

N14 Program Office Last Updated 8 AUG 2023

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Home | [Sailor] | Change Profile | Notifications | Help | Logout

Please select a requirement to initiate an order request:

Requirement Number	Requirement Name	Requirement Report Date	Requirement End Date	UIC Name (Location)
1118461	FY20/TRAINING/PCI/MOCK REQUIREMENT	2019/11/03	2019/11/15	STRATEGIC SEALIFT RESERVE FORCE

«Bottom»

Total Records: 1



SECTION 0: Overview

This is the general overview of your orders. Click "Next" to proceed to the next section.

Tracking Order Ty Requirement Travel Syst	#: 4979263/0 pe: ADT-MOB : #: 1118461 em: UNKNOWN	:: 4979253/0 Name: BRYANT, HILLARY E Start D :: ADT-MOB Rate/Rank: LTJG Report D :: 1118461 End End :: UNKNOWN Total D			art Date: 2019/11/03 port Date: 2019/11/03 00:00 End Date: 2019/11/15 Total Days: 13		
Step 0 of 7:	Overview for this /	Application		Section	0. Overview	~	
1. Person	inel and Contact	Information					Edit
Primary Re	sidence on File:						
ravel from Primary Re	/to Other Than sidence:						
2. Duty F	eriod Informatio	on					Edit
ype of Dut	y:	ACTIVE DU	JTY FOR TRAINING				
Gecurity Cle Billet Contr	Support Report earance Required ol Number (BCN)	ing: Operations Mission Pri EXCOM Pil Enterprise Purpose C Requireme i: SECRET): 54893-111	KING J Exercises / Events: iority: E3 PROFESSION lar/Command Support Supported: Navy Tota ategory: TRAINING - L ent Status: NOT APPLI 18461-ADT-MOB-1660	OPERATIONAL READINE IAL DEVELOPMENT ed: EXCOM-CNRFC I Force aka Manpower, F INIT LEVEL CABLE 146	SS TRAINING	Education	
3. <u>Duty L</u>	ocations and Tra	avel					Edit
Date	Travel By	Rental Car	^		Location		
2015/11/0	S	Ad Du Pe Qu M	Idress: 19 Nuty With: Si Ir Diem For: Si Jarters: Av	115 FORRESTAL DR DRFOLK, VA 23551-000 P SSO PCI FANDARD CONUS RATE, vailable at no cost vailable and directed	CONUS	1	
2019/11/1	5 None	No Ur Ad	hit: Hi Idress:	DME			
4. <u>Tour a</u>	nd Pay Entitleme	<u>ents</u>					Edit
Govt Travel Official Pas Fourist Pas	Charge Card: sport: sport:	Not Set Not Set Not Set					
5. <u>Parag</u>	aph Selection						Edit
6 Fundia	n Information					View Cost Breakdown	Edit
Eiscal Ve:	r			Funding Source		and cost preakdown	<u>cont</u>
2020	MERCHANT MA Work Center: 1	ARINE (MOBTNG) AE MERCHANT MARINE	PT-M ADT-MOB [20200 PROGRAM OFFICE, CM	0721MCMM] IRFC N14	-		
7 luctifi	ration						Edit
Reviewed E Requirement Stificatio AT/ADT over Travel Syst	y Unit Reviewer towner Comme 1: 29 Days: em:	No Ents: FY20/TRAI Not Set Not Set Not Set	NING/PCI/MOCK REQ	JIREMENT			Luit
March	Esu:0	Save & Close	Save & Poute	Cancel Channes			



Ensure that your Contact information is correct. You can use an email that is not a Navy email. <u>Do Not</u> use the Program office number (800- 535-2580). We need to be able to call you if necessary, calling ourselves is not how we get in touch with you. If there's a problem and your contact info is incorrect, you will not get orders.

Ensure that your Primary Residence is correct. If it is not, you will need to log into NSIPS and update your address.

Even if you are flying from another location other than your HOR (i.e. work) this will <u>ALWAYS</u> be no. IRR members are not given GTCCs on our line of funding. If you have one through your civilian employer, this will still be <u>NO</u>.

Ensure that your RED/DA Page 2 was verified before you route your orders forward, failure to do so may delay your pay.

Click Next to proceed to the next section.

STRATEGIC SEALIFT OFFICER (SSO) INDIVIDUAL READY RESERVE (IRR) NROWS: How to route your Orders

SECTION 1: Personnel Info

Order Type: ADT-MOB Requirement #: 1118461 Travel System: UNKNOWN	Rate/Rank: LTJG Status: INITIAL		Report Date: 2019/11/03 00:00 End Date: 2019/11/15 Total Days: 13
Step 1 of 7: Personnel and Contact Inform	ation	Section: 1. Personnel Info	~
Help is available by clicking on the field la Fields marked with a red asterisk (*) are	bels. equired.		
Contact Information			
Member Contact Phone: "Member Contact Email:	800-535-2580 L.COM		
Primary Residence/Home of Reserv Your Primary Residence address CA If you live at an apartment, the apa Primary Residence on File: 130 LIN	NNOT be a P.O. Box / APO / FPO Address tranent number must be in the Street Add S OF LEITH	s. Jress.	
* Does Sailor request to start/end travel a	t a location other than Primary Residence (M	lust have a GTCC for this optio	n)? 🔾 Yes 📿 No
Other Information			
Home Phone Number:	757-561-5820		
Date of Birth:	40-1820		
Marital Status:	12/10		
Sex:			
Reserve Unit Identification (RUI	1		
Cross Assigned Unit (UMUIC):	Not Set		
Primary NEC/NOBC: Billet NEC/NOBC:	E		
Pay Entry Base Date:	2017/06/17		
Expiration of Obligated Service (EOS):	0000/00/00		
Expiration of Active Service (EAS):	0000/00/00		
Years of Service:	03 Yrs 07 Mths		
IMS Code:			
Total Active Duty Days: Physical Risk Code:	00 Yrs 03 Mths 24 Days		
Training MAS Code: Training MAS Effective Date:	0000/00/00		
Medical MAS Code: Medical MAS Effective Date: Admin MAS Code:	0000/00/00		
Admin MAS Effective Date:	0000/00/00		
Rate/DESG:	1665K		
Strength Code:	1		
rears or Commissioned Service: Aviation Service Code:	U3 YFS U8 Mths		
Aviation Service Date:	0000/00/00		
Page 2 Last Verified Date:	2020/10/20		
Security Clearance Held:	NOT SET		
Refresh Personnel Info	No operation of the		
Previous Next Save	Save & Close Save & Route	Cancel Changes	



SECTION 2: Duty Period

Tracking #: 4979298/0 Name: BRYANT, HILLAR		RY E Start Date: 2019/11/03		
Order Type: ADT-MOB	Rate/Rank: LIJG	Report Date: 2019/11/03 00:00		
Travel System: UNKNOWN	Status: INITIAL	Total Days: 13		
Step 2 of 7: Duty Period Information	Secti	on: 2. Duty Period 🗸		
telp is available by clicking on the field ields marked with a red asterisk (*) are	labels. : required.			
Purpose of Duty				
Type of Duty Requested	ACTIVE DUTY FOR TRAINING			
Duty Subtype	MOB TRAINING			
Operational Support Reporting				
Operations / Exercises / Events	OPERATIONAL READINESS TRAINING			
Mission Priority	E3 PROFESSIONAL DEVELOPMENT			
EXCOM Pillar/Command Supported	EXCOM-CNRFC			
Enterprise Supported	NAVY TOTAL FORCE AKA MANPOWER, PERSONNEL	TRAINING, AND EDUCATION		
Purpose Category	TRAINING - UNIT LEVEL			
Requirement Status	NOT APPLICABLE			
Security Clearance				
Is Security Clearance Required?	YES			
Type of Clearance Required	SECRET			
Justification for Security	THE COMMAND REQUIRES A SECRET CLEARANCE			
Previous Next Save	Save & Close Save & Route Ca	ncel Changes		



SECTION 3: Duty Locations

Travel/Start Date:

LOCAL: If you live within 50 miles of the gaining command, you are considered local and your Travel/Start Date will match your Initial report Date.

<u>NON-LOCAL</u>: If you live more than 50 miles from your reporting location you will need to change your travel day to 1 day before you are to report. (i.e. 2019/11/02)

OCONUS: If you live OCONUS or are going to be going on OCONUS orders you will need to change your travel day to 2 days before you report. (i.e. 2019/11/01)

If you have questions on your orders reach out to the Point of Contact.

ITEMPO Information:

Permanent training site: Always No.

Within 100 miles or 3 hours driving time of sailor's permanent civilian residence: Use your best judgement. If you say no, then ITEMPO Category and Purpose will populate.

ITEMPO Category and Purpose: Always Individual training and Unknown.

Duty Afloat: If you will be getting on a ship that will be going underway you will need to select yes, type in the ship name, and then the embarkation and disembarkation ports.



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SECTION 3: Duty Locations continued (Non-Local)



commercial kental Car: you can request to travel to duty location in a rental car if you live less than 400 miles away. The time will always be 0000. Locations must be airports. We cannot book rentals from anywhere else. Class will always be compact. Unless there's a reason you need something else. If so, type it in the rental car justification box to let us know. Personal Car – Adv to Govt: You can drive your POV if you live less than 400 miles from the duty location. You will be reimbursed for mileage to and from duty location. If you are local (<50 miles) you will be expected to provide your own transportation to and from the duty location. If you live too far away, we will fly you to the duty location.

Non-local orders: change date to match travel day (regardless of CONUS or OCONUS orders). Time will always be 0000 unless there is a good reason why you must have a flight during a specific time range. Please type it into the text box. Select your departure and arrival airport.

Click Next to proceed to next section, after you've chosen your Mode of Transportation.



SECTION 3: Duty Locations continued (Non-Local)





SECTION 3: Duty Locations continued (Non-Local)

Hele is available by disking on	the field labels				
Fields marked with a red asteris	sk (*) are required.				
Travel Onlines					
Travel Options			1		
Mode of Transportation			HOME:	2019/11/02	T
Consist Instantions to Torval			Depart on	2019/11/03	
Special Instructions to Travel			1. NORFOLK, VA		Edit
			Travel by	Personal Car(Adv)	Edit
			Start Date	2019/11/03	
			Duty Thru	2019/11/15	
			Per Diem	STANDARD CONUS RATE, CONUS	Edit
		-	HOME:	M1	(ega)
			Arrive on	2019/11/15	COIL
	70 70	70			
Previous Next	Save Save & Close Save 8	Route Cancel	Changes		
This page is for your r	eturn travel home. However you		Click next to	proceed to next section.	
arrived is going to be	the same way that you will return. If				
you have specific time	s that you must travel home at he				
you have specific time	es that you must travel nome at, be				
sure to explain it in th	e Special instructions to Travel box.				
If you wish to end you	ur orders in place (stay in the area)				
	· · · ·				



STRATEGIC SEALIFT OFFICER (SSO) INDIVIDUAL READY RESERVE (IRR) NROWS: How to route your Orders

Section 4: Tour (local orders skip directly here)

Sailor has a Government Travel Charge	Step 4 of 7: Tour and Pay Entitlements	Section: 4. Tour	~			
Card: This should always say <u>NO.</u> If it says yes, you will need to remove	Help is available by clicking on the field labels. Fields marked with a red asterisk (*) are required. Sailor has a Government Travel Charge Card (GTCC): NO					
the GTCC from your NROWS profile. We						
do not give Grees to our members.	**NOTE** Order types listed below CAN NOT be sent through DTS. (Local Travel with No Travel Authorized, Corporate City Limits Travel, Non-Paid Orders, Confirmation Orders or PCS)					
	For this request, travel authorizations will route to SATO					
LUMP SUM LEAVE: If you are on orders for more	* IF ELIGIBLE Would the member prefer to receive Lump Sum Leave for leave days accrued for the order?	Yes O No O				
than 30 days you will	Sailor's type of passport on file:	No Passport				
accrua lazva If you wish to	Has dual lodging been authorized?	NO				
	Has in and around mileage been authorized? NO					
sell that leave back at the	Has mixed mode of travel been authorized? NO					
end of your orders check	If excess baggage has been authorized, number of pieces allowed 0					
Yes, if not check no. Any	Has the member been authorized to carry firearms?	NO				
orders less than 30 Days	Will the member be performing duty in a combat zone?	NO				
will not accrue any leave	Entitlements that are authorized for the Reservist for this period of duty	None Selected				
therefore check no.	Previous Next Save Save & Close Save & Route	Cancel Changes				
	Click next to proceed to next section.					



SECTION 5: Paragraphs

Step 5 of 7: Paragraph Selection	Section: 5. Paragraphs
----------------------------------	------------------------

Help is available by clicking on the field labels. Fields marked with a red asterisk (*) are required.

Miscellaneous Standard Paragraphs

Code

Paragraph Text No paragraphs selected

 Non-Standard Paragraphs

 Previous
 Next

 Save
 Save & Close

 Save
 Cancel Changes

 There is nothing for you to do on this page. Click next to proceed to next section.



SECTION 6: Funding Information

You can view how much your orders will pay you by clicking on View Order Cost and looking at the grand total in the first section.

Make sure that there is a funding source on your orders.

Step 6 of 7: Funding I	Information Section: 6. Funding Information					
Help is available by cl Fields marked with a r	icking on the field labels. ed asterisk (*) are required.					
Fiscal Year: 2020	View Order Cost					
Command: MERC	HANT MARINE (MOBTNG) ADT-MOB (CMM)					
Funding 20200 Source:	30721MCMM - MERCHANT MARINE (MOBTNG) ADT-M ADT-MOB MERCHANT MARINE PROGRAM OFFICE, CNRFC N14					
Appropriation Data						
Pay and Allowance						
SDN:	N0072R20MT00000					
LOA:	AA 1701405.7210 117 00721 056521 2D T00000 2525M071520A 0000000000					
Per Diem						
SDN:	N0072R20MT00000					
LOA:	AC 1701405.7210 210 00721 056521 2D T00000 2525M074521E 0000000000					
Travel						
SDN:						
LOA:						
FICA						
SDN:	N0072R20MT00000					
LOA:	AD 1701405.7210 122 00721 056521 2D T00000 2525M071521A 000000000					
Previous	t Save & Close Save & Route Cancel Changes					

Click Next to proceed to next section.



SECTION 7: Justification

In the general comments	Tracking #: 4979387/0 Order Type: ADT-MOB Requirement #: 1118461 Travel System: NON DTS	Name: BRVANT, H3 Rate/Rank: LT3G Status: INITIAL	LLARY E	Start Date: 2019/11/03 Report Date: 2019/11/03 00:0 End Date: 2019/11/15 Total Days: 13	0
type in anything that you think is important for OPS	Step 7 of 7: Justification		Section: 7. Justific	ition 👻	
to know in processing your	Help is available by clicking on the fiel Fields marked with a red asterisk (*) a	d labels. re repuired.			
orders. If you're going on OCONUS orders, this is a great place to type in your	Requirement Owner Comments	20/TRAINING/PCI/MOCK REQUIREMENT			
passport number and expiration date.	General Comments				
If you don't have any comments, copy the requirement owner comments from the first	Justification for HQ Waiver (only for ADT exceeding the limit)				
box and paste in all of the boxes.	NRA justification why Confirmation Orders were submitted and person (Name, Grade, Trile and Command) subhorizing travel prior to an approved NROWS Order (4000 characters or less)				
Check all of the	These read the Confirmation Ord prior to the completion of an NROWS of the completion of an NROWS of the completion of an NROWS of the complete of the co	ler Justification and verified it contains a vali inder.	d justification, name, grad	e, title, and command of authorized per	son who approved duty/trav
sure that you've done what you	• [] 1 acknowledge and understand m 270)	vy Page 2 MUST BE updated within 365 days	prior to the orders start d	ite for any annual training/active duty t	raining. (MILFERSMAN 1070
are checking off.	T ecknowledge and understand I have completed my annual ATFP Training/Certification prior to the orders start date for any annual training/active duty training.				
	Previous Save Sav	e & Cose Save & Route Cance	il Changes		
	Make sure that you click "SAV	E & ROUTE". Otherwise your ord	ers will not route		
	to the program office for proc	essing and will instead be saved in	n your inbox.		



If you clicked Save and Route, then you will see the below page. If you don't see this page you will need to open your inbox under the Sailor Menu

If you clicked Save and Route, then you will see the below page. If you don't see this page you will need to open your inbox under the Sailor Menu

		A		
		Order Informati	on	
Tracking Number Status Full Name SSN Start Date End Date Total Days Persurgent Number	4979387/0 INITIAL 2019/11/03 2019/11/15 13 1118461			
	No differences between on	ler and requirem	ent at this time	105
Your application wil 1. Your Unit Approver 2. Your Reserve Cente	always route to: [UIC: 2525M] r Orders Specialist			
Depending on the a 1. Hard Holds stage 2. Security clearance 3. Travel Authorization 4. Fund Approval	application, it may also route t and Schools authorization (sin is	o: nultaneously)		
You can track the p 1. Logging into NROW 2. Selecting the SAIL 3. Selecting the My II 4. Selecting either Ap View Inbox 5. Cilcking on the spec 6. Selecting the approx	rogress of your request by: S OR menu item hox menu item plications In Process (for m cific tracking number priate orders tracking section	equests still in rout you wish to look a	ng) or Approved Orde	rs (for official orders) and then clic
	Return to Appli	cation Rou	e Application Forward	
		/		
	Click "Route	Application Forwa	rd" and it	
	will send the	orders to the Prog	gram Office	

for further routing and processing.