=mnnp%20public
 - GTCC (Government Travel Credit Card): You are required to have a GTCC prior to travel. All reservations created through DTS are directed to be paid for by a Sailor's GTCC.
 - After orders and travel is complete, Sailors are required to submit a Travel Voucher within 5 working days of their return. If a Sailor fails to submit a correct travel voucher within the prescribed time, they risk not being reimbursed for travel expenses, forfeiture of per diem, and personal liability to repay all charges incurred on their GTCC.

Where is AT performed?

AT is performed in support of your UMUIC and is intended to maintain a Sailor's warfighting readiness. A Sailor's AT will generally be performed at their supported Active Duty activity per the mission of their UMUIC. Basically, the job a Sailor performs on AT is the job they should expect to perform if they are mobilized. The UMUIC is usually expected to support a specific exercise or series of exercises that will test the Sailor's readiness, although AT can also be utilized for other, non-exercised mobilization billet training events.

However, situations exist where a Sailor can take advantage of other opportunities to support active duty activities and/or exercises while on AT orders at the discretion of their chain of command.

Exceptional AT

The standard AT orders period is between 12-14 days. Exceptional AT up to 29 days can be authorized and is controlled by CNRFC N3, depending on funding availability. E-AT availability generally decreases later in the FY.

AT Best Practices:

- Schedule your AT at least 4 months in advance
- Initiate NROWS orders at least 60 days prior to AT start date
- Engage with your Unit leadership and NRC N3 Department for assistance as necessary
- Submit your Travel Voucher as soon as all travel is complete

ANNUAL TRAINING WAIVERS

Situations arise which prevent a Sailor from completing their AT requirement. The expectation is that Sailors self-report any issue requiring a waiver for adjudication. AT waivers will be individually reviewed in detail by the UMUIC CO, endorsed by the NRA CO, and approved monthly by the Navy Reserve Region Readiness and Mobilization Commands (REDCOMs). Unit COs should consider transferring SELRES personnel to the Individual Ready Reserve (IRR) who have multiple waivers or who have not scheduled an AT. The NAVRES 1571/13 form is required to request AT waivers.

Three specific categories for AT waivers are outlined in RESPERSMAN 1571-010:

1. Undue personal hardship. Waivers for undue personal hardship are due by 01 May each year. Waivers submitted after this date are less likely to be approved.
2. Not medically qualified to perform active duty. The Sailor is required to immediately report any medical condition which can limit or prevent their execution of orders. The AT waiver evaluation is separate from the MRR/TNPQ medical evaluation.
3. Cancelled / modified training. In this instance, a scheduled training event was cancelled or modified in a manner that precluded a Sailor from completing 12 or more active duty days. These waivers are more likely to be approved as they indicate the lack of AT compliance was not the fault of the Sailor and that the Sailor made every effort to fulfill participation requirements.

RESOURCES AND BENEFITS

Reserve Sailors have many resources and benefits available to them and their dependents. Be aware that not all of the services available to drilling reservists are as robust as those provided to military members serving on active duty. However, most of those services are activated for Reserve Sailors while serving on active duty orders (such as ADT, ADSW, and Definite Recall) once they have surpassed a specified number of days and until the completion of those active duty orders.

PSYCHOLOGICAL HEALTH OUTREACH PROGRAM (PHOP)

In 2008, the Bureau of Medicine and Surgery (BUMED) established the Navy and Marine Corps Reserve Psychological Health Outreach Program (PHOP) to ensure Reserve Sailors and their eligible family members have full access to appropriate psychological health care services, to increase resilience and to facilitate recovery. PHOP counselors provide support to all NRC and are embedded in 29 Reserve units across the nation. Navy Reserve Sailors and their families are eligible for FREE services from PHOP.

