

# THE NAVY RESERVIST • ALMANAC 2023

The career of a Navy Reservist is challenging. These citizen Sailors delicately balance Navy service, family and a civilian career. TNR Almanac serves to inform on processes, programs and resources to ensure Reserve Sailors are warfighting ready. The goal of this product is to provide Navy Reserve Sailors with a foundation to help understand and manage a part-time military career alongside a full-time civilian life.

THIS EDITION IS DESIGNED AS A COMPANION PIECE TO RESOURCES LOCATED ON THE WEB AND MOBILE AT NAVYRESERVE.NAVY.MIL

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This is an authorized quarterly Department of Defense publication for members of the DoD. Contents of "The Navy Reservist" (TNR) are not necessarily the official views of, or endorsed by, the U.S. Government, the DoD, or the U.S. Navy. The editorial content of this publication is the responsibility of the Commander, Navy Reserve Forces Command public affairs office. Provide all feedback and questions to our new email, CNRF\_PAO@us.navy.mil.

SUBMISSIONS: TNR is always looking for submissions that display the work Navy Reserve Sailors are doing around the force. To submit a photo or story, email us at our new address CNRF\_PAO@ us.navy.mil. Instructions and submission criteria will be provided to help guide your entry.

ARCHIVE AND NEWS: Current and past issues of TNR are available at: www. navyreserve.navy.mil. Follow the Navy Reserve on Facebook, Twitter, LinkedIn and Instagram. Additional Navy Reserve news can be found on the Defense Visual Information Distribution Service (DVIDS) at: <u>https://www.dvidshub.net/unit/CNRF</u>.

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## SHIPMATES.

The start of a new year provides us an opportunity to glance at our wake, both to appreciate how far we have come and to contemplate the course and challenges that lie ahead. In 2022, we made significant structural, organizational and operational progress in our generational transformation of the force to address an increasingly complex security environment. Through your diligent efforts, our Navy Reserve is more focused on warfighting readiness than at any other time in our nearly 108-year history, and even more lethal. Every day, in every theater around the globe, we consistently provide exactly what the Fleet demands: a talented, capable, dedicated, warfighting-ready force with a clear-eyed resolve to compete, deter and win today.

But make no mistake: 2023 will present us with more challenges of even greater complexity...and provide even more opportunities for us to excel. This is a critical decade and the actions we take today will shape the global maritime balance of power for the remainder of the 21st century. This is precisely why the warfighting readiness of our reserve force remains my one and only priority.

While we have made great strides in improving the way we design, train, mobilize and develop the force, we must capitalize on our momentum and continue to press forward with urgency. The Navy Reserve Fighting Instructions I issued in 2020 was an action plan for transforming our force in a renewed era of strategic competition. And the updated NRFI 2022 challenged each of you to accelerate our pursuit and achievement of peerless warfighting readiness in the face of an increasingly complex geopolitical environment. My Fighting Instructions remain relevant and in effect. But as we continue to execute along our NRFI Lines of Effort, we must also ready the Force for the emerging challenges and new threats we will face in the future.

Battle Orders 2032 provides a future vision and demonstrates how our force will maintain our competitive edge, remaining ahead of any threat and enhancing our ability to contribute to the Total Force. This is NOT about doing more with less...it is about aligning our capacity and capabilities to the complex, sustained, multi-domain warfare we can expect moving forward. At the most fundamental level, Battle Orders 2032 defines how we will organize, man, train, equip and mobilize more efficiently - how we will optimize our force to be more effective and responsive, and achieve world-class status as an elite warfighting organization. I expect you to absorb and embrace this vision

# NEW YEAR, SAME MISSION: WARFIGHTING READINESS



# "2023 WILL PRESENT US WITH MORE **CHALLENGES OF EVEN GREATER COMPLEXITY... AND WILL PROVIDE EVEN MORE OPPORTUNITIES FOR US TO EXCEL."**

Finally, I am pleased to present the 2023 TNR Almanac. As always, this annual issue is an invaluable resource for you as you navigate and manage your career. As in prior years, this year's Almanac provides a wealth of information on the benefits, tools and programs available to you to maximize your growth as a Sailor, warfighter and leader - refer to it often.

Thank you for your service to our Nation, our Navy and our Navy Reserve. I remain supremely proud to be your Chief of Navy Reserve and honored to serve alongside each of you.

## NOW, LETS GET BUSY.



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Vice Adm. John B. Mustin Chief of Navy Reserve Commander, Navy Reserve Force

# THE AMERICAN SAILOR IS THE BACKBONE OF THE NAVY



# "I AM PROUD TO TELL YOU THAT WE HAVE **ROLLED OUT SEVERAL INITIATIVES THAT** IMPROVE THE WELLNESS OF YOU AND YOUR FAMILIES UNDER THE AEGIS OF NRFI'S FOURTH LINE OF EFFORT."

To start, I wish to thank CNRFC public affairs for putting this edition together. The team has painstakingly compiled a lot of relevant information and I encourage you to read it and to reference it often.

We are in our third year of the Navy Reserve transformation as outlined by CNR's Navy Reserve Fighting Instructions, which is our north star for Warfighting Readiness. The American Sailor is the backbone of the Navy. Sailors are our most cherished and valued resource, and I am proud to tell you that we have rolled out several initiatives under NRFI's fourth Line of Effort: Develop the Force, focusing on Sailor quality of life issues. We have several accomplishments that we can be proud of; here are a few of our many recent wins available to Reserve Sailors and their families - right now.

First: TAR - In Service Procurement Program. We have a new pilot program for eligible Reserve Sailors to become TAR officers. This fosters retention in the Navy Reserve while creating career opportunities for our TAR Sailors. Requirements include: applicants be at least 21 years old, and hold a bachelor's degree. Apply here: https://mynavyhr.navy. afpims.mil/Career-Management/Community-Management/Officer/ Reserve-OCM/TAR/TAR-InService-Procurement/



Master Chief Petty Officer Tracy Hunt Navy Reserve 17th Force Master Chief Second: The Child Care Pilot Program, in partnership with Commander Navy Installations Command (CNIC), has developed a Reserve-specific childcare pilot to support Service members during drill weekends. The pilot will deliver significantly reduced fees for childcare services delivered by CNIC-approved providers. The outcome will inform future requirements to deliver enduring support to members of the Reserve Force.

Third: Navy Community College for SELRES. In Dec. 2022, USNCC announced a new 250-student pilot program starting in Jan. 2023, with 25 seats reserved for SELRES. These seats are intended to gauge the viability of expanding the program to SELRES on a broader scale.

Fourth: Servicemembers' Group Life Insurance (SGLI) has changes impacting our Sailors and their families. SGLI will offer increased low-cost term coverage to eligible service members. Beginning March 1, 2023, all Service members will receive maximum coverage of \$500,000 automatically. Coverage was previously \$400,000. For detailed information, visit: SGLI Increase to \$500,000 FAQs - Life Insurance (va.gov)

Fifth: The Azure Virtual Desktop is a great success and continues to gain subscribers for its ease of use and practicality. AVD is NMCI on your smart phone without CAC. AVD is a game-changer with its cloud-based environment and with access to many NMCI-like capabilities. Our top-notch N6 team has made it even easier to enroll in the program. To sign up, simply send an email to avd@ us.navy.mil from your Flank Speed email account, and N6 will do the rest. I recognize that it's our Sailors who give our Navy Reserve its strategic depth. To show our appreciation to civilian employers who go above and beyond to support Reserve Sailors, those nominated and selected will be invited to Navy Employer Recognition Event (NERE) 2023 this summer in San Diego, CA, where they'll get a glimpse into, and deeper appreciation for, what you do on drill weekends, annual training, and when mobilized. I encourage you to submit for next year's event. It's an experience that you and your employer will both benefit from.

Another way we recognize our Sailors is through the Reserve Sailor of the Year competition taking place this summer. Several highly-qualified and accomplished individuals will be competing for the title of RSOY 2023-24. Leaders, this is great opportunity to recognize Sailors for sustained, superior performance, and I encourage you to put this on your calendar to begin submitting packages for next year.

Win a trip to D.C. and help accelerate our Warfighting Readiness: If you have an idea to improve the Force, apply to pitch your idea at the second annual i3 Waypoints, a Shark Tank-like recorded broadcast show where Sailors present their idea to CNR, industry leaders, and myself. The submission portal is open Feb. 13 to March 31. To apply, send an email to i3Waypoints@us.navy.mil and our N6 will send you the link to the portal.

Shipmates, I am proud of each one of you for all the progress we've made. There is more we can achieve - working together. It is our pledge to the American people, who have placed their trust in us. Let's continue our momentum, because there is much to do to ensure we are ready on day one! Continue to take care of yourselves and each other.

## **KEEP PUSHING FORWARD!**

# Event Calendar

## EVAL AND FITREP PERIODIC CALENDAR

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ľ		MIDTERM	SIGNED		MIDTERM	S	IGNED			
į	JAN	O6	O3		E3, E2, E1					
	FEB		O2					Γ		
	MAR	W2, W1	W5, W4, V	<b>N</b> 3	E8, E7	E5				
	APR	04	05			E9				
	MAY		O1		E6				2	
	JUN									
	JUL	O3	06			E3,	E2, E1			
	AUG	O2								
	SEP	W5, W4, W3	W2, W1		E5 E		8, E7			
	ОСТ	O5	04		E9					
	NOV	O1					E6	11.1		
	DEC				E4					
				TA			7.14.0			
1		LDO, CWO	10 JAN	_	R/SELRES O4 I	INE	7 MAR		-	
į	CMC/C	SC SCREEN	30 JAN	TA	R/SELRES E7		30 MAY		T	
	TAR/SE	LRES O6 LINE	10 JAN	TA	R/SELRES O4 S	STAFF	28 FEB		C	
	TAR/SE	LRES O6 STAF	28 FEB	SE	LRES W5/W4/\	5 JUN		R		
	TAR/SE	LRES O5 STAF	E 28 FEB	AF	PPLY BOARD	16 OCT	_	N		
l	SELRES	CEC CMD	20 JUN	ΤA	R RETENTION	18 SEP		В		
	TAR/SE	LRES E8/E9	6 MAR	ΤA	R/SELRES MAJ	18 SEP		J		
1001	TAR/SE	LRES O5 LINE	7 MAR	RC	NATL SEC COURSE*		AUG	1	D	
	TAR/SE	LRES AVIAT CMD	13 MAR	JO	INT WARFIGHTING SC	CHOOL*	OCT		M	
	FTS TR	NSFR REDES #2	2 24 APR	JP	ME, IN-RESIDE	DEC		Т		

## 2023 ADVANCEMENT EXAM CYCLE

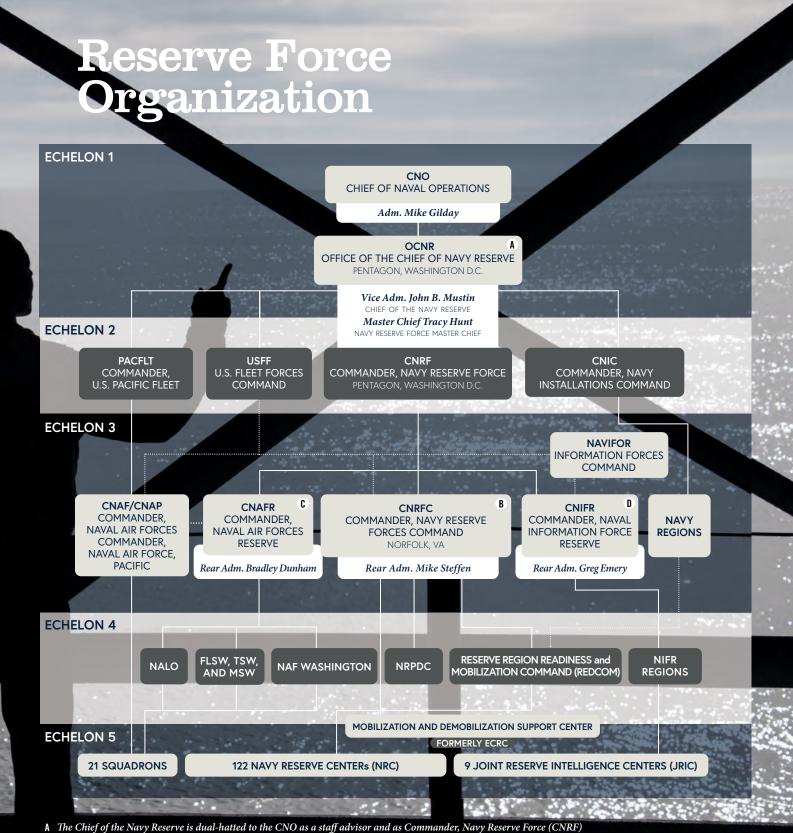
	SE	LRES	F	TS
E7	FEB		JAN	
E6	FEB	AUG	MAR	SEP
E5	FEB	AUG	MAR	SEP
E4	FEB	AUG	MAR	SEP

