



# NROWS

How to route your Orders

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

Log into your NROWS profile.  
Use your PIV CAC certificate.

The screenshot shows the NROWS website interface. At the top left is the logo for the Commander, Navy Reserve Force, featuring an eagle and a globe. To the right, the text reads "Navy Reserve Order Writing System ( NROWS )" and "Commander, Navy Reserve Force". Below this, it says "Version: 1.43.0.0027 / RO" and "This is an official U.S. Navy web site." The current profile is identified as "MERCHANT MARINE PROGRAM OFFICE CNRFC N14 - MERCHANT MARINE (MOBTNG) ADT-MOB (CMM) - MERCHANT MARINE PROGRAM OFFICE, CNRFC N14". A yellow banner at the top right states "\*\* To print orders, you will need Adobe Acrobat Reader".

The navigation bar includes a dropdown menu labeled "Please Select A Menu" and a series of links: "[Home]", "Sailor", "Change Profile", "Notifications", "Help", and "Logout". A "«Bottom»" link is also present. A red arrow points from the "Sailor" link to the text "Click on 'Sailor' from the Drop down menu or on the menu bar." A vertical grey bar is on the left side of the page.

The main content area displays "Welcome HILLARY BRYANT to NROWS". In the center is a large circular logo for the Commander, Navy Reserve Force, with the text "COMMANDER NAVY RESERVE FORCES COMMAND" and "READINESS SERVICE". At the bottom, there is a "MOBILE-FRIENDLY" button.

Click on "Sailor" from  
the Drop down menu  
or on the menu bar.

Please Select A Menu ▾

- Sailor Menu**
- My Inbox
- Create Application from Approved Requirement
- Pull Back Application
- Modify Order
- Cancel Order
- Reinstate Cancelled Order

To find new orders, click on "Create Application from Approved Requirement".

Click on the Requirement number to open the new orders.

Home | [Sailor] | Change Profile | Notifications | Help | Logout «Bottom»

Please select a requirement to initiate an order request:

| Requirement Number      | Requirement Name                   | Requirement Report Date | Requirement End Date | UIC Name (Location)             |
|-------------------------|------------------------------------|-------------------------|----------------------|---------------------------------|
| <a href="#">1118461</a> | FY20/TRAINING/PCI/MOCK REQUIREMENT | 2019/11/03              | 2019/11/15           | STRATEGIC SEALIFT RESERVE FORCE |

Total Records: 1

# SECTION 0: Overview

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

|  |   |   |
|--|---|---|
| Tracking #: 4979263/0<br>Order Type: ADT-MOB<br>Requirement #: 1118461<br>Travel System: UNKNOWN | Name: BRYANT, HILLARY E<br>Rate/Rank: LTJG<br>Status: INITIAL | Start Date: 2019/11/03<br>Report Date: 2019/11/03 00:00<br>End Date: 2019/11/15<br>Total Days: 13 |
|--|---|---|

Step 0 of 7: Overview for this Application Section: 0. Overview

**1. Personnel and Contact Information** [Edit](#)

Primary Residence on File: [REDACTED]  
Travel from/to Other Than Primary Residence: [REDACTED]

**2. Duty Period Information** [Edit](#)

Type of Duty: ACTIVE DUTY FOR TRAINING  
ADT Type: 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 Required: SECRET

Billet Control Number (BCN): 54893-1118461-ADT-MOB-1660146

**3. Duty Locations and Travel** [Edit](#)

| Date       | Travel By | Rental Car | Location  |
|------------|-----------|------------|---|
| 2019/11/03 | None      | No         | Unit: STRATEGIC SEALIFT RESERVE FORCE [UIC: 4001Y]<br>Address: 1915 FORRESTAL DR<br>NORFOLK, VA 23551-0000<br>Duty With: SEP SSO PCI<br>Per Diem For: STANDARD CONUS RATE, CONUS<br>Quarters: Available at no cost<br>Messing: Available and directed |
| 2019/11/15 | None      | No         | Unit: HOME<br>Address: [REDACTED]   |

**4. Tour and Pay Entitlements** [Edit](#)

Govt Travel Charge Card: Not Set  
Official Passport: Not Set  
Tourist Passport: Not Set

**5. Paragraph Selection** [Edit](#)

**6. Funding Information** [View Cost Breakdown](#) [Edit](#)

| Fiscal Year | Funding Source   |
|-------------|--|
| 2020        | MERCHANT MARINE (MOBTNG) ADT-M ADT-MOB [202000721MCM] Work Center: MERCHANT MARINE PROGRAM OFFICE, CNRFC N14 |

**7. Justification** [Edit](#)

Reviewed By Unit Reviewer: No  
Requirement Owner Comments: FY20/TRAINING/PCI/MOCK REQUIREMENT  
Justification: Not Set  
AT/ADT over 29 Days: Not Set  
Travel System: Not Set

[Next](#) [Save](#) [Save & Close](#) [Save & Route](#) [Cancel Changes](#)

# SECTION 1: Personnel Info

Ensure that your Contact information is correct. You can use an email that is not a Navy email. **Do Not** 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 **ALWAYS** 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 **NO**.

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.

|  |   |   |
|--|---|---|
| Tracking #: 4979276/0<br>Order Type: ADT-MOB<br>Requirement #: 1118461<br>Travel System: UNKNOWN | Name: BRYANT, HILLARY E<br>Rate/Rank: LTJG<br>Status: INITIAL | Start Date: 2019/11/03<br>Report Date: 2019/11/03 00:00<br>End Date: 2019/11/15<br>Total Days: 13 |
|--|---|---|

Step 1 of 7: Personnel and Contact Information      Section: 1. Personnel Info

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

**Contact Information**

Member Contact Phone: [REDACTED]  
\* Member Contact Email: [REDACTED]

**Primary Residence/Home of Reserve Member**  
**Your Primary Residence address CANNOT be a P.O. Box / APO / FPO Address.**  
**If you live at an apartment, the apartment number must be in the Street Address.**

Primary Residence on File: [REDACTED]

\* Does Sailor request to start/end travel at a location other than Primary Residence (Must have a GTCC for this option)?  Yes  No

**Other Information**

|  |                        |
|--|------------------------|
| Home Phone Number:                     | [REDACTED]             |
| Work Phone Number:                     | [REDACTED]             |
| Date of Birth:                         | [REDACTED]             |
| Marital Status:                        | [REDACTED]             |
| Sex:                                   | [REDACTED]             |
| Reserve Unit Identification (RUIC):    | 2525M                  |
| Cross Assigned Unit (UMUIC):           | Not Set                |
| Training Category:                     | E                      |
| Primary NEC/NOBC:                      |                        |
| Billet NEC/NOBC:                       |                        |
| 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         |
| E-mail Address:                        |                        |
| IMS Code:                              |                        |
| Total Active Duty Days:                | 00 Yrs 03 Mths 24 Days |
| Physical Risk Code:                    |                        |
| MAS Code:                              |                        |
| Training MAS Code:                     |                        |
| Training MAS Effective Date:           | 0000/00/00             |
| Medical MAS Code:                      |                        |
| Medical MAS Effective Date:            | 0000/00/00             |
| Admin MAS Code:                        |                        |
| Admin MAS Effective Date:              | 0000/00/00             |
| Rate/DESG:                             | 1665K                  |
| Strength Code:                         | 1                      |
| Years of Commissioned Service:         | 03 Yrs 08 Mths         |
| Aviation Service Code:                 |                        |
| Aviation Service Date:                 | 0000/00/00             |
| Page 2 Last Verified Date:             | 2020/10/20             |
| Security Invest Complete Date:         | 2013/12/30             |
| Security Clearance Held:               | NOT SET                |

Refresh Personnel Info

Previous    **Next**    Save    Save & Close    Save & Route    Cancel Changes

## SECTION 2: Duty Period

|                        |                         |                               |
|------------------------|-------------------------|-------------------------------|
| Tracking #: 4979298/0  | Name: BRYANT, HILLARY E | Start Date: 2019/11/03        |
| Order Type: ADT-MOB    | Rate/Rank: LTJG         | Report Date: 2019/11/03 00:00 |
| Requirement #: 1118461 | Status: INITIAL         | End Date: 2019/11/15          |
| Travel System: UNKNOWN |                         | Total Days: 13                |

Step 2 of 7: Duty Period Information

Section:

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

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

# 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.

**NON-LOCAL:** 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)

|                        |                         |                               |
|------------------------|-------------------------|-------------------------------|
| Tracking #: 4979298/0  | Name: BRYANT, HILLARY E | Start Date: 2019/11/03        |
| Order Type: ADT-MOB    | Rate/Rank: LTJG         | Report Date: 2019/11/03 00:00 |
| Requirement #: 1118461 | Status: INITIAL         | End Date: 2019/11/15          |
| Travel System: UNKNOWN |                         | Total Days: 13                |

Step 3 of 7: Duty Locations and Travel

Section: 3. Duty Locations

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

Change to: 07:30

**Location Information**

\* Travel/Start Date: 2019/11/03

\* Initial Report Date/Time: 2019/11/03 00:00 [Midnight]

\* End Date for this Location: 2019/11/15

UIC: 4001Y

Unit Name: STRATEGIC SEALIFT RESERVE FORCE

Street Address: 1915 FORRESTAL DR

City: NORFOLK

State/Province: VIRGINIA

Country: UNITED STATES

Zip Code: 23551

For Duty With: SEP SSO PCI

Is this a PCS move?  Yes  No

|                         |                            |
|-------------------------|----------------------------|
| <b>HOME:</b> [Redacted] |                            |
| Depart on               | 2019/11/03                 |
| 1. NORFOLK, VA          |                            |
| Travel by               | None                       |
| Start Date              | 2019/11/03                 |
| Duty Thru               | 2019/11/15                 |
| Per Diem                | STANDARD CONUS RATE, CONUS |
| <b>HOME:</b> [Redacted] |                            |
| Travel by               | None                       |
| Arrive on               | 2019/11/15                 |

Is this a PCS move?  Yes  No

Select Type of PCS

- None - No household goods moved
- Partial - Household goods only
- Full - household goods and family

PCS Moves (order length >139 days)

CONUS: Partial or Full

OCONUS: None

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

**Point of Contact Information**

Point of Contact: LCDR FIONNA BOYLE

Phone: 757-322-2495

Email: FIONNA.M.BOYLE@NAVY.MIL

## 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.

**ITEMPO Information**

\* Is this the Sailor's Permanent Training Site (PTS)?  Yes  No

\* Is this within 100 miles or 3 hours driving time of Sailor's permanent civilian residence?  Yes  No

\* ITEMPO Category: Individual training

\* ITEMPO Purpose: Unknown

**For Duty Afloat?**  Yes  No

**Per diem & Travel Information**

\* Is this within the corporate city limits of Sailor's residence?  Yes  No

\* Is this within commuting distance from Sailor's residence?  Yes  No

\* Does Sailor wish to commute vice billeting?  Yes  No

Field Duty Dates (if applicable): [ ] to [ ]

## Per Diem & Travel Information:

-Is this within corporate city limits of sailor's residence?

Local (<50 miles): Yes Non-Local (>50 miles): No

-Commuting Distance: No, unless in and around mileage is authorized.

- Commute vice Billeting: Always No.

-Field Duty Dates: ALWAYS LEAVE BLANK.

**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.

Previous Next Save Save & Close Save & Route Cancel Changes

Click Next to proceed to next section.

## SECTION 3: Duty Locations continued (Non-Local)

Step 3 of 7: Duty Locations and Travel

Section: 3. Duty Locations

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

NO Travel Authorized if starting in place/already on station.

### Travel Options

\* Mode of Transportation

NO Travel Authorized

Special Instructions to Travel

At this point, you can

[Fill out Per Diem at this Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

|                               |   |
|-------------------------------|---|
| <b>HOME: WILLIAMSBURG, VA</b> |   |
| Depart on                     | 2019/11/03                                      |
| <b>1. NORFOLK, VA</b>         |   |
| <a href="#">Travel by</a>     | None <a href="#">Edit</a>                       |
| Start Date                    | 2019/11/03                                      |
| Duty Thru                     | 2019/11/15                                      |
| <a href="#">Per Diem</a>      | STANDARD CONUS RATE, CONUS <a href="#">Edit</a> |
| <b>HOME: WILLIAMSBURG, VA</b> |   |
| <a href="#">Travel by</a>     | None <a href="#">Edit</a>                       |
| Arrive on                     | 2019/11/15                                      |

Previous
Next
Save
Save & Close
Save & Route
Cancel Changes

**Travel Options**

\* Mode of Transportation Commercial Rental Car

\* Rental Car Class COMPACT

\* Pick-Up Date/Time 00:00 [Midnight]

\* Pick-Up Location

\* Drop-Off Date/Time 00:00 [Midnight]

\* Drop-Off Location

Rental Car Justification

Special Instructions to Travel

At this point, you can

[Fill out Per Diem at this Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

**Commercial Rental 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.

**Travel Options**

\* Mode of Transportation Personal Car - Adv to Govt

**Personal Vehicles**

Miles / Cost 47 / \$27.02

Special Instructions to Travel

At this point, you can

[Fill out Per Diem at this Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

**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.

**Travel Options**

\* Mode of Transportation Commercial Airline

**Preferred Arrangements**

\* Desired Departure Date 2019/11/03

No Earlier Than Time 00:00 [Midnight]

No Later Than Time 00:00 [Midnight]

\* Departure Airport | [Lookup](#)

\* Arrival Airport | [Lookup](#)

Award YCA Fare

Special Instructions to Travel

At this point, you can

[Fill out Per Diem at this Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

### Commercial Airline:

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)

Step 3 of 7: Duty Locations and Travel

Section: 3. Duty Locations

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

Per Diem Location

\* Per Diem Location | [Lookup](#)

STANDARD CONUS RATE (STANDARD CONUS RATE) / CONUS  
01/01-12/31  
Max Lodging: \$96  
Max Meals: \$50

Rental Car Information

\* Is a rental car required?

Yes  No

Quarters and Messing  
Quarters

Available At No Cost  
Member not paying for lodging, so no reimbursement is authorized. If member obtains CNA, reimbursement for lodging expenses will be up to max lodging rate.

BQ Location  
Messing

MEMBER HOR  
Available And Directed

At this point, you can

[Fill out Travel to this Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

|                                     |   |
|-------------------------------------|---|
| HOME: [REDACTED]                    |   |
| Depart on                           | 2019/11/03                                      |
| 1. NORFOLK, VA <a href="#">Edit</a> |   |
| Travel by                           | Personal Car(Adv) <a href="#">Edit</a>          |
| Start Date                          | 2019/11/03                                      |
| Duty Thru                           | 2019/11/15                                      |
| <b>Per Diem</b>                     | STANDARD CONUS RATE, CONUS <a href="#">Edit</a> |
| HOME: [REDACTED]                    |   |
| Travel by                           | None <a href="#">Edit</a>                       |
| Arrive on                           | 2019/11/15                                      |

[Previous](#) [Next](#) [Save](#) [Save & Close](#) [Save & Route](#) [Cancel Changes](#)

Click Next to proceed to next section.

Ensure that the Per Diem location is correct. It should match the city that you will be reporting to. If you flew and you are authorized a rental car, click yes. The pick-up and drop-off location will be the airport code that you arrived at and the dates will be your travel day and your departure day. Time will always be 0000. Rental car class will always be COMPACT, unless there is a good reason for something else. If there is, please type it in the rental car justification box.

Per Diem Location

\* Per Diem Location | [Lookup](#)

STANDARD CONUS RATE (STANDARD CONUS RATE) / CONUS  
01/01-12/31  
Max Lodging: \$96  
Max Meals: \$50

Rental Car Information

\* Is a rental car required?

Yes  No

\* Rental Car Class

COMPACT

Rental Car Justification

\* Pick-Up Date/Time

00:00 [Midnight]

\* Pick-Up Location

\* Drop-Off Date/Time

00:00 [Midnight]

\* Drop-Off Location

Quarters and Messing  
Quarters

Available At No Cost  
Member not paying for lodging, so no reimbursement is authorized. If member obtains CNA, reimbursement for lodging expenses will be up to max lodging rate.

BQ Location  
Messing

MEMBER HOR  
Available And Directed

At this point, you can

[Fill out Travel to this Location](#)  
[Edit Location Information](#)  
[Fill out Travel for the last leg](#)

## SECTION 3: Duty Locations continued (Non-Local)

Step 3 of 7: Duty Locations and Travel

Section: 3. Duty Locations

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

### Travel Options

\* Mode of Transportation

NO Travel Authorized

Special Instructions to Travel

|  |   |
|--|---|
| <b>HOME:</b> [REDACTED]                    |   |
| Depart on                                  | 2019/11/03                                      |
| <b>1. NORFOLK, VA</b> <a href="#">Edit</a> |   |
| <a href="#">Travel by</a>                  | Personal Car(Adv) <a href="#">Edit</a>          |
| Start Date                                 | 2019/11/03                                      |
| Duty Thru                                  | 2019/11/15                                      |
| <a href="#">Per Diem</a>                   | STANDARD CONUS RATE, CONUS <a href="#">Edit</a> |
| <b>HOME:</b> [REDACTED]                    |   |
| <a href="#">Travel by</a>                  | None <a href="#">Edit</a>                       |
| Arrive on                                  | 2019/11/15                                      |

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Next

Save

Save & Close

Save & Route

Cancel Changes

Click next to proceed to next section.

This page is for your return travel home. However you arrived is going to be the same way that you will return. If you have specific times that you must travel home at, be sure to explain it in the Special instructions to Travel box.

If you wish to end your orders in place (stay in the area) click No Travel Authorized.

## Section 4: Tour (local orders skip directly here)

Sailor has a Government Travel Charge Card: This should always say **NO**.

If it says yes, you will need to remove the GTCC from your NROWS profile. We do not give GTCCs to our members.

LUMP SUM LEAVE: If you are on orders for more than 30 days you will accrue leave. If you wish to sell that leave back at the end of your orders check Yes, if not check no. Any orders less than 30 Days will not accrue any leave therefore check no.

Step 4 of 7: Tour and Pay Entitlements

Section: 4. Tour

**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

**\*\*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

|   |  |
|---|--|
| * IF ELIGIBLE Would the member prefer to receive Lump Sum Leave for leave days accrued for the order? | Yes <input type="radio"/> No <input type="radio"/> |
| Sailor's type of passport on file:  | No Passport  |
| Has dual lodging been authorized?   | NO   |
| Has in and around mileage been authorized?  | NO   |
| Has mixed mode of travel been authorized?   | NO   |
| If excess baggage has been authorized, number of pieces allowed                                       | 0  |
| Has the member been authorized to carry firearms?   | NO   |
| Will the member be performing duty in a combat zone?  | NO   |

Entitlements that are authorized for the Reservist for this period of duty None Selected

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:  ▼

**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

| Paragraph Text |
|----------------|
| No paragraphs  |



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 Information

Section: 6. Funding Information

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

Fiscal Year: 2020 [View Order Cost](#)

Command: MERCHANT MARINE (MOBTNG) ADT-MOB (CMM)

Funding Source: 202000721MCMM - 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 0000000000

Previous

Next

Save

Save & Close

Save & Route

Cancel Changes

Click Next to proceed to next section.

## SECTION 7: Justification

|                        |                         |                               |
|------------------------|-------------------------|-------------------------------|
| Tracking #: 4979387/0  | Name: BRYANT, HILLARY E | Start Date: 2019/11/03        |
| Order Type: ADT-MOB    | Rate/Rank: LTJG         | Report Date: 2019/11/03 00:00 |
| Requirement #: 1118461 | Status: INITIAL         | End Date: 2019/11/15          |
| Travel System: NON DTS |                         | Total Days: 13                |

Step 7 of 7: Justification

Section: 7. Justification

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

|  |                                    |
|--|------------------------------------|
| Requirement Owner Comments   | FY20/TRAINING/PCI/MOCK REQUIREMENT |
| General Comments   |                                    |
| Justification for HQ Waiver<br>(only for ADT exceeding the limit)  |                                    |
| NRA justification why Confirmation Orders were submitted and person (Name, Grade, Title and Command) authorizing travel prior to an approved NROWS Order (4000 characters or less) |                                    |

In the general comments type in anything that you think is important for OPS to know in processing your orders. If you're going on OCONUS orders, this is a great place to type in your passport number and expiration date.

If you don't have any comments, copy the requirement owner comments from the first box and paste in all of the boxes.



Check all of the boxes. Make sure that you've done what you are checking off.

- \* I have read the Confirmation Order Justification and verified it contains a valid justification, name, grade, title, and command of authorized person who approved duty/travel prior to the completion of an NROWS order.
- \* I understand that I am required to file my travel voucher within 5 business days after completion of travel IAW DODFMR Vol. 9 para. 080601.
- \* I acknowledge and understand my Page 2 MUST BE updated within 365 days prior to the orders start date for any annual training/active duty training. (MILPERSMAN 1070-270)
- \* I acknowledge and understand I have completed my annual ATPF Training/Certification prior to the orders start date for any annual training/active duty training.

Previous Save Save & Close Save & Route Cancel Changes



Make sure that you click **"SAVE & ROUTE"**. Otherwise your orders will not route to the program office for processing and will instead be saved in 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\*\*\*

### Order Information

|                    |            |
|--------------------|------------|
| Tracking Number    | 4979387/0  |
| Status             | INITIAL    |
| Full Name          | [REDACTED] |
| SSN                | [REDACTED] |
| Start Date         | 2019/11/03 |
| End Date           | 2019/11/15 |
| Total Days         | 13         |
| Requirement Number | 1118461    |



No differences between order and requirement at this time

Your application will always route to:

1. Your Unit Approver [UIC: 2525M]
2. Your Reserve Center Orders Specialist

Depending on the application, it may also route to:

1. Hard Holds stage
2. Security clearance and Schools authorization (simultaneously)
3. Travel Authorizations
4. Fund Approval

You can track the progress of your request by:

1. Logging into NROWS
2. Selecting the **SAILOR** menu item
3. Selecting the **My Inbox** menu item
4. Selecting either **Applications In Process** (for requests still in routing) or **Approved Orders** (for official orders) and then click **View Inbox**
5. Clicking on the specific tracking number
6. Selecting the appropriate orders tracking section you wish to look at

Return to Application

Route Application Forward

Click "Route Application Forward" and it will send the orders to the Program Office for further routing and processing.