PHOP team members connect with Navy Reserve Sailors to provide support through resources and referrals on many common stressors including, but not limited to, relationship problems, deployment related issues, grief/loss, unemployment and underemployment, financial assistance, legal issues, and housing/homelessness. PHOP also supports NRC command leaders by providing consultation, facilitating psychoeducational briefings, and coordinating all-hands resiliency check-ins.

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

NAVY RESERVE CHAPLAINS

Chaplains provide a wide spectrum of counsel, advice and pastoral care for service members and their families. They keep all communications in complete confidence unless you direct otherwise. They are naval officers and professional religious leaders, with an understanding of Navy life challenges, available to help you grow in your spiritual readiness.

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

Visit: www.navy311.navy.mil

CRISIS SUPPORT

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

MILITARY CRISIS LINE

Connects service members and veterans in crisis with qualified and caring Department of Veterans Affairs responders through a confidential, toll-free hotline, 24 hours a day, seven days a week. Support is available via telephone, mobile text or online.

<https://www.veteranscrisisline.net/>

Call 1-800-273-TALK (8255, Option 1), Text 838255

MILITARY ONESOURCE

Military OneSource offers free and confidential non-medical counseling via phone and live chat, 24 hours a day, seven days a week. They also offer specialty consultations, with services including peer-to-peer support, wounded warrior support, health and wellness coaching, transition assistance and more.

<https://www.militaryonesource.mil/>

Call 1-800-342-9647 (CONUS)

OCONUS - 703-253-7599 and follow local instructions for placing a collect call to the U.S. or visit: <https://www.militaryonesource.mil/international-calling-options>

REAL WARRIORS LIVE CHAT

Live chat with a trained health resource consultant who is ready to talk, listen and provide guidance and resources.

<https://www.health.mil/Military-Health-Topics/Centers-of-Excellence/Psychological-Health-Center-of-Excellence/Real-Warriors-Campaign>

ADDITIONAL CRISIS RESOURCES

Suicide Hotline: dial 988

National Hope Line Network: 1-800-784-2433

Crisis Text Line: Text HOME to 741741 (24/7)

Substance Abuse and Mental Health Services: 1-800-662-HELP (4357)
IMALive Virtual Crisis Center: <https://www.imalive.org/>

MILITARY FUNERAL HONORS

Military Funeral Honors benefit you two ways. First, as a Reserve service member, you're entitled to be buried with military honors. Our nation regards the memorializing of its military deceased as an honorable and sacred obligation. Second, you're eligible to participate in funeral honors ceremonies, earning you drill pay and points for retirement. Navy Military Funeral Honors is a total force mission – it takes active-duty and Reserve Sailors, members of the National Guard, and retirees.

Contact your NRC's funeral honors representative to learn how you can participate. For further clarification on eligibility, refer to DoD Instruction 1300.15 (Military Funeral Honors support). You can also visit the National Archives at <http://www.archives.gov/veterans>, or call (314) 801-0800 for more information.

SERVICEMEMBERS' GROUP LIFE INSURANCE

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

To designate beneficiaries, or to reduce, decline or restore SGLI and FSGLI coverage, visit https://milconnect.dmdc.osd.mil/milconnect/?utm_source=mnp%20public > select "Sign In" > select "log in with your CAC" > go to "Benefits" and select "Life Insurance (SOES-SGLI Enrollment System)."

POST 9/11 GI BILL AND TRANSFERABILITY

As a Navy Reserve Sailor you may be eligible for Post 9/11 GI Bill education benefits as long as you have served 90 days of aggregate active-duty service on or after Sept. 11, 2001. The qualifying active-duty periods are mobilizations, Active Duty for Training (ADT), Active Duty for Special Work (ADSW), and Active Duty for Operational Support (ADOS).

Unused Post 9/11 GI Bill benefits may be transferred to your spouse and/or dependents as long as they are enrolled in the Defense Eligibility Enrollment System (DEERS) and are eligible for identification card benefits. You are required to have served six years of service and obligate four additional years of service in order to transfer the Post 9/11 GI Bill benefits. Step-by-step instructions for transferability of the Post 9/11 GI Bill can be found at: www.mynrh.navy.mil > Commands > CNRFC > N-codes > N1 > N1C > N1C2 (CAC required). Click "Post 9/11 GI Bill Documents" box and then select "One Page - Post 9-11 GI Bill Transferability Information Sheet."

You may also contact the Post 9/11 GI Bill Assistance hotline at 1-800-621-8853, or email cnrfc_post911gib.fct@navy.mil. Additional Post 9/11 GI Bill information is available at www.benefits.va.gov/gibill.

YELLOW RIBBON REINTEGRATION PROGRAM and RETURNING WARRIOR WORKSHOP

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

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

Any Reserve Sailor recently returned from a mobilization or deployment is invited to attend an RWW with a guest of their choice. RWWs are hosted by one of the six REDCOMs at a hotel away from military bases to ensure a safe and relaxed atmosphere for Sailors and guests to focus on the reintegration process. Sailors attend the event on ADT travel orders paid for by the YRRP. Attire for all attendees is civilian business casual. All lodging, meals and travel expenses are covered and include: dinner Friday night, three meals on Saturday and breakfast and lunch on Sunday. Travel is primarily by personal vehicle, and mileage is paid at the current government rate for up to 400 miles. The host REDCOM will work to pair returning Sailors with an RWW nearest to their residence.

During the RWW, trained facilitators lead Sailors and their guests through a series of presentations and table-top discussions that address post-combat stress and transition back to civilian life. Participants are afforded the opportunity to share their experiences in a safe environment with their peers. Symptoms such as sleep and appetite disturbances, decreased intimacy, job loss, financial difficulties, increased anger and/or frustration, alcohol or drug use, and other behaviors not present prior to deployment are safely discussed. The goal is for Sailors to learn that they are not alone and have resources available to help them move forward.

For more information, visit www.yellowribbon.mil.

INSPECTOR GENERAL

As a member of the armed services, you have an obligation to report incidents that undermine the integrity of the military. Commander, Navy Reserve Force (CNRF) Office of the Inspector General (IG) plays a critical role in helping the Navy Reserve maintain the highest level of integrity and public confidence. The IG inquires and reports on matters involving improper acts of fraud, waste, abuse, or mismanagement within the Navy Reserve Force.

Any individual who may have witnessed such improper acts should address these concerns first with the local chain of command. If the matter is unable to be resolved within the command, the IG office may be the next appropriate step to address the concern.

CNRF IG also conducts Command Assessments and serves as an Audit Liaison to ensure ethics and compliance while providing training and assistance to the Force.

Contact the CNRF IG at:

1915 Forrestal Dr. Norfolk, VA 23551

Toll Free hotline: (866) 237-2298, commercial hotline: (757) 322-5678, DSN: 262-5678, fax: (757) 444-7709

email: usn.norfolk.comnavresformorva.mbx.inspector-general@us.navy.mil (Flank Speed Hotline) or NWOR_NAVRESHOTLINE@navy.mil (Legacy Hotline).

For more information, visit the CNRF IG (N002) SharePoint:

https://private.navyreserve.navy.mil/cnrfc/Special_Assistants/N002/pages/default.aspx (CAC-enabled)

NAVY-MARINE CORPS RELIEF SOCIETY

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

FLEET AND FAMILY SUPPORT CENTER

Fleet and Family Support Center (FFSC) is a one-stop shop for free parenting and life skill programs, financial counseling, deployment support, transition and employment assistance, relocation support, counseling and victim assistance, exceptional family member support, information and referral and many more programs to promote quality of life for military personnel and their families. Specific eligibility requirements may be required for some services. Visit your nearest FFSC for further information or online at www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program.html.

MILITARY LODGING

Navy Reserve Sailors are eligible to use temporary military lodging facilities and resorts located across the U.S. and around the world. Military lodging facilities range from modern resorts to

mountain cottages. There are limited-service hotels built specifically for families arriving at a new duty station as well as full-service recreational facilities, and some facilities even allow pets.

There are a number of sites to visit for Military Lodging options. Two recommendations are the Armed Forces Vacation Club and Military OneSource.

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

VETERANS AFFAIRS HOME LOANS

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

As a Reserve Sailor, you're not immediately eligible for a VA Loan. You must first meet the time in service requirements — completion of six years in the Reserve, or 181 active-duty days during peacetime or 90 days during war time. Buying a home is a complicated process, but the VA can help make it a little easier. Visit the VA website for more information: <https://www.benefits.va.gov/homeloans/index.asp>.

COMMUNITY RECREATION and TICKETS AND TRAVEL

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

For more information on discounts available to you at a local military installation recreation office (it may also be referred to as MWR or Leisure Travel Service), or if you are not located close to an installation, visit them online at www.navymwr.org.

SPACE-AVAILABLE TRAVEL

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

You can find locations DoD-controlled flights leave from at <http://spacea.net/misc-space-links>. Flight schedules can be found at www.spacea.net/social.

EMPLOYER SUPPORT OF THE GUARD AND RESERVE

Being a Navy Reserve Sailor is not an easy job — you are required to complete all of your military requirements while balancing work and family. It is not easy for employers either — knowing they might lose a great employee for an extended period of time. To help, the military uses the Employer Support of the Guard and Reserve (ESGR) as a resource to inform and educate service members and their civilian employers about the rights and responsibilities of all parties affected by the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Since USERRA is law, there are parts of the legislation protecting both the employee and the employer. To be eligible for protection under USERRA after uniformed military service, service members must report back to work or apply for reemployment within the following guidelines.

- 1-30 days of service: Report next scheduled work day
- 31-180 days of service: Apply 14 days after completion of service
- 181+ days of service: Apply within 90 days of completion of service

Employers are required to provide the following to returning employees, where applicable:

- Reinstatement of health insurance
- Prompt reinstatement into job following military service
- Training or retraining of job skills
- Accumulation of seniority, including pension benefits
- Protection against discrimination

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

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

For more information or to get in touch with an ESGR representative who can assist you, visit: <https://www.esgr.mil/> or contact their customer support line: <https://www.esgr.mil/About-ESGR/Contact>

FREEDOM AWARD

The Secretary of Defense established the Freedom Award in 1996 as a way to recognize civilian employers who go above and beyond and to ensure their employees are well-taken care of.

Nominations for the Freedom Award must come from a Guard or Reserve service member employed by the organization they are nominating. Family members can also submit nominations on behalf of the service member. Employers from all sectors of employment are

encouraged for nomination (local, state and federal agencies are eligible). To nominate your employer, visit the Freedom Award page at www.freedomaward.mil.

NAVY EMPLOYER RECOGNITION EVENT

Annual Navy Employer Recognition Events (NERE) recognize civilian employers who provide outstanding support to Reserve Sailors in their organizations. If your employer fits that description, consider nominating your leadership to attend a NERE event. The annual event rotates between San Diego, CA and Norfolk, VA.

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

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

INDEX OF NAVY WEBSITES AND APPLICATIONS:

There are dozens of websites and applications used by the Navy Reserve. Here are a few of the most frequently used to help you manage and conduct your Reserve business.

MYNAVY PORTAL is the official access point to all Navy administrative websites and applications. WWW.MNP.NAVY.MIL

WWW.NAVYRESERVE.NAVY.MIL Stay up to date on all Navy Reserve news, information and policy and program updates at the homepage of the Navy Reserve.

MyNRH, My Navy Reserve Homeport: the helm of the Navy Reserve and the starting point for information on all administrative aspects of the Navy Reserve. WWW.MYNRH.NAVY.MIL

Force Connect is a mass email notification system delivering Reserve all-hands and specific-topic messages straight to your personal, military or both email addresses. A must-have for any Reservist! Sign up at:

[HTTPS://LOCKER.PRIVATE.NAVYRESERVE.NAVY.MIL/FORCECONNECT/#HOME](https://locker.private.navyreserve.navy.mil/forceconnect/#home)

NSIPS Navy Standard Integrated Personnel System: the access point to your Electronic Service Record (ESR), training data and career counseling records. [HTTPS://WWW.NSIPS.NAVY.MIL](https://www.nsips.navy.mil)

DTS Defense Travel System: the end-to-end travel management system enabling DoD travelers to create authorizations, prepare reservations, and manage all aspects of official government travel. [HTTP://WWW.DEFENSETRAVEL.DOD.MIL](http://www.defensetravel.dod.mil)

EDM, Enhanced Drill Management is the automated Navy Reserve drill management system in NSIPS allowing units to conduct electronic musters and Sailors to reschedule and request additional drills. [HTTPS://WWW.NSIPS.NAVY.MIL](https://www.nsips.navy.mil)

ESAMS Enterprise Safety Application Management System: the management center for Navy safety and health training readiness and programs. [HTTPS://ESAMS.CNIC.NAVY.MIL](https://esams.cnic.navy.mil)

FLTMPS Fleet Management & Planning System: access to training, manpower and personnel status reports and the submission of training completions.

[HTTPS://NTMPSWEB.NCDC.NAVY.MIL/FLTMPS](https://ntmpsweb.ncdc.navy.mil/fltmps)

NP2 Navy Pay and Personnel: a single active and Reserve integrated personnel and pay system, providing Sailors human resource self-service capability. Planned Initial Operating Capability is expected early 2022. Incremental rollouts of services are accessible online at:

[HTTPS://PRODHR.NP2.NAVY.MIL](https://prodhr.np2.navy.mil)

NREL Navy Reserve e-Lodging: submit and manage IDT Drill Weekend lodging requests through the NREL application.

[HTTPS://LOCKER.PRIVATE.NAVYRESERVE.NAVY.MIL/NREL](https://locker.private.navyreserve.navy.mil/nrel)

NeL Navy E-Learning: provides computer-based learning to enhance professional and personal growth. Navigate to the professional resources tab for NeL at: [WWW.MNP.NAVY.MIL](http://www.mnp.navy.mil)

NROWS Navy Reserve Order Writing System: the management center for Annual Training (AT), Active Duty for Training (ADT) and Individual Duty Training Travel (IDTT) orders.
<HTTPS://NROWS.DC3N.NAVY.MIL/NROWS>

NRRM Navy Reserve Readiness Module: access to custom display and analysis of Navy Reserve readiness data at various levels of detail to give the user a clear picture of current readiness .<HTTPS://NRRM.NRRE.NAVY.MIL>

NSIPS Navy Standard Integrated Personnel System: the access point to your Electronic Service Record (ESR), training data and career counseling records. <HTTPS://WWW.NSIPS.NAVY.MIL>

RFMT Reserve Force Management Tool: application access for JO APPLY, APPLY and Reserve Force IDT/IAP/VTU orders.
<HTTPS://PRIVATE.NAVYRESERVE.NAVY.MIL/APPS/RFMT>

ZIPSERVE The one-stop shop to search and apply for volunteer Reserve assignments. ZIPSERVE is available on MyNRH and through the R2S app at:
<HTTPS://LOCKER.PRIVATE.NAVYRESERVE.NAVY.MIL/ZIPSERVE>

Glossary of Terms and Abbreviations:

AA	Authorized Absence
AC	Active Component
ACIP	Aviation Career Incentive Pay
AD	Active Duty
ADSEP	Administrative Separation
ADOS	Active Duty for Operational Support
ADT	Active Duty for Training
ALL HANDS	The entire ship's company, both Officers and Enlisted personnel
AQD	Additional Qualification Designation
AT	Annual Training
ATP	Additional Training Period
AUIC	Active Unit Identification Code
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
BCA	Body Composition Assessment
BCN	Billet Control Number
BILLET	An individual's position in the command's organization
BLUEJACKET	Navy enlisted member below the grade of Chief Petty Officer.
BOL	Navy Bureau of Personnel website, or BUPERS Online
BUMED	Bureau of Medicine and Surgery
BUPERS	Bureau of Navy Personnel
BZ or "Bravo Zulu"	Well done; originated in 1949 in NATO's Allied Naval Signal Book, which assigned meanings to short alphanumeric signals.
CAC	Common Access Card, military ID card
CACO	Casualty Assistance Calls Officer

CANREC	Canvasser Recruiter
CC	Career Counselor
CCC	Command Career Counselor
CDB	Career Development Board
CEI	Civilian Employment Information
CFL	Command Fitness Leader
CI	Career Information
CMC	Command Master Chief
CNO	Chief of Naval Operations
CNP	Chief of Naval Personnel
CNR	Chief of Naval Reserve
CNRFC	Commander, Navy Reserve Force Command
COB	Close of Business
CO	Commanding Officer
COC	Chain of Command
COCOM	Combatant Command
COLA	Cost of Living Allowance
COMMISSION	To activate a ship or station; written order giving an officer rank and authority.
CONUS	The continental United States. (48 states and the District of Columbia.)
COURT MARTIAL	Military court for trial of serious offenses
CPO	Chief Petty Officer
CSP	Career Sea Pay
CTO	Career Transition Office
CWO	Chief Warrant Officer
DCO	Direct Commission Officer

DEERS	Defense Eligibility Enrollment Reporting System. The DEERS database lists everyone entitled to active duty and retired pay and their dependents.
DEPENDENT	Family members who meet specific benefits eligibility requirements.
DFAS	Defense Finance Accounting Service
DHA	Deployment Health Assessment
DOD	Department of Defense
DTS	Defense Travel System
EFT	Electronic Funds Transfer
EMBARK	To go aboard ship preparatory to sailing
EOS	End of Obligated Service
ESR	Electronic Service Record
ESGR	Employment Support for Guard and Reserve
EVAL	Evaluation
FCP	Family Care Plan
FFSC	Fleet and Family Support Center
FHD	Funeral Honors Duty
FHDA	Funeral Honors Duty Allowance
FITREP	Fitness Report
FLAG OFFICER	Admiral, Officer's rank denoted by a star
FLEX IDT	Flexible Inactive Duty Training
FLPB	Foreign Language Proficiency Bonus
FLTMPS	Fleet Training Management and Planning System
FMF	Fleet Marine Force
FSGLI	Family Servicemembers' Group Life Insurance
FY	Fiscal Year
GMT	General Military Training

GTCC	Government Travel Charge Card
HEAD	Bathroom
HYT	High Year Tenure
IA	Individual Augmentee
IAA	Information Assurance Awareness
IADT	Initial Active Duty Training
IAP	In Assignment Processing
ID	Inactive Duty
IDC	Information Dominance Corps
IDP	Imminent Danger Pay
IDT	Inactive Duty Training (a period of training on inactive duty, usually four hours in duration)
IDTT	Inactive Duty Training Travel
IMR	Individual Medical Readiness
IMS	Individual Mobilization Status
IRR	Individual Ready Reserve
ISIC	Immediate Superior in Command
JAG	Judge Advocate General (lawyer)
JOAPPLY	Junior Officer Apply
LaDR	Learning and Development Roadmap
LDO	Limited Duty Officer
LEAVE	Paid vacation earned at the rate of 2 1/2 days per month of Active Duty.
LES	Leave and Earning Statement
LIBERTY	Authorized absence of individual from place of duty, not chargeable as leave.
LOD	Line of Duty
MARFORES	Marine Forces Reserve

MAS	Manpower Availability Status
MC	Medical Corps
MCPON	Master Chief Petty Officer of the Navy
MDR	Medical Department Representative
MEPS	Military Entrance Processing Station
MGIB-SR	Montgomery GI-Bill Selected Reserve
MILPERSMAN	Military Personnel Manual
MOB	Mobilization/mobilize
MRR	Medical Retention Review
MRRS	Medical Readiness Reporting System
MSC	Military Sealift Command
MTF	Military Treatment Facility (hospital, clinic, etc.)
MUSTER	To assemble crew; roll call
MWR	Morale, Welfare, and Recreation
NAT	New Accession Training
NAVET	Navy Veteran
NAVFAC	Naval Facility
NAVPERS	Navy Personnel Command
NC	Nurse Corps
NEC	Navy Enlisted Classification (or Code)
NECC	Navy Expeditionary Combat Command
NEPLO	Navy Emergency Preparedness Liaison Officer
NETC	Navy Education and Training Command
NFAAS	Navy Family Accountability and Assessment System

NMCI	Navy-Marine Corps Intranet
NMPS	Navy Mobilization Processing Site
NOB	Not Observed
NOBC	Navy Officer Billet Classification (or Code)
NOBE	Notice of Basic Eligibility
NRA	Navy Reserve Activity
NRC	Navy Reserve Center
NRF	Navy Reserve Force
NROWS	Navy Reserve Order Writing System
NRRM	Navy Reserve Readiness Module
NSIPS	Navy Standard Integrated Personnel System
OCNR	Office of the Chief of Navy Reserve
OCONUS	Outside the continental United States
OCS	Officer Candidate School
OIC	Officer In Charge
OJT	On the Job Training
OMBUDSMAN	Appointed by the Commanding Officer to serve as official liaison between the command and family members.
OMPF	Official Military Personnel File
OPTEMPO	Operational Tempo
OPSEC	Operational Security
PAGE TWO	Record of dependency and emergency data
PCS	Permanent Change of Station
PDHA	Pre/Post-Deployment Health Assessment
PDHRA	Post Deployment Health Reassessment
PEBD	Pay Entry Base Date

PFA	Physical Fitness Assessment, includes both BCA and PRT
PHA	Physical Health Assessment
PII	Personally Identifiable Information
PM	Program Manager
PO	Petty Officer
POM	Plan of the Month
POC	Point of Contact
POV	Privately Owned Vehicle
PRD	Projected Rotation Date
PRISE-R	Prior Service Reenlistment Eligibility-Reserve
PRT	Physical Readiness Test
PSD	Personnel Support Detachment
RATING	Enlisted Sailor's job classification
RC	Reserve Component
REDCOM	Navy Reserve Region Readiness and Mobilization Command
RECALL	verb: call up for mobilization; Noun: a unit's contact list
RFAS	Reserve Functional Area and Sex
RUAD	Reserve Unit Assignment Document
RUIC	Reserve Unit Identification Code
SAAR-N	System Authorization Access Request – Navy
SDAP	Special Duty Assignment Pay
SEA DUTY	Assignment to ship whose primary mission is accomplished while underway
SECDEF	Secretary of Defense
SECNAV	Secretary of the Navy
SEL	Senior Enlisted Leader

SELRES	Selected Reserve
SGLI	Servicemen's Group Life Insurance
SITREP	Situation Report
SSO	Strategic Sealift Officer
SSP	Subspecialty
TNDQ	Temporarily Not Dentally Qualified
TNPQ	Temporarily Not Physically Qualified
TRUIC	Training Unit Identification Code
UCC	Unit Career Counselor
UCMJ	Uniform Code of Military Justice
UMUIC	Unit Mobilization Identification Code
USCG	United States Coast Guard
VTU	Voluntary Training Unit
XO	Executive Officer