2023 FEDERAL HOLIDAYS	
NEW YEAR'S DAY	MON, 2 JAN
MARTIN LUTHER KING, JR. BIRTHDAY	MON, 16 JAN
WASHINGTON'S BIRTHDAY	MON, 20 FEB
MEMORIAL DAY	MON, 29 MAY
JUNETEENTH	MON, 19 JUN
INDEPENDENCE DAY	TUES, 4 JUL
LABOR DAY	MON, 4 SEP
COLUMBUS DAY	MON, 9 OCT
VETERANS DAY	FRI, 10 NOV
THANKSGIVING DAY	THURS, 23 NOV
CHRISTMAS DAY	MON, 25 DEC

RETURNING WARRIOR WEEKENDS (RWW)*					
NASHVILLE, TN	21 APR				
BULINGTON, VT	5 MAY				
JACKSON, WY	5 MAY				
DENVER, CO	16 JUN				
MADISON, WI	23 JUN				
TULSA, OK	14 JULY				

\*Board held in Norfolk, VA at CNRFC. Dates subject to change

\*Dates subject to change. Visit www.yellowribbon.mil for latest RWW schedule



**B** CNRFC also serves as the Deputy Commander, Navy Reserve Force (CNRF)

C CNAFR also serves as the Deputy Commander, Naval Air Forces (CNAF) and as Deputy Commander, Naval Air Force, Pacific
 CNIFR also serves as the Deputy Commander, Naval Information Forces (CNIF)

Administrative Control (ADCON) .....Additional Duty (ADDU)

# THE NAVY RESERVIST I AIM

# Our Mission

The mission of the Navy Reserve is to provide strategic depth and deliver operational capabilities to the Navy and Marine Corps team and Joint forces, in times of peace or war.

# Warfighting Readiness is **Priority One**

We are focused unambiguously on warfighting readiness. We will generate the combat power and critical strategic depth the Navy requires to prevail in conflict in an era of strategic competition. That's our job, and why we exist.

The Navy Reserve provides essential naval warfighting capabilities and expertise, strategically aligned with mission requirements valued for our readiness, innovation, and agility.

We deliver timely, cost-effective operational capabilities. Our flexibility, responsiveness, and ability to serve across a wide spectrum of operations clearly enhances the Navy Total Force. We provide the Navy with strategic depth by maintainin unsurpassed individual, command, and force readiness. We are ready to surge forward - anytime, anywhere.

Our polices, processes and administrative systems are transparent and seamless, making it easier for sailors and their families to serve

We are a diverse Force and provide opportunities for all Sailors through a continuum of service.

Our actions and resources are fully aligned to achieve this vision. We value the service of every Sailor and recognize that their contribution can vary from a few days per year to full-time. We support our Sailors, civilian personnel, and their families. We also recognize and honor the civilian employers whose support enables service to our Navy and our Nation.

# **DESIGN THE FORCE**

Identify warfighting capabilities best suited for the Reserve component, which provide a clear benefit to the Navy — delivered at reduced cost, within acceptable risk, and optimized for warfighting readiness.

# TRAIN THE FORCE

Focus training efforts on preparing Navy Reserve Sailors for their mobilization billets, ensuring all Reserve Sailors are trained, ready to activate, and be able to fight on "Day One." Infuse the force with a sense of character in line with the Navy core values, diversity and culture.

# **MOBILIZE THE FORCE**

Develop and employ rapid mobilization processes like Adaptive Mobilization to ensure large-scale readiness for conflict against a peer or near-peer adversary. Expedite Personnel & Pay improvements for Reserve administrative and pay processes.

# **DEVELOP THE FORCE**

Implement improvements in Sailor development, talent management, and quality of life issues. Reinforce signature behaviors, eliminate destructive behaviors, and emphasize Sailor wellness. Increase retention and recruiting efforts, especially in high-demand fields. Deliver better access to benefits and enhanced family support services.

ORIGINAL PHOTO BY MC2 JOHN LUKE MCGOVERN

# NAVY RESERV FIGHTING INSTRUCTIONS DESIGN // TRAIN // MOBILIZE // DEVELOP

CNR's Fighting Instructions call on Reserve Sailors and units to focus efforts on warfighting readiness. This directive affects every Reserve Sailor. Are you ready to fight on Day One?

> "Achieving strategic depth and improving warfighting readiness requires us to build on the hard work completed so far with a sense of urgency."

Vice, Adm, John B, Mustin **Chief of Navy Reserve** 



www.navyreserve.navy.mil

# NAVY RESERVE

FIGHTING INSTRUCTIONS LINES OF EFFORT



# CREATE

In partnership with the Total Force Manpower Management enterprise, create a continuous, repeatable process for assessing and adjusting SELRES contribution to Total Force manpower requirements, as well as measuring fit and fill across units, missions, and functions.

# **DESIGN INITIATIVES:**

- Optimize Warfighting •
- **Billet Prioritization**
- **Deliver Capability**

# DESIGN

Identify warfighting capabilities best suited for the Reserve component, which provide a clear benefit to the Navy delivered at reduced cost, within acceptable risk, and optimized for warfighting readiness.



Focus training efforts on preparing Navy Reserve Sailors for their mobilization billets, ensuring all Reserve Sailors are trained, ready to activate, and be able to fight on "Day One." Infuse the force with a sense of character in line with the Navy core values, diversity, and culture.

## ALIGN Align Navy Reserve force structures to Navy requirements relevant for Strategic Competition.



# **IDENTIFY** Identify, resource, and employ reserve-specific

capabilities that contribute to Navy and Joint Force warfighting readiness. Eliminate reserve capacity that adds little or no enabling or direct warfighting contribution.

# ESTABLISH

MAINER CAL

Establish and implement a force-wide process to define and validate training requirements, train and assess completion across the Force, and continually measure return on investment to inform future funding prioritization.

**SCALABILITY** Design and implement a scalable online, real-time operational readiness assessment and reporting capability.

# **TRAIN INITIATIVES:**

Mob-to-Billet • • IA to Zero • Signature Behaviors



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te Reserve Sailors' continuous nd relevant learning and readiness by everaging technology and automation ef-iciency, independent of classroom quota/ capacity constraints. T(N)R THE NAVY RESERVIST | ALMANAC 2023



# EMPOWER

Navy Reserve has integrated leadership and problem-solving best practices that empower our people to achieve exceptional performance, combat readiness, toughness, and resilience.

# **MOBILIZE INITIATIVES:**

- Adaptive Mobilization •
- Navy Personnel and Pay (NP2) •
- Annual Readiness Questionnaire (ARQ)

# MOBILIZE

**REFINE PROCESS** Improve and refine the mobilization process across the Force to

enable timely response to all levels of operational need.

Develop and employ rapid mobilization processes like Distributed Mobilization to ensure large-scale readiness for conflict against a peer or near-peer adversary. Expedite Personnel & Pay improvements for Reserve administrative and pay processes.



BUILD Build warfighting resilience by embracing and serving the needs of Reserve Sailors and their amilies before, during, and after activation.

Foster a culture of excellence throughout the Force to maximize warfighting readiness. Reinforce Navy core values and signature behaviors, eliminate destructive behaviors, and emphasize Sailor and family wellness and readiness. Improve methods of educating, recruiting, retaining, and promoting our Sailors. Ensure Diversity, Equity, and Inclusion (DEI) are fully integrated throughout all personnel processes.



**REDUCE BU** Design and implement activation and deactivation processes

that reduce administrative burden, and eliminate unnecessary paperwork and duplicative requirements.



# MODERNIZE Modernize and simplify the processes and tools for leaders and Sailors to manage Reserve Sailor mobilization readiness.



Implement a knowledge management (KM) capability that presents aggregated structured and unstructured data from across multiple platforms, enabling informed decision making at all levels for all manpower and personnel functions.



# FOSTER

Foster an environment of enduring diversity, equity, and inclusion to ensure every Sailor can achieve their maximum potential.

13 | FOUR LINES OF EFFORT

# **DEVELOP INITIATIVES:**

- Culture of Excellence •
- Enlisted Leader Development
- Warrior Toughness

# DEVELOP



# MAXIMIZE

Maximize accession on-ramps, off-ramps and retention by enabling seamless transition opportunities between reserve and active service.

# IMPLEMENT



## **RESERVE PAY**

Navy Reserve Sailors receive pay allowances for part-time service to the Navy. Reserve pay, also called "drill pay," is based on a prorated amount of pay and allowances received while serving on Active Duty. Drill pay is authorized for various types of Inactive Duty Training and is equal to 1/30th of the basic pay prescribed for a Sailor's grade and years of service. When on orders serving in an active duty status, Reserve members are entitled to the same pay and allowances and benefits received by Sailors in the active component of equivalent rank, time in service and qualifications. Visit the Defense Finance and Accounting Service (DFAS) website for the most current pay and allowance information at https://www.dfas.mil/ MilitaryMembers/payentitlements/Pay-Tables/

## **INCENTIVE PAY - BONUS**

Visit the Commander Navy Reserve Forces Command (CNRFC) N112 website for the most current Accession, Affiliation and Retention bonus policies and regulations at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\_ N112/SitePages/Home.aspx

## TYPES OF DRILL PERIODS

## **INACTIVE DUTY TRAINING (IDT)**

IDT periods, also known as drills, are typically performed on a unit's scheduled IDT weekend each month. One paid IDT period is four hours and one non-paid IDT period is two hours. A typical drill weekend consists of four IDT periods (two on Saturday, two on Sunday) and equals four days of basic pay. IDTs can be rescheduled when required due to conflict with another training, orders assignment or needs of the Navy. Reserve Sailors need to complete 40 of 48 drill periods for a satisfactory Reserve participation year.

## INACTIVE DUTY TRAINING - TRAVEL (IDTT)

IDTTs serve the same purpose as IDTs except IDTTs include authorized funding for travel. This drill type allows non-local Reserve members to attend unit drill periods or training at alternate drill sites.

## ADDITIONAL FLIGHT TRAINING PERIODS (AFTP)

AFTPs are available to personnel in the aviation community solely for the performance of flight duties. These drills are not distributed outside aviation commands.

## ADDITIONAL TRAINING PERIODS (ATP)

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

## **READINESS MANAGEMENT PERIODS (RMP)**

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

## **INACTIVE DUTY FOR TRAINING - REIMBURSABLE**

IDT-R is designed to increase operational unit readiness and maximize participation in direct support of the Unit Mobilization Unit Identification Codes (UMUIC)/supported commands. This drill period format authorizes reimbursement, up to \$500 per drill weekend (round trip), for qualifying travel expenses incurred when eligible participants travel from their residence to drill at their assigned (supported command) drill location. Reimbursable travel expenses include transportation, lodging (exclusive of lodging provided at the IDT location), and meals to/from the qualifying drill location.

Reserve Sailors may be eligible for IDT-R, depending on their rating, billet assignment, assigned unit and distance from their RUIC. The following skillsets have been identified as being critical:

- HMs assigned to all USMC units
- IS/CTs (CNIFR units)
- Aviation maintenance ratings (CNAFR squadrons)
- Any enlisted rating assigned to an MSF Unit
- Any enlisted rating assigned to an NSW Unit
  Commissioned unit CO, XO, OIC, CMC, CSC or SEL serving in a confirmed leadership billet at CNAFR, CNIFR, NSW or CRS units/dets

IDT-R is a voluntary program and Sailors may continue to participate as long as they maintain eligibility. Up to 12 round-trip travel reimbursements are authorized per fiscal year. Interested SELRES must meet the following eligibility requirements:

• Home of residence located 150 miles or more from eligible billet assignment

- Be in a qualifying rating, leadership coded billet and/or hold a qualifying NEC that matches their billet assignment
- Be locally assigned to an eligible billet (associated with qualifying Reserve Unit Identification Code (RUIC))

Sailors who wish to participate should review/discuss/determine eligibility requirements with their unit leadership to verify billet eligibility using the unit RUAD. All eligible billets are identified with an RFAS code ending in "R."

IDTT and IDT-R are separate funding vehicles for travel associated with drilling, and per the JTR (Joint Travel Regulations), they cannot be combined. IDTT is authorized to travel from the SELRES' assigned NRA to a separate training site. (e.g. Seabees travel from local NRCs to training site in Gulfport, MS). IDT-R is authorized for travel from home to assigned NRA, which is collocated with drilling location (e.g. CNAFR Squadrons, CNIFR JRICs, CRS Boats).

## PROCESSING DRILL PAY

Enhanced Drill Management (EDM) is an automated Navy Reserve drill management function in the Navy Standard Integrated Personnel System (NSIPS). EDM is a Navy Reserve self-service module used to process drill participation records, pay and retirement points associated with regular, flexible, additional (IDT) periods (for pay or non-pay) and funeral honors duty. EDM also includes the capability to record and adjudicate unit musters. EDM may be accessed through NSIPS member self-service.

EDM user training is available on the NSIPS homepage via the EDM tutorial Job Performance Aids (JPA) link. Please contact your unit EDM administrator with questions or concerns.

## ORDERS

## ANNUAL TRAINING (AT) ACTIVE DUTY TRAINING (ADT)

The Navy Reserve Order Writing System (NROWS) is the single source for putting a Reserve Sailor on Annual Training (AT), Active Duty for Training (ADT) orders. It incorporates the orders application process with an automated approval work flow and the delivery of official orders.

AT - Selected Reserve personnel must perform 12-14 days AT/ ADT each fiscal year (FY) as scheduled by the unit Commanding Officer (CO) and per COMNAVRESFORCOMNOTE 1001 (FY Force Execution Guidance).

**ADT** - A period of active duty intended to enhance or refresh existing skills that support military operations or future mobilizations, supporting a specific training requirement and assisting a command that has ADT funding available.

## **ACTIVE DUTY OPERATIONAL SUPPORT (ADOS)**

ADOS - Orders support Navy mission requirements for which no permanent duty billet or position is programmed and where active duty personnel with the required skills are not reasonably available. Orders are issued for a duration of 30 days or more in length and do not exceed 365 days (including the period required for processing onto active duty and release from active duty) and do not cross fiscal years.

## **DEFINITE AND INDEFINITE RECALL**

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

Indefinite recall of Reserve officers is voluntary, permanent and designed as a career active duty program. It is intended to afford qualified and interested SELRES and TAR officers the opportunity to be considered for a permanent component change from the Reserve to active-duty.

## ORDER OPPORTUNITIES

SELRES can find AT, ADT, and ADOS opportunities on ZipServe, a Force-wide advertising portal for volunteer Reservist support. ZipServe can be found under applications on the Navy Reserve Homeport, or by using the direct link: https://locker.private.navyreserve.navy.mil/ zipserve/#home

## **PROCESSING FOR PAY**

Check in to the gaining command by the "no later than" date on your orders. Seek out the Command Pay/ Personnel Administrator (CPPA) to have your orders endorsed and submitted for processing and to discuss check out timelines and procedures. AT/ADT orders are electronically endorsed and processed for pay via NSIPS AT/ADT eMuster. Reserve Sailors are able to view the status of their eMuster check-in, check-out and pay clerk processing in their Self-Service NSIPS account.

# PAY ASSISTANCE

Do you have a pay issue? Help is available. First, be sure you understand the steps you are responsible to address. Talk with your unit leadership and seek assistance from your Navy Reserve Center (NRC) or supported Command Pay Personnel Administrator (CPPA). If an issue cannot be resolved at your command level, your command leadership will submit an escalation of support request to the Navy Reserve Region Readiness and Mobilization Command (REDCOM) level.

Continue to engage and work with your leadership until the pay issue is resolved.

## MYNAVY CAREER CENTER

The Reserve Force is fully integrated with Navy Personnel Command's MNCC. This integration has expanded reserve influence, knowledge, and advocacy within MNCC to resolve pay issues. The NRA CPPA/Pay Clerks are the primary point of contact to resolve reserve pay issues.

Additionally, all Reserve Echelon IV commands are engaged in the MNCC Tier II advocacy and resolution process for their respective NRAs.

Not every issue necessitates the generation of an MNCC trouble ticket. NRAs will continue to make every effort to resolve pay issues locally, utilizing available systems prior to submitting an MNCC trouble ticket. If it is determined that an issue cannot be resolved at the NRA/Ech IV-level, or an NSIPS trouble ticket has not resolved the issue, the NRA CPPA/Pay Clerk will escalate the issue by submitting an MNCC email trouble ticket following the requirements of ALNAVRESFOR 06/22.

Submission of robust and accurate initial trouble ticket (TT) submissions are absolutely critical, as they enable/ expedite reviews, resolution, and the ability to get our Sailors paid. That said, reserve unit leadership and Sailors need to coordinate and partner with NRA CPPA/Pay Clerks throughout the process. The expectation is that the NRA CPPA/Pay Clerk will submit TTs on behalf of Sailors with all required supporting documents and background information, to ensure cases are actionable upon receipt.

THE JOB BEFORE US

## GTCC

Department of Defense 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 (military or civilian). For most Reserve Sailors, use of the GTCC is not authorized for travel on Permanent Change of Station (PCS) orders. At the start of such orders, the NRA will work with Mobilization and Demobilization Support Center (formerly ECRC) to send the member on government travel.

Some extended orders may be listed as Mission Critical PCS. This status applies to individual billed account (IBA) GTCC accounts while a Sailor is traveling to a new permanent duty station. Mission Critical PCS allows travelers more time to pay charges during a PCS move.

Be aware of mission requirements when traveling. The standard credit limit for a GTCC is \$7,500. Depending on your financial situation, members may be issued a restricted GTCC with a credit limit of \$4,500. Communicate early with your gaining command before initiating orders to get a clear picture of future expenses. Credit limits may be increased if required. If you anticipate a required credit limit increase, contact the command Agency Program Coordinator (APC) under whose hierarchy you reside.

If a delinquency is anticipated and it's due to no fault of your own, contact your APC for potential relief. For more information on the GTCC program, contact your command APC. To create a CitiDirect user account visit: www.citimanager.com/login. Citibank customer service: CONUS: 1-800-200-7056 OCONUS: 757-852-9076

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# GTCC DO'S AND DONT'S

Your GTCC is a valuable and simple means to manage your travel expenses. But it also comes with responsibilities and misuse can lead to disciplinary actions. Follow these rules for proper GTCC use and be sure to keep in contact with your command's Agency Program Coordinator to stay up to date on how you can travel GTCC smart.

# DO

- Use your GTCC to pay for official travel expenses
- Obtain ATM official travel advances up to \$250 if authorized
- Track your expenses
- File travel claims within five days after you complete your trip or every 30 days if you are on continuous travel
- Ensure split disbursement is properly used to have appropriate travel claim reimbursement
- Submit payment in full for each monthly bill
- Follow your bank's dispute process for incorrect chargesKeep your account information up to date and accurate
- Check in and out with your command Agency Program Coordinators and complete required online training

## DON'T

- Use your GTCC for personal use
- Obtain travel advances through the ATM which exceed your expected expenditures for a tripObtain travel advances through the ATM unless you are on
- travel or will be on travel within three business days
- Allow your monthly bill to become overdue
- Wait for receipt of your monthly bill to file your travel claim
- Make late payments that could result in GTCC suspension

# **2023 Drill Weekend Pay Chart**

YEARS OF SERVICE																
GRADE	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26	30
COMMISSIONED OFFICERS																
O-10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0-9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
O-8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0-7	1348	1410	1440	1463	1505	1546	1594	1641	1689	1839	1965	1965	1965	1965	1975	2015
O-6	1023	1123	1197	1202	1253	1260	1260	1332	1458	1532	1607	1649	1691	1775	1775	1810
O-5	852	960	1027	1039	1081	1106	1160	1200	1252	1331	1369	1406	1448	1448	1448	1448
0-4	736	851	908	921	974	1030	1101	1155	1193	1215	1228	1228	1228	1228	1228	1228
O-3	647	733	791	863	904	949	979	1027	1052	1052	1052	1052	1052	1052	1052	1052
O-2	559	636	733	758	773	773	773	773	773	773	773	773	773	773	773	773
O-1	485	505	610	610	610	610	610	610	610	610	610	610	610	610	610	610
	COMM	ISSIONE	D OFFIC	CERS WI	TH MOR	E THAN	FOUR Y	EARS EI	NLISTED	OR WA	rrant (	OFFICER	ACTIVE	-DUTY S	ERVICE	
O-3E	-	-	-	862	904	949	979	1027	1068	1091	1123	1123	1123	1123	1123	1123
O-2E	-	-	-	758	773	798	839	872	895	895	895	895	895	895	895	895
O-1E	-	-	-	610	651	675	700	724	758	758	758	758	758	758	758	758
							WARR	ANT OF	FICERS							
W-5	-	-	-	-	-	-	-	-	-	-	-	1188	1249	1293	1343	1410
W-4	668	719	739	760	795	829	864	917	936	1007	1043	1078	1130	1172	1220	1235
W-3	610	636	662	670	698	751	807	834	864	896	952	990	1013	1036	1071	1071
W-2	540	591	607	618	653	707	734	761	793	818	841	869	887	901	901	901
W-1	474	525	539	568	602	653	676	709	741	767	790	819	819	819	819	819
								NLISTE								
E-9	-	-	-	-	-	-	807	826	849	876	903	947	984	1023	1082	1194
E-8	-	-	-	-	-	661	690	708	730	753	796	817	854	874	924	942
E-7	459	501	521	546	566	600	619	653	682	701	722	730	757	771	826	826
E-6	397	437	457	475	495	539	556	589	599	607	615	615	615	615	615	615
E-5	364	389	407	427	457	489	514	517	517	517	517	517	517	517	517	517
E-4	334	351	370	389	405	405	405	405	405	405	405	405	405	405	405	405
E-3	301	320	340	340	340	340	340	340	340	340	340	340	340	340	340	340
E-2	287	287	287	287	287	287	287	287	287	287	287	287	287	287	287	287
E-1	256	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Pay amounts have been rounded to the nearest dollar and reflect participation in a standard Navy Reserve drill weekend composed of four drill periods. For more information, including a breakdown of specific drill period pay amounts and the most up-to-date charts, visit *https://www.dfas.mil/MilitaryMembers/* 

# **2023 Active Duty Pay Chart**

PAY	YEARS OF SERVICE															
GRADE	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26	30
	COMMISSIONED OFFICERS															
O-10	-	-	-	-	-	-	-	-	-	-	-	17675	17675	17675	17675	17675
0-9	-	-	-	-	-	-	_	_	_	_	_	17201	17201	17201	17201	17201
O-8	12171	12570	12834	12908	13238	13790	13918	14442	14593	15044	15697	16298	16700	16700	16700	17118
0-7	10113	10583	10800	10973	11286	11595	12309	12667	13790	14738	14738	14738	14738	14814	14814	15110
O-6	7669	8425	8978	8918	9013	9399	9450	9987	10936	11494	12050	12368	12689	13311	13577	13577
O-5	6393	7202	7700	7794	8106	8291	8701	9002	9390	10265	10545	10862	10862	10862	10862	10862
0-4	5516	6385	6812	6906	7302	7726	8255	8666	8951	9116	9210	9210	9210	9210	9210	9210
O-3	4850	5498	5933	6470	6780	7121	7340	7702	7891	7891	7891	7891	7891	7891	7891	7891
O-2	4191	4773	5497	5683	5799	5799	5799	5799	5799	5799	5799	5799	5799	5799	5799	5799
O-1	3637	3786	4577	4577	4577	4577	4577	4577	4577	4577	4577	4577	4577	4577	4577	4577
	COMM	IISSIONE		CERS WI	TH MOR	RE THAN	FOUR Y	EARS EN	ILISTED	OR WAF	RRANT C	OFFICER	ACTIVE-	DUTY SE	ERVICE	
O-3E	-	-	-	6470	6780	7121	7340	7702	8007	8183	8421	8421	8421	8421	8421	8421
O-2E	-	-	-	5682	5799	5984	6296	6537	6716	6716	6716	6716	6716	6716	6716	6716
O-1E	-	-	-	4577	4887	5068	5253	5683	5683	5683	5683	5683	5683	5683	5683	5683
							WARR	ANT OFF	FICERS							
W-5	-	-	-	-	-	-	-	-	-	-	-	8912	9364	9701	10073	10578
W-4	5012	5391	5546	5698	5961	6620	6483	6878	7224	7224	7554	7824	8087	8474	8791	9153
W-3	4577	4767	5027	5232	5636	6056	6254	6482	6718	7142	7428	7599	7281	8029	8029	8029
W-2	4050	4433	4551	4632	4894	5302	5505	5704	5948	6138	6517	6652	6760	6760	6760	6760
W-1	3555	3938	4040	4258	4515	4893	5070	5318	5561	5753	5929	6143	6143	6143	6143	6143
							E	ENLISTE	)							
E-9	-	-	-	-	-	-	6055	6192	6365	6568	6774	7102	7381	7673	8121	8526
E-8	-	-	-	-	-	4957	5176	5312	5474	5650	5968	6139	6494	6556	6930	7069
E-7	3445	3760	3905	4095	4244	4500	4644	4900	5113	5258	5413	5473	5674	5782	6193	6193
E-6	2980	3279	3424	3565	3711	4042	4170	4419	4496	4551	4616	4616	4616	4616	4616	4616
E-5	2730	2914	3055	3199	3423	3658	3851	3874	3874	3874	3874	3874	3874	3874	3874	3874
E-4	2503	2631	2774	2914	3039	3039	3039	3039	3039	3039	3039	3039	3039	3039	3039	3039
E-3	2259	2402	2547	2547	2547	2547	2547	2547	2547	2547	2547	2547	2547	2547	2547	2547
E-2	2149	2149	2149	2149	2149	2149	2149	2149	2149	2149	2149	2149	2149	2149	2149	2149
E-1	1917	1917	1917	1917	1917	1917	1917	1917	1917	1917	1917	1917	1917	1917	1917	1917

Pay amounts have been rounded to the nearest dollar and reflect participation in a standard Navy Reserve drill weekend composed of four drill periods. For more information, including a breakdown of specific drill period pay amounts and the most up-to-date charts, visit *https://www.dfas.mil/MilitaryMembers/* 



# ADMIN ESSENTIALS

THE DAVI

- OFFICIAL SERVICE RECORD
- ELECTRONIC SERVICE RECORD
  - AWARDS •
  - LEAVE -

Boats

- ASSIGNMENT +
- POLICY BOARD
- NAVY RESERVE APPLICATIONS
  - FLANKSPEED
    - FORCE MAP

# OFFICIAL SERVICE RECORD

Your Official Military Personnel File (OMPF) is a record of documents on your accession, training, education, performance, discipline, decorations and awards, assignments, duties, casualty status and separation/retirement from the Navy.

You can download and print service record documents: https://www.bol.navy.mil > Official Military Personnel File (OMPF)

## **OMPF SUBMISSIONS AND CORRECTIONS**

Your servicing personnel office or Transaction Support Center (TSC) is the primary way to submit documents and changes to OMPF. However, you can submit corrections or missing documents as long as they meet the following requirements:

- If required, the document must be the original signed version
- The document must be actual size
- If the document is a copy, such as an award citation, ensure it is legible and printed in black and white
- Ensure the document does not contain Privacy Act information on another service member
- Do not duplicate information already in your OMPF record
- Your complete SSN should be recorded on the document. If not, handwrite your SSN in the upper left corner
- Faxed or emailed documents are not accepted

For missing EVAL and FITREP corrections contact PERS-32: uasknpc@navy.mil (866) 827-5672 - (901) 874-4881/4882/3313 Navy Personnel Command PERS-32 5720 Integrity Drive Millington, TN 38055-3201

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## ELECTRONIC SERVICE RECORD

Your ESR is the official source documenting your pay and personnel information through the Navy Standard Integrated Personnel System (NSIPS). Ultimately, your record is your responsibility. Be sure to regularly look through your documentation in NSIPS and talk with your unit and NRC leadership to ensure your information is correct and up-to-date.

Your ESR is not the same as your OMPF. However, when you reenlist, the applicable documents in your ESR are closed out and submitted to your OMPF. This is important because selection board members only have access to your OMPF record when considering candidates for advancement or special programs. Keep this in mind if there are documents you want board members to consider — unless you recently reenlisted, documents missing from your OMPF will need to be submitted to the board manually.

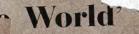
A good practice is to review your ESR a couple of months prior to reenlisting to ensure the OMPF close out and submission process is delivering correct information. View your ESR data: https://nsipsprod-sdni.nmci.navy.mil

AWARDS

The Navy Awards System is accessed via the BUPERS On-Line website. Your awards are normally recorded on the website without any required input from you, but you should check to see if your awards record is complete and accurate. Visit https://www.bol.navy.mil to view your awards. Talk with your NRC awards coordinator for any changes or submissions.

# LEAVE

Reserve Sailors accrue leave while serving on active duty for a period of more than 29 days. At the end of the assignment, Sailors have the option to carry forward unused leave between non-consecutive periods of active duty. A page 13 request to carryover unused leave must be requested through your supported command's Command Pay and Personnel Administrator (CPPA). If not requested, unused leave by default will be paid out, base pay without allowances minus taxes, to the member. Refer to NAVADMIN 163/12 - MILPERSMAN Article 1050-010 for more information.



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# OPERATIONAL, ADMINISTRATIVE AND ASSIGNMENT

Reserve Sailors are essentially managed by two chain of commands — administratively through a Navy Reserve Center (NRC) and operationally through a Reserve unit.

## NAVY RESERVE ACTIVITY (NRA)

Overarching term to include Navy Reserve Centers (NRC), CNAFR Squadrons or NSW commands totaling over 140 commands across the country. NRAs are self-sufficient to provide all administrative support to attached Reserve Units to include processing Drill pay and personnel transactions. Each NRA is responsible for a specific group of RUICs.

## **RESERVE UNIT IDENTIFICATION CODE (RUIC)**

Reserve Billets are grouped and assigned to RUICs for a common unit/mission. RUIC is an overarching term to include UMUICs and TRUICs. A single RUIC could be considered either a UMUIC or a TRUIC depending on the perspective being used. The difference in perspectives depends on the relationship of where the SELRES member chooses to drill (often at an NRA closest to home) and to which NRA their billet/RUIC is assigned. If a SELRES lives near the NRA to which their Billet/RUIC is assigned then the UMUIC and TRUIC maybe the same. If the SELRES lives far the NRA to which their billet/RUIC is assigned then often the UMUIC and TRUIC are different RUICs assigned to different NRAs.

## UNIT MOBILIZATION UIC (UMUIC)

The RUIC to which Mobilization Billets are assigned. Each UMUIC is assigned to a single NRA. The UMUIC Commanding Officer is the Reporting Senior for all SELRES assigned to the UMUIC's billets. When a SELRES applies for a billet, the billet is associated with the UMUIC.

## TRAINING UIC (TRUIC)

The RUIC to whom a SELRES is attached for Administrative Support to include drill pay processing, PFA, medical/ dental, and GMTs. When not traveling to their gaining command and/or to their UMUIC drill site, the SELRES would drill with their TRUIC (often closer to home).

The Navy Reserve model is a hybrid of the Active Duty Navy and National Guard models in that:

1. Like Active Navy, the Billets are set; they are colocated with one of 140 NRAs across the country.

2. Like the Nat'l Guard SELRES are not PCS'd; they choose where to live.

NUMBER 5

Given that SELRES may apply to any Rating/Designator appropriate billets (regardless of billet location), there is often the case of SELRES and billets differing in location. In these cases, a member may be assigned to a billet at a distant NRA and attached to an NRA closer to home for administrative support; this is the basis for 'Locally Assigned' vs 'Non-Locally Assigned'. A 'Locally Assigned' SELRES's lives near their billet and thus their UMUIC and TRUIC are the same RUIC. Whereas a 'Non-Locally-Assigned' SELRES lives distant from their billet and thus has a different UMUIC (Billet located far away) and TRUIC (RUIC located at NRA close to home).

# NON-LOCALLY-ASSIGNED-IN (NLAI) VS

# NON-LOCALLY-ASSIGNED-OUT (NLAO)

A SELRES member who is "Non-Locally-Assigned" has two different RUICs with whom to coordinate: Their TRUIC with whom they are attached for administrative support and their UMUIC with whom their mobilization billet is attached.

## NON-LOCALLY-ASSIGNED-IN (NLAI)

NLAI is the UMUIC CO's perspective. The member is assigned to one of their UMUIC billets, but 'Drills' with another UIC (the member's TRUIC).

## NON-LOCALLY-ASSIGNED-OUT (NLAO)

NLAO is the TRUIC CO's perspective. A SELRES member, who is not assigned to any of the RUIC's billets but drills with the RUIC for Administrative Support, is NLAO.

# NAVY RESERVE 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**

A mass email notifiation system delivering Reserve all-hands and specific-topic messsages straight to your personal, military or both email addresses. A must-have for any Reservist! Sign up: 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

### 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

### EDM

Enhanced Drill Management is the automated Navy Reserve drill managementsysteminNSIPSallowingunitstoconductelectronic musters and Sailors to reschedule and request additional drills. 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

### **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

### NP2

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

### NeL

Navy E-Learning: provides computer-based learning to enhance professional and personal growth. Navigate to the professional resources tab for NeL: 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

## Onboarding

Online onboarding career management resource page: https://www.navyreserve.navy.mil/Resources/Reserve-Sailor-Integration/

### ProcessQuik

The single source for information sharing on Navy processes, best practices and Standard Operating Procedures. You can also submit your own updates, corrections or recommendations directly on the site. https://mynrh.navy.mil Applications (at the top of the screen) > ProcessQuik

## 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

## Strategic Sealift Officer(SSO) Toolkit

Online SSO career management resource page: https://www.navyreserve.navy.mil/Resources/SSO-Tool-Kit/

## ZIPSERVE

The one-stop shop to search and apply for volunteer Reserve assignments. ZIPSERVE is available on MyNRH and through the R2S app: locker.private.navyreserve.navy.mil/zipserve



# Leaders,

Your new Navy Reserve Sailors face many challenges as they integrate into the Reserve Force. Your engagement is critical to their success.



# drill weekend and beyond! The site includes resources to assist with administrative readiness at the NRC level to accelerate unit intigration and mobilization readiness.

This website provides key information and resources every new Sailor needs to know prior to reporting for their first

# USING FLANKSPEED



We have introduced Azure Virtual Desktop (AVD) to all SELRES. Nautilus is a Navy Flank Speed service using Microsoft's AVD technology for users who do not have continual access to NMCI, government-furnished equipment (GFE), or prefer to use their Bring

Your Own Device (BYOD). Additionally, AVD enables work-fromanywhere capability. If you are interested in AVD, you can sign up by emailing avd@us.navy.mil from your Flank Speed email.



If you are not interested in AVD, this is still the greatest advance in Flank Speed – authentication does not pass through the Navy's networks, you connect to the Flank Speed cloud directly

from commercial Internet. With a CAC reader attached to your personal computer, you will be able to edit Office documents, join Teams meetings, and leverage other new M365 apps, all on portal. apps.mil, the DoD M365 web portal. Once you have set up your OneDrive (cloud storage) from an NMCI machine, files will sync from your account to the portal interface and you'll always have your files at your fingertips.

## AZURE VIRTUAL DESKTOP

WHAT IS AZURE VIRTUAL DESKTOP AND HOW CAN I SIGN UP?

Nautilus is a Navy Flank Speed service using Microsoft's AVD technology for users who do not have continual access to NMCI, government furnished equipment (GFE) or prefer to use their Bring Your Own Device (BYOD). Additionally, AVD enables work from anywhere capability. To volunteer, simply send an email to *avd@us.navy.mil* from your Flank Speed email, and we will do the rest! Initial AVD setup DOES require one-time access to an NMCI computer or GFE.

WHAT HAPPENS NEXT AFTER SIGNING UP FOR AVD?

to collaborate seamlessly, targeted for FY23.

Once approved, you will receive a welcome/ onboarding email from the AVD Team with detailed information to setup access. Additional support will be provided on the Teams Reserve Component (RC) AVD Support channel.

> MY SUPPORTED COMMAND IS ON ANOTHER DOD TENANT, MAIL. MIL. HOW CAN I COLLABORATE WITH THEM?

> > 111 0 0 1 1 0 0 Hall

Your supported command can add your Flank Speed account as a Guest to their Teams. As a DOD Guest, you can do join in chats, meetings, edit files, and share screens. You can also join a meeting as an anonymous Guest simply by clicking on the Teams meeting link. Anonymous Guest can temporarily join in the meeting video, audio and chat, but does not have access to files. DOD and Microsoft are working on a federated solution where all DOD tenants will be able

## **EMAILS**



 DIGITAL SIGNATURES: HOW DO WE DIGITALLY SIGN DOCUMENTS IF
 WE CAN'T DOWNLOAD THEM?

If you *absolutely* need to download a document for purposes such as digital signature with Adobe Acrobat, DoD SAFE is an approved file transfer method. PEO Digital is exploring solutions for digital signature including third-party app integration and Microsoft DocuSign. We expect an integrated digital signature solution soon.

## ENCRYPTION: HOW CAN WE READ OR SEND ENCRYPTED EMAILS WITHOUT GOVERNMENT FURNISHED EQUIPMENT (GFE)?

PEO Digital is working on a replacement for S/ MIME encryption. Until that replacement is integrated, N6 advises Reservists to use R2S to read and send encrypted emails if they do not have ccess to GFE. R2S works with Flank Speed accounts. Another option s to use AVD. Although password and Microsoft Authenticator are only required to log into AVD, you will still need to use your CAC to read or send encrypted emails.

## WHAT IS THE PROCESS TO DIGITALLY SIGN AND ENCRYPT EMAIL?

If users are on government furnished equipment (GFE), digital signature and encryption work the same as always. Users may need to send a digitally signed email to the recipient prior to an encrypted email to ensure the recipient has the sender's certificate associated with their FS account. If the user does not have access to GFE, N6 recommends using AVD or R2S for encrypted emails.



## MY NMCI EMAILS GO TO MY FS EMAIL. I CAN NO LONGER SEND FROM MY OLD NMCI BUT I RECEIVE EMAILS SENT TO THAT ADDRESS.



A: Legacy NMCI emails will auto-forward from until your legacy NMCI account is deleted for not logging in within 180 days (SELRES account disablement/deletion policy) or until Navy f NMCI

entirely divests of NMCI.



# CAN USERS MIGRATE .PST FILES TO FLANK SPEED?



Users can load .pst files to their Flank Speed profile via the Outlook desktop client. Once the .pst file is loaded via the desktop client, it will sync to the cloud and be available via the FS Outlook web app.

However, policy precludes .pst storage on OneDrive. N6 recommends users save their .pst file(s) to their personal (e.g., H:\) drive and load them to their FS Outlook account via that location.

# T(N)R





# READINESS

- MOBILIZATIONS ADAPTIVE MOBILIZATION
- NAVY MOBILIZATION PROCESSING SITE
  - PHYSICAL READINESS
    - FAMILY CARE PLAN
      - CHILDCARE

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- MATERNITY LEAVE
- MEDICAL READINESS
- LINE OF DUTY HEALTHCARE
  - TRICARE
  - LEGAL READINESS

## MOBILIZATIONS

In support of the Navy Reserve Fighting Instructions, the Reserve Force is incorporating a Billet Based Activation (BBA) posture along with supporting Individual Augment (IA) mobilizations. Mobilizations of the future will be focused on providing strategic depth to the Navy's warfighting capacity. This means capabilities resident in the Navy Reserve must be accessible to operational commanders for employment whenever warfighting requirements exceed the capacity of the active component. To achieve this end-state, emphasis must be placed on enhancing Billet Based Activation readiness. During this shift in focus, the Reserve force will continue to support IA missions, as outlined below.

Current mobilization requirements are managed by Commander, U.S. Fleet Forces (USFF) Command, which validates Joint and service requests for IAs to support overseas contingency operations, and other validated requirements. USFF determines Navy's total force capacity to source IA requirements and assigns them to either the active or Reserve component to fill.

Requirements assigned to the Navy Reserve are sourced by Commander, Navy Reserve Force (CNRF) N35.

Both officer and enlisted Reserve Sailors are eligible to volunteer for IA mobilizations. Prior to volunteering, Sailors should ensure they are volunteering for a requirement for which they are fully qualified. Prior to sourcing a member to an IA requirement, CNRF N35 obtains concurrence from a Sailor's mobilization billet chain-of-command via their assigned RPD. Volunteer activation opportunities are advertised on the ZipServe application.

The Navy Reserve Center (NRC) or Naval reserve Activity (NRA) is the Reserve Sailor's primary point of contact once they are notified of selection for mobilization. Upon notification, Reserve Sailors should immediately contact their NRC or NRA mobilization department to begin the premobilization process requirements

## ADAPTIVE MOBILIZATIONS

The Navy Reserve's ability to rapidly mobilize the entire force during a large-scale contingency will be critical to meeting National Defense Strategy and mission success. Executing the administrative and logistic demands of a large-scale mobilization requires a process change that improves speed of Reserve activation and capacity throughput.

The Navy Reserve's ability to rapidly mobilize the entire force during a large-scale contingency will be critical to meeting National Defense Strategy and mission success. Executing the administrative and logistic demands of a large scale mobilization requires a scalable and sustainable process which improves the speed of Reserve activation and supports processing capacity throughput.

To meet these increased demands, the Navy Reserve has contributed in the development of the Adaptive Mobilization (AM) process. AM was designed to satisfy both steady-state and mass activation requirements and encompasses all processes of distributed activation (DA), distributed mobilization (DM), distributed de-mobilization (DDM), and distributed de-activation (DDA). The AM construct was codified via NAVADMIN 013/22 and leverages capabilities at Mobilization and Demobilization Support Center (formerly ECRC), Navy Reserve Region Readiness and Mobilization Commands (REDCOM), Navy Mobilization Processing Site (NMPS) designated Operational Reserve Units, and Navy Reserve Activities (NRA) to meet mobilization requirements more efficiently and effectively based on mission requirements. CNRF continues to work with other key stakeholders such as USFF, PERS 46, NMPSs, and ancillary support services to support Sailors, families, and mission through this transformation.

## NAVY MOBILIZATION **PROCESSING SITE (NMPS)**

For the past few years, the vast majority of SELRES mobilizations have been conducted via a single Navy Mobilization Processing Site (NMPS); Expeditionary Combat Readiness Center (ECRC). In recent years, the number of NMPS locations has expanded to execute CNR's intent and provide sustainable and scalable mobilization processing. NMPS provides administration, training, equipping and transportation for all Individual Augmentee (IA) personnel and also manages the mobilization of Reserve Component Sailors returning to active duty

During activation processing, Sailors will conduct the steps necessary to transition to active duty and ensure the screening required for their assigned mission has been completed. IA activation processing normally consists of five days at the NMPS location prior to any follow-on training or forward movement to Ultimate Duty Station.

# PHYSICAL READINESS

Physical fitness is a major part of Reserve Sailor readiness. Visit https://www.navyfitness.org for help along your fitness journey and to prepare for the Physical Fitness Assessment (PFA). Download the official Navy PFA app: www.applocker. navy.mil. The Physical Readiness Information Management System (PRIMS), located: www.bol.navy.mil, provides access to your official physical fitness record.

# FAMILY CARE PLAN

All Sailors are required to ensure their dependents are cared or during deployments, mobilizations, temporary duty as well as at any other time during which the service member is away from home.

A family care plan helps Reserve Sailors develop a workable plan for family care, establish procedural requirements, and outline legal options. Plans are required for:

- Single parents
- Dual military couples

• Assumption of legal responsibility as sole provider for an elderly, disabled or chronically sick family member

elderly, disabled or chronically sick family member
Sailors in a blended family who have custody of a child or children from a prior relationship need to complete a family care plan, even if they have remarried and plan to have the new spouse care for the minor child during periods of absence • A plan may also be required for family members who have limited proficiency of the local language, or are unable to drive or otherwise gain access to basic life-sustaining facilities (e.g., food and medical care). For example, Sailors and their families who are assigned to an isolated location with a family member who has limited language or communication skills in that country of residence may require a family care plan.

s who meet the above criteria are required to submit a w or updated family care plan to their commanding officer later than 60 days prior to active-duty service and within 90 der the following circumstances:

oon change in personal or family circumstance

• Upon birth, adoption or assumption of legal guardianship of an elderly/disabled family member

- Upon change of previous caregiver
- Upon reporting to a new duty station

Family care plans should be updated annually, in addition to your Page 2 (NAVPERS 1070/602 Dependency Application/ Record of Emergency Data).

 Dual military couples must each provide a family care plan consistent with their spouse's plan

• Both service members shall maintain a copy of their family care plan with their respective commands

• In the event that a family care plan is not or cannot be established, Navy Personnel Command will determine which service member may be separated based on the needs of the Navy

• Military mothers of newborns, including those who adopt, shall be deferred from travel away from their home station for four months following delivery. This provision is to assist the service member in developing a family care plan and to establish a pattern of childcare.

# CHILDCARE

Maintaining family readiness is an important piece of a Reserve career. How your children are cared for while you are in a drilling status or on orders can be a complicated situation. Prior planning and education are critical in assisting our Reservists in gaining resources for childcare support. Ensure your Family Care Plan is up-to-date before heading out on active duty orders. Also ensure that your updated status reflects your profile's tier group for childcare priority.

Learn more about assistance and resources available to Reserve members through the Military One Source website at: www.militaryonesource.mil/family-relationships/parentingand-children/childcare/child-care-the-essentials

# MATERNITY LEAVE

ALNAVRESFOR 024/22 - Navy Reserve Component Maternity Leave Policy and Guidelines, released on 9 June 2022, provides execution guidance for Selected Reservists who experience a Qualifying Birth Event to receive Reserve Component Maternity Leave (RCML) benefits in accordance with Directive-Type Memorandum 22-004, Reserve Component Maternity Leave Program.

RCML remains unaffected and unchanged from NAVADMIN 008/23 Expansion of the Military Parental Leave Program, released on 19 January 2023. Only Reserve Component (RC) members, who are birth or non-birth parents, performing full-time active duties for longer than 12 consecutive months or performing duty under a call or order to active service for more than 12 consecutive months are eligible for 12 weeks of non-chargeable leave in the event of a live birth. Certain RC members, as identified in the RCML, who are birth parents and performing 12 or less consecutive months of active service are limited to RCML benefits.

For more information, visit the Expectant Parent Resources for SELRES page: https://navyreserve.navy.afpims.mil/Resources/ Expectant-Parent-Resources-for-SELRES/

# MEDICAL READINESS

Warfighting readiness is paramount; mobilization readiness is the basic requirement for SELRES service.

Navy Reserve Sailors must be considered deployable in order to meet mobilization and warfighting readiness requirements. In addition, DoD policy states that to maximize the lethality and readiness of the joint force, all Service members are expected to be deployable. Service members who are considered nondeployable for more than 12 consecutive months will be evaluated for:

A retention determination by the Department of the Navy.
As appropriate, referral into the Integrated Disability Evaluation System (IDES) (DoD Instruction (DoDI) 1332.18), or initiation of processing for administrative separation (DoDI 1332.14 or DoDI 1332.30). This policy on retention determinations for non-deployable service members does not supersede the policies and processes concerning referral to the IDES or the initiation of administrative separation proceedings found in these issuances.

Commander, Navy Reserve Forces Command (CNRFC) coordinates with REDCOM and NRC staff to directly contact Reserve members who have been initially identified as being non-deployable for greater than 12 months. Guidance and instruction are provided to staff and members per OPNAV instruction 1300.20, NAVADMIN 239/18 and respective MILPERSMAN guidance.

The Deployability Assessment Assignment Program presented in NAVADMIN 239/18 introduced new rules for medical deployability. Regular communication and accomplishment of medical requirements is now mandated for retention in the Navy Reserve. Through ongoing process improvement, medical departments across the Force are striving to support the Reserve team with excellence.

Medical readiness rests on communication. 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 allows Sailors to be aware of upcoming medical requirements such as immunizations, blood draws, etc. The top two requirements are the annual Electronic Periodic Health Assessment (ePHA) during your birth month and the dental exam. Your readiness requirements can be fulfilled at your NRC, through a local Military Treatment Facility, or through Reserve Health Readiness Program (RHRP) group events at your NRC or during an in-clinic appointment. Dental Class 3 treatment is also available through the RHRP program. Additionally, drill reschedules and/or additional drills may be authorized to complete medical requirements. When returning from a mobilization, please complete a post deployment health reassessment (PDHRA) within 90-180 days, if required, to ensure identification of any duty-related medical conditions. This requirement is equally as important as completing your annual ePHA or dental exam. Readiness improves when Sailors take ownership of their own medical readiness. Please see your NRC's medical department representative for assistance in scheduling appointments.

The ePHA is standardized throughout the DoD as the preeminent document to disclose medical conditions. Discussing changes in your medical condition with your medical department representative is critical to meeting the Navy's expectations for deployability. Even if you documented your condition years ago, the condition must continue to be reported annually on the ePHA for as long as it persists. If a new condition occurs, you must notify your medical department representative in person or via email within 60 days. The sooner a change is reported, the more time can be dedicated to managing injuries and generating faster injury case adjudication.

If you should happen to find yourself in an injury case status, such as Medical Retention Review (MRR), Line of Duty (LOD), Temporarily Not Physically or Dentally Qualified (TNPQ/ TNDQ), you must provide a monthly update of your condition to your medical department representative. If needed, work with your unit and NRA leadership to reschedule drills for required appointments to maintain a fully ready status.

# LINE OF DUTY HEALTHCARE

In the event that you incur or aggravate an injury, illness or disease while in a duty status, you may qualify for LOD-HC benefits. This authorizes you medical and/or dental care benefits until a military physician finds you fit for duty with no additional follow-up required, or until final disposition is determined by a Physical Evaluation Board. You may also be eligible for incapacitation pay, but it's incumbent upon you to prove with clear and convincing evidence the amount of gross civilian earned income and any losses incurred. Notify your NRC medical department and chain of command if you feel you qualify for LOD-HC.

If you have an injury that originated from active component service, you may be eligible to submit an LOD-B for DES package as long as there is also a reoccurrence of the injury while in a period of qualified Reserve service. LOD-B for DES provides a path for evaluation and potential entry in the DES for qualifying Sailors that do not fit the LOD-HC benefits. LOD-B for DES benefits may include medical evaluation, separation pay, or disability retirement. LOD-B for DES requires LODI from unit CO, legal review by REDCOM JAG, and thorough medical review by REDCOM Medical Officer before adjudication by PERS-95

# LINE OF DUTY BENEFITS FOR DES

If you have an injury that originated from active component service, you may be eligible to submit an LOD-B for DES package as long as there is also a reoccurrence of the injury while in a period of qualified Reserve service. LOD-B for DES provides a path for evaluation and potential entry in the DES for qualifying Sailors that do not fit the LOD-HC benefits. LOD-B for DES benefits may include medical evaluation, separation pay, or disability retirement. LOD-B for DES requires LODI from unit CO, legal review by REDCOM JAG, and thorough medical review by REDCOM Medical Officer before adjudication by PERS-95

# TRICARE

As a Reserve Sailor, you have access to medical and dental insurance in the form of TRICARE Reserve Select (healthcare) and TRICARE Dental. These insurance options are premiumbased health and dental care that you can purchase to cover you and your family. As long as you're not on orders, covered under the Transitional Assistance Management Program (TAMP), or working for the federal government in a capacity that enrolls under the Federal Employees Health Benefits program, then you can take advantage of these benefits. More information is available at https://www.tricare.mil/FormsClaims/Forms/ Enrollment/TRS\_TR

To verify eligibility, visit www.mydodbenefits.dmdc.mil. You and your family members must be registered in the Defense Enrollment Eligibility Reporting System (DEERS) to be eligible for TRICARE. Visit a uniformed services identification card issuing facility to register family members. Find your nearest ID card office at: https://idco.dmdc.osd.mil/idco/

During periods of active-duty service, you and your eligible family members become eligible for the same health and dental benefits as an active-duty service member if called or ordered to service for more than 30 consecutive days. Please note that different sets of orders may not be combined to equal more than 30 days for eligibility. For example, a set of Exceptional-AT orders for 29 days with back to back ADT orders for an additional 30 days; In this case, neither set qualifies for TRICARE entitlements. All orders must stand on their own and be greater than 30 days to qualify for eligibility.

• If enrolled in TRICARE Dental Program, you will be automatically disenrolled and begin using active-duty dental benefits

• If eligible family members are enrolled in TDP prior to activation, coverage will continue at a reduced premium (if not enrolled, eligible family members may enroll at any time)

You may qualify for early TRICARE eligibility if you are issued delayed-effective-date active-duty orders for more than 30 days in support of a contingency operation. Eligibility begins on the date your orders are issued, or 180 days before you report to active duty, whichever is later. During this pre-activation period, you qualify for benefits as though activated. TAMP provides 180 days of premium-free transitional health care benefits after regular TRICARE benefits end. You may receive TAMP after serving on active duty for more than 30 consecutive days in support of a contingency operation.

If activated in support of a contingency operation, you will immediately receive TAMP benefits for 180 days. TAMP begins on the first day after your active duty service ends. Family members are also eligible for TAMP. If activated, but not in support of a Contingency Operation you are not eligible for TAMP and any active-duty medical benefits end the day after your last day of active duty.

# LEGAL READINESS

The Navy's legal assistance program promotes the increased readiness of active duty and Reserve Sailors and enhances the morale and quality of life for military personnel, dependents and other eligible clients through the provision of free, effective attorney advice, outreach programs, referral services and vigorous preventive law activities. If you're on active duty for 30 days or more, then you are entitled to legal assistance. As resources permit, Reserve Sailors on active duty for single periods of 29 days or less may be provided legal assistance in emergency cases, or prior to events like a deployment or mobilization for 30 days or more.

Unless on orders or preparing for a mobilization, Reserve Sailor's are not typically eligible for legal services. If you know about an upcoming deployment or are planning to volunteer for one in the future, talk with your unit leadership and NRC staff to find out when you can meet with a legal services representative.

Upon receipt of orders, Reserve personnel identified for mobilization to active duty (even for periods under 30 days) are eligible for pre-mobilization legal counseling and assistance. Premobilization assistance typically consists of drafting or updating wills, advance medical directives and powers of attorney.

Talk with your unit leadership to obtain information on legal assistance close to your NRC. Reserve Sailors identified for mobilization may seek help terminating home leases, staying (delaying) civil court proceedings, or help with other issues related to rights under the Servicemembers Civil Relief Act (SCRA) at scra.dmdc.osd.mil/ and the Uniformed Services Employment and Reemployment Rights Act: www.esgr.mil/USERRA/USERRA-for-Service-Members.



# CAREER

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- ADVANCEMENT PREREQUISITES
  - ENLISTED ASSIGNMENTS
  - OFFICER ASSIGNMENTS
    - CAREER WAYPOINTS
- RESERVE/ACTIVE/TAR CONVERSIONS
- LEARNING AND DEVELOPMENT LADDERS
  - RETIREMENT
    - TSP

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- HYT, VTU
- CORRESPONDENCE COURSES
- JOINT QUALIFIED OFFICER
  - MILITARY EDUCATION +
- NAVY CREDENTIALING OPPORTUNITIES ON-LINE
- UNITED SERVICE MILITARY APPRENTICESHIP PROGRAM
  - ACADEMIC CAREER RECORD

## ADVANCEMENT PREREQUISITES

## PMK-EE

The Professional Military Knowledge Eligibility Exam (PMK-EE) is a stand-alone, once-per-paygrade electronically-delivered eligibility exam, currently accessible via MyNavy Portal (MNP) or Navy e-Learning (NeL). A PMK-EE mobile application is also available. Active and Reserve Component Sailors must successfully complete PMK-EE for the desired advancement paygrade (E-4/5/6/7) in order to be eligible to take the Navy Wide Advancement Exam (NWAE). Sailors are required to successfully pass PMK-EE only once per paygrade and can access the PMK-EE via My Navy Portal through the Learning Management System (LMS). PMK-EE must be completed by the first day of the month in which the NWAE is administered. Sailors who advance through the Meritorious Advancement Program (MAP) are required to complete PMK-EE by the first day of MAP open <u>season. For more information: https://www.applocker.navy.mil/</u>

## ELD

Enlisted Leader Development courses allow enlisted leaders to become more flexible, innovative, and confident by learning in a character focused continuum. The coursework places a premium on personal and professional growth through the expert use of challenge, adversity, feedback and mentoring. The facilitated courses are intensely interactive and focused on character, ethics, self-awareness, decisionmaking and leadership.

## Foundational Leader Development Course (FLDC) E-3 & E-4 (3 days)

Intermediate Leader Development Course (ILDC) E-5 (3 days) Advanced Leader Development Course (ALDC) E-6 (4 days) Chief Petty Officer Leader Development (CPOLDC) E-7 (5 days)

In 2025, graduation from ILDC (E-5) or ALDC (E-6) will be a prerequisite for advancement to E-6 and E-7 respectively. Beginning Selection Board 2026, graduation from CPOLDC will be mandatory to advance to E-8. Select a course by visiting the Quick Links page on MyNavyPortal and logging into the CAC-enabled site under Enlisted Leader Development.

Local course information: *navyresforeld@us.navy.mil* 

## ENLISTED ASSIGNMENTS

Reserve enlisted assignments are conducted via MyNavy Assignment (MNA). MNA is a web-based application that allows Sailors who are within their orders negotiation window to research, apply for jobs, and to communicate assignment preferences to the Commander, Navy Reserve Forces Command (CNRFC) Reserve Assignment Coordinators (RACs).

## MNA Reserve Schedule

The MNA Reserve schedule follows a quarterly cycle and is located on the MNA homepage at mynavyassignment.navy.mil. There are three phases during the MNA cycle that affect Sailors who are within their orders negotiation window.

## **APPLICATION PHASE**

MNA displays available billets and allows Sailors to submit applications for billets they are qualified to fill. Sailors may submit up to seven applications per cycle. By utilizing the comments section, Sailors can communicate directly to the unit and RAC and should utilize this function to provide necessary details for assignment.

## COMMAND PHASE

Reserve commands view, rank and comment on applications submitted for their unit. Command comments are vital to the selection process as it provides RACs with further details of command needs/requirements.

## Selection/Directed Assignment Phase

RACs review applications and select the best-fit candidate for the specified billet. Once selections are complete, RACs begin the directed assignment phase during which Sailors who are in a needs-of-the-Navy status are directed into available billets based on their rate/rank and job qualifications.

## Local Assignment Request

Local assignment requests allow Sailors who are Non-Locally-Assigned-Out (NLAO) and desiring a local billet to apply for local assignment during the application phase, regardless of their Projected Rotation Date (PRD) window. Sailors who are CAO desiring a local billet must use the "request local placement" function on their MNA homepage. Once the request has been submitted, MNA will lift the PRD gate and allow Sailors to apply for local billets via the job search tab. Please note, this is a two-part process and will not be seen by RACs unless both steps are completed. This function is only available during the MNA application phase.

## Training Reserve Unit Identification Code (TRUIC) Change Request

TRUIC changes are completed when a Sailor desires to transfer from their current drill site or between units within their NRA. There are several reasons why this would happen: relocation, rate training or Reserve Program Code (RPC) alignment with their NLAO unit. Training Unit Identification Code (TRUIC) changes are conducted via the Reserve Force Manpower Tools (RFMT) website and must be submitted by the Sailor's NRA for processing. Direct individual requests submitted via MNA are not valid and will be disapproved/redirected to the NRA for submission via RFMT.

Reserve enlisted assignments are governed by RESPERSMAN M-1001.5 (CH-13), Articles 1000-1300.

## OFFICER ASSIGNMENTS

As you start your Navy career as an officer, you will interact with JO APPLY. This online tool is how you search and apply for career opportunities. JO APPLY is for officers O-4 and below seeking non-command billets. Officers seeking CO or OIC jobs utilize APPLY for billeting. APPLY allows the ability to set distances willing to travel for unit drills, as drill travel is often at senior officer's own expense.

## JO APPLY

JO APPLY uses a three-step quarterly process, which includes application, ranking and selection/directed phases. During the application phase, potential candidates apply for billets. Make sure you can meet certain drilling requirements before applying for certain billets. The ranking phase ranks command Reserve Program Directors and adds feedback for candidates. In the selection/directed phase, CNRFC reviews all applicants, rankings and comments and selects officers for billets and direct assignments.

## APPLY

or

APPLY is a similar phased event, but with four steps guiding CO/OIC placement. The first step, record review, allows potential candidates time to review personal records before applying for a billet. Letters to the board may be submitted at this phase to list any missing application information or comments. The second step, registration and dream sheet, is where potential applicants make a list of billets to be considered for. Third, confidence factor, is when the APPLY board reviews and briefs records to the panel. Here, board members vote to determine confidence factors. The last phase, slating, is when applicants come before the board to slate for a billet. slating is based on confidence factor rank and top choice of remaining billets.

For more information contact:

usn.norfolk.comnavresforcomva.mbx.cnrfc-jo-apply@us.navy.mil

norfolk.comnavresforcomva.mbx.cnrfc-senior-officer-apply@ any mil

# CAREER WAYPOINTS

C-WAY is a force management tool, balancing manning across rates, ratings and active and Reserve components through the Bureau of Naval Personnel's (BUPERS) control reenlistment and enlistment contract extension quotas.

Through C-Way you can apply for rating, active component and TAR conversion opportunities. For more information, talk with your career counselor or visit *https://www.public.navy.mil/* 

upers-npc/career/careercounseling/Pages/C-WAY.aspx

# RESERVE/ACTIVE/TAR CONVERSIONS

Reserve Component to Active component (RC2AC) / Training and Administration of the Reserve (TAR)

Three RC2AC transition programs are available for RC Sailors to meet AC and TAR mission requirements.

- Definite recall
- Indefinite recall (officer)/Augmentation (enlisted)
- SELRES to TAR

Definite (temporary) recall to active duty gives RC Sailors the opportunity to perform active-duty recall orders to fill specific AC or TAR billets for a period of 1-3 years. Personnel remain in the RC and compete for promotion with other RC members while on definite recall orders and then return to their previous status at the completion of orders.

Indefinite Recall (Officer)/Augmentation (Enlisted) gives RC officers the opportunity to fill AC shortfalls and enlisted Sailors the opportunity to fill AC community shortfalls as well as TAR shortfalls.

Officer designators are changed to AC (xxx0), and enlisted Sailors sign a new AC or TAR enlistment contract. These programs leverage existing skill sets to improve AC and TAR community health, and provide Sailors an opportunity to resume or begin a career in the AC or TAR. Personnel compete for promotion or advancement as AC or TAR members and are subject to the same AC or TAR force management policies as their counterparts. Enlisted personnel have their service date adjusted based on total active service in order to compete in the proper year group.

## ACTIVE COMPONENT TO RESERVE COMPONENT (AC2RC)

Career Waypoints (C-WAY) Reenlistment transition to SELRES allows active-duty enlisted Sailors to request and receive approval for SELRES quotas through the C-WAY-Reenlistment process, either in their current rate, or direct conversion to another rate for which they are qualified.

AC or TAR Sailors may request a SELRES quota through the C-WAY-Reenlistment module during their Soft Expiration of Obligated Service (SEAOS) C-WAY-Reenlistment window (13 to 3 months prior to SEAOS. Always discuss submission of a SELRES request outside of the SELRES only window (5-3 months prior to SEAOS) with your career counselor.

Once approved for SELRES affiliation, and while still on active duty, Sailors can select the NRC they desire to be assigned to through *mynavyassignment.navy.mil* 

# RETIREMENT

Eligibility for Non-Regular retirement generally requires 20 Qualifying Years of service. A member accrues a Qualifying Year after earning a minimum of 50 retirement points in their own Anniversary Year.

## **RESERVE RETIREMENT POINTS**

Frequent review of your Statement of Service for accuracy and completeness is critical to assure your Reserve retirement pay includes compensation for all the creditable work you performed during your career. While still a member of the Reserve component, you can take your supporting documentation to your NRC or program office for assistance in correcting any discrepancies. If unable to correct an issue, contact the My Navy Career Center to create a service request in order to begin the discrepancy resolution process. MNCC can be reached by phone at 1-833-330-MNCC or by email at askmncc@navy.mil <mailto:askmncc@navy.mil>.

## NOTICE OF ELIGIBILITY

After achieving 20 qualifying years of service, and within 12 months, Navy Personnel Command PERS-912 will send a Notice of Eligibility (NOE) letter to you at the mailing address they have on record.

From receipt of the NOE, you have 90 days to complete and return your Reserve Component Survivor Benefit Plan Election Certificate (DD Form 2656-5). The Reserve Component Survivor Benefit Plan (RC-SBP) is an annuity which would provide a monthly payment should you as the member pre-decease your eligible beneficiary.

## **KEEP YOUR LEADERSHIP INFORMED**

As your end of military service date approaches, you should talk with your unit, career counselor and command leadership. Per NAVADMIN 243/14, Reserve members are to receive their official retirement counseling from their career counselor through a career development board for enlisted Sailors or from the commanding officer through mid-term counseling for officers.

## **RETIREMENT WITHOUT PAY**

Reserve Component members are directed to submit retirement requests via the NSIPS Employee Self-Service Retirements and Separations module. Retirements without Pay are effective the first day of the given month, following any HYT or statutory limit. Members may submit a Retirement Without Pay request once they've accrued 19 qualifying years.

## **RETIREMENT WITH PAY**

Your Retirement Pay Eligibility Date will normally be your 60th birthday. Members eligible for Retirement with Pay (also known as Non-Regular Retirement) must mail or fax their application to Navy Personnel Command, PERS-912. This includes the Application for Retired Pay Benefits (DD Form 108) and Data for Payment of Retired Personnel (DD Form 2656). There are a few exceptions allowing you to retire with pay before age 60. Please see DoDI 1215.07, "Service Credit for Non-Regular Retirement." PERS-912 recommends applying for your retired pay up to a full calendar year in advance of eligibility.

## RESOURCES

Visit the MyNavy HR Reserve retirement website to review the basic processes of a Reserve retirement, for a schedule of upcoming retirement transition outreach events, and to download the two required forms (DD Form 108 and 2656): https://www.mynavyhr.navy.mil/Career-Management/ Reserve-Personnel-Mgmt/Reserve-Retirements/

If you aren't retiring for some time, stay tuned for MyNavyHR Navy Pay and Personnel transformation updates; these efforts will change the process and systems used for Reserve retirements.

Other resources may include local Retired Activities Office, local accredited veteran services organizations and the Veterans Administration, as well as making an appointment with your local Social Security office.

Talk with your NRC or unit career counselor for more information.

# THRIFT SAVINGS PLAN (TSP)

TSP is one of the three parts of your retirement entitlement, your pension and social security being the other two. TSP provides more benefits than retirement though. With TSP you pay low administrative and investment related expenses, can make catch-up contributions, take advantage of multiple fund investment options, and take out loans and make withdrawals.

The good news is if you are a civilian federal employee and you were hired after July 31, 2010, you are automatically enrolled in TSP, and 3% of your basic pay is deducted from your paycheck each pay period and deposited in the traditional balance of your TSP account (unless you have made an election to change or stop your contributions).

To check your balance and explore more TSP benefits, visit the TSP website: *www.tsp.gov* 

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

A "GOOD YEAR" refers to a QUALIFYING YEAR toward paid retirement

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

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

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

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

# See MILPERSMAN 1820-050 for additional information

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



"SATISFACTORY PARTICIPATION" is the mandatory Reserve service requirement

It is the minimum service required to maintain **GOOD STANDING** in the Reserve. Put simply, one weekend a month and two weekends a year.

Satisfactory Participation is based on the FISCAL YEAR — October 1 to September 30 and is the same for every Reserve Sailor

A MINIMUM of 40 DRILL PERIODS and at least 12 DAYS of active duty service\*\* must be completed each fiscal year

Satisfactory Participation is **MANDATORY** — Any unauthorized drill weekend absences or missed Annual Training (AT) without an AT waiver could result in administrative separation

See MILPERSMAN 1001-150 for additional information

# HIGH YEAR TENURE AND VOLUNTEER TRAINING UNIT

High Year Tenure (HYT) is based off a Reserve Sailors Pay Entry Base date and includes all service in the Active, Reserve and inactive components. Limiting service years based on rank serves as a management tool to properly shape and balance the Navy's total force but there are exceptions allowing Reserve Sailors to serve extended careers past their HYT restrictions.

## HYT WAIVERS AND VTU

The Voluntary Training Unit (VTU) offers Reserve Sailors a way to achieve qualifying years for retirement. VTU is a part of the Individual Ready Reserve (IRR), where Reserve Sailors must complete the same requirements as drilling Reserve Sailors to accrue retirement points and qualifying years, but without pay for drill periods. Unlike the active component, Reserve Sailors could reach their HYT mark without being eligible for retirement pay due to insufficient drill points in a given year. However, options are available to most Reserve Sailors in order to help them extend their service out to make up for lost years. Reserve Sailors can request an HYT waiver to remain in a paid billet, or request a transfer to the VTU. When E4 to E6 Reserve Sailors reach their HYT date they are able to request a transfer to the VTU to obtain 20 qualifying years for retirement. When E7 and above Reserve Sailors reach their HYT date they are automatically waived to serve in the VTU until 30 years length of service. With few exceptions, Reserve Sailors have 30 years (all service years including IRR) to complete their eligibility for retirement pay.

## HYT PLUS

NAVADMIN 288/22 announced the HYT Plus Pilot Program, a two-year suspension of enlisted high-year tenure, to improve Navy retention efforts and Fleet readiness. Drilling Reserve Sailors are automatically approved to continue service through 30 September 2024 independent of HYT gates outlined in\ MILPERSMAN 1160-120 as long as they remain in good standing and are recommended for retention on their most recent evaluation. Drilling Reserve Sailors will have to submit a 1306/7 through their Navy Reserve Center (NRC) requesting to stay Navy under the HYT Plus Pilot program.

## **VTU TO SELRES**

At times, VTU Sailors in certain rates may be eligible to apply for billets as a paid Reserve member through an HYT waiver and return to Reserve status. HYT waivers can be requested and submitted through your NRC Command Career Counselor.

## **CAREER WAYPOINT**

For Sailors serving in overmanned rates and facing advancement challenges or HYT deadlines, a change of rating may provide opportunities for continued career progression. The Reserve Enlisted Community Manager (ECM) provides a monthly updated list of rates open to convert-in and convertout of, providing cross-rating options. For more information, talk with your NRC Command Career Counselor.

## CORRESPONDENCE COURSES

As a Reservist, you can gain valuable knowledge and earn retirement points for completing correspondence courses.

CNRF N7 maintains the official list of correspondence courses eligible for credit of retirement points. The list is released each fiscal year through an ALNAVRESFOR message. The fiscal year 2020 list is available at www.mynrh.navy.mil. Navigate to cnrfc > n-codes > N7, click the more tab and then retirement points.

If you would like to recommend a course to be added to the approved course list, follow the link at the bottom of the retirement points page to request an addition.

## AWARDING NON-PAY RETIREMENT POINTS

Completing approved correspondence courses does not automatically generate retirement point credits. Course completion certificates must be submitted to your NRC for credit. Credits must be entered within 12 months of the course completion date. After the 12 month period has elapsed, your commanding officer must provide an approval endorsement, with completion certificates, to Navy Personnel Command (PERS-912) for course credit entries.

# JOINT QUALIFIED OFFICER

Being able to operate in joint environments is crucial to modern military success. The requirement for commissioned officers to be educated and experienced in joint matters was codified in the Goldwater-Nichols Act of 1986. The Joint Qualified System builds upon this historic legislation by providing a structure recognizing the expeditionary and inherently joint nature of military operations in the 21st century. JQO is one of four JQS levels that provide a path for attaining joint qualifications through either a traditional joint duty assignment or by accumulating an equivalent level of joint experience, education and training over the course of a career.

For more information on JQO: https://www.public.navy.mil/ bupers-npc/officer/detailing/jointofficer/pages/default.aspx

# MILITARY EDUCATION

The military takes great pride in providing access to formal military education and there are numerous opportunities available for professional growth in the Navy Reserve. Some examples are in-residence programs offered through four major military war colleges, two-year blended learning programs through the Army War College, executive education programs, the Joint Combat Warfighting School, the Foreign Military Exchange Program and the Naval Postgraduate School's defense-focused part-time executive master of business administration program.

# NAVY CREDENTIALING OPPORTUNITIES ON-LINE

Navy COOL assists Sailors by funding the certification and licensing exams that map their education, training, experience and competencies to industry/civilian credentials. Sailors can link an academic degree, rating specialty (even prior ratings), current civilian occupation, other service occupations, collateral duty assignments and even credentials earned and maintained prior to joining the Navy. You can view credentialing opportunities: *cool.navy.mil.* 

## UNITED SERVICE MILITARY APPRENTICESHIP PROGRAM

USMAP allows you to obtain a certificate of completion from the U.S. Department of Labor by documenting work experience during military service. Apprenticeships expand career options, build on military experience and can qualify you for a better civilian job with significantly higher pay. Each apprenticeship trade requires from 2,000 and 8,000 hours of on-the-job work and formal classroom instruction (A or C schools). There are specific requirements to participate in USMAP. To learn more: *usmap.netc.navy.mil* 

# ACADEMIC CAREER RECORD

You are responsible for the submission of your own official transcripts to the Joint Services Transcript (JST) office. If you have a completed/finished degree or earned college credits to document, ask your educational institution to send an official sealed transcript to the JST office. JST will not accept transcripts unless mailed by the institution.

JST also describes your military schooling and work history in civilian terms, and as a standard form, making it easier for colleges to read and recommend credits. JST provides documented evidence to colleges and universities of professional military education, training and occupation experiences achieved by service members and veterans. JST translates military experience into civilian language and:

- Gives potential employers a chance to see the real-world value of your experience
- Allows academic counselors a better understanding of a military member's skills
- Saves time and money by awarding academic credits for military experience

Visit https://jst.doded.mil for more information





# RESOURCES

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NE SURVEY

- PSYCHOLOGICAL HEALTH OUTREACH PROGRAM
  - NAVY RESERVE CHAPLAINS
    - CRISIS SUPPORT
  - MILITARY FUNERAL HONORS
  - SERVICEMEMBER'S GROUP LIFE INSURANCE
    - 9/11 GI BILL AND TRANSFERABILITY
- YELLOW RIBBON REINTEGRATION PROGRAM AND RETURNING WARRIOR WORKSHOP
  - INSPECTOR GENERAL
  - NAVY-MARINE CORPS RELIEF SOCIETY
  - FLEET AND FAMILY SUPPORT CENTER
    - MILITARY LODGING
    - VETERANS AFFAIRS HOME LOANS
  - COMMUNITY RECREATION, TICKETS AND TRAVEL
    - SPACE-AVAILABLE TRAVEL •
  - EMPLOYER SUPPORT OF THE GUARD AND RESERVE
    - FREEDOM AWARD
    - NAVY EMPLOYER RECOGNITION EVENT
      - NAVY RESERVE PHONE LIST

ORIGINAL PHOTO BY MC2 MALACHI LAKEY

# PSYCHOLOGICAL HEALTH OUTREACH PROGRAM

In 2008, the Bureau of Medicine and Surgery (BUMED) established the Navy and Marine Corps Reserve Psychological Health Outreach Program (PHOP) to ensure Reservists 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 Navy Reserve Centers (NRC) and are embedded in 29 Reserve units across the nation. Reservists and their families are eligible for FREE services from PHOP.

PHOP team members connect with Reservists 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 of your communications in complete confidence unless you direct otherwise. They are naval officers who understand the challenges of Navy life and religious ministers available to help you grow in your faith.

The Commander, Navy Reserve Forces Command Chaplain office runs an around-the-clock on-call 100% confidential phone service for Reserve Force personnel and their families providing a safe and confidential way to receive counseling and spiritual services. The CNRFC 24/7 chaplain line is available at (757) 322-5650.

NAVY311 is another resource to connect with a chaplain; support is available to all active and Reserve Sailors, Marines, Coast Guardsmen and their family members. Call: 1-855-NAVY-311 (1-855-628-9311) Email: *navy311@navy.mil* Text: *navy311@navy.mil* Visit: *www.navy311.navy.mil* 

Religious services are available to any Reserve Sailor or family member. Find out more through your command, or visit the Chaplain Corps website at *https://www.navy.mil/local/chaplaincorps.* 

# 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 OCONUS: 703-253-7599

## **REAL WARRIORS LIVE CHAT**

Live chat with a trained health resource consultant who is ready to talk, listen and provide guidance and resources. http://www.realwarriors.net/livechat

## ADDITIONAL RESOURCES

Suicide Hotline: 1-800-273-TALK (8255) 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 HOURS

Military Funeral Honors benefit you two ways. First, as a Reservist 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.

# MENTAL HEALTH MATTERS



## Military One Source

1-800-342-9647 VETERANCRISISLINE.NET

Veterans Crisis Line DIAL 988 then PRESS

1-800-273-8255 OR 988, 1 VETERANCRISISLINE.NET

Veteran's Crisis Line



DoD Safe Helpline 1-877-995-5247 SAFEHELPLINE.ORG





Rape, Abuse & Incest National Network 1-800-656-4673 RAINN.ORG

VA Veteran Centers

1-877-WAR-VETS VETCENTER.VA.GOV

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PHOTO BY MC2 JACOB D. BERGH

"Each of you are precious and valued members of our Navy Reserve team. Together, we must create and maintain a culture of excellence...including a culture of wellbeing, a culture of safety, and a culture of warfighting readiness."

> - VICE ADM. JOHN B. MUSTIN CHIEF OF NAVAL RESERVE







Psychological Health Outreach Program 866-578-7467 FACEBOOK.COM/BUMEDPHOP

National Domestic

VETERANCRISISLINE.NET

Violence Hotline

1-800-799-7233

National Suicide Prevention Hotline 1-800-273-8255 OR 988 SUICIDEPREVENTIONHOTLINE.ORG



Chaplain Hotline for Reserve Sailors 757-322-5650 NAVY311.NAVY.MIL



DON Civilian Employee Assistance Program (DONCEAP) 1-844-DON-CEAP MAGELLANASCEND.COM

## SERVICEMEMBERS' GROUP LIFE INSURANCE

SGLI provides you and your family, through Family Servicemembers' Group Life Insurance (FSGLI), low-cost term life insurance coverage. Coverage is available in \$50,000 increments up to a maximum of \$500,000 (as of Mar. 1W) 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.

## POST 9/11 GI BILL AND TRANSFERABILITY

As a Navy Reserve Sailor you qualify for educational assistance, as long as you meet the requirements — six years of service and 90 days of aggregate Active-Duty service after Sept. 10, 2001. The qualifying Active-Duty periods are mobilizations, Active Duty for Training (ADT), Active Duty for Operational Support (ADOS) and Presidential Recall. You can transfer unused entitlements to your spouse or dependents, as long are they are enrolled in the Defense Eligibility Enrollment System (DEERS) and are eligible for identification card benefits. Using and transferring benefits isn't difficult, but there are steps you must complete to ensure you're ready.

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. The file is titled One Page — Post 9-11 GI Bill Transferability Information Sheet.

You may also contact the post 9/11 hotline at 1-800-621-8853, or email cnrfc\_post911GIBILL@navy.mil. More information on the Forever GI Bill: 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 National Guard and 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 Navy Region Reserve Component Commands (REDCOM) 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: www.yellowribbon.mil

# INSPECTOR GENERAL

The Navy Reserve office of the Inspector General 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 which affect the discipline and efficiency of the Navy. Matters which are appropriate for the IG to look into may be broadly placed under the heading of fraud, waste, abuse and mismanagement.

The IG's office is not always the most appropriate place to initiate a complaint or voice a concern. Typically, the chain of command and the informal resolution system (military) or the alternate dispute resolution system (civilian) act as the model for resolving conflict and reporting violations and improprieties.

Follow the four-step process located on the SECNAV IG website to determine the best place to start: www.secnav.navy.mil/ ig/Pages/ComplaintProcedure.aspx, call the toll-free hotline: 1-800-522-3451, or contact: navighotlines@navv.mil

Contact the CNRF IG: https://private.navyreserve.navy.mil/ cnrfc/special\_assistants/N0002/Pages/ By phone: (866) 237-2298 Or contact nwor\_navreshotline@navy.mil

# 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: www.nmcrs.org

# 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

Reservists are eligible to use temporary military lodging facilities and resorts located across the U.S. and around the world. Military lodging facilities run the gamut 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.

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

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, known as the 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 Reservist, 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're not located close to an installation, visit them online: www.navymwr.org

# SPACE-AVAILABLE TRAVEL

Space-A travel is available to you as a Reservist. 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. Additionally, check out the following sites for specific information about traveling as a Reservist: http://www.spacaea.net/fag/reservist, http://www. spacaea.net/fag/reservist-dependents.

# EMPLOYER SUPPORT OF THE GUARD AND RESERVE

Being a Reservist isn't an easy job - you're required to complete all of your military requirements while balancing work and family. It's not easy for employers either - knowing they might lose a great employee for an extended period of time. To help, the military uses 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).

## FREEDOM AWARD

The Secretary of Defense established the Freedom Award as a way to recognize civilian employers who go above and beyond and to

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: www. freedomaward.mil

# **RECOGNITION EVENT**

Annual Navy Employer Recognition Events (NERE) recognize civilian employers who provide outstanding support to Reserve Sailors in their organizations. nominating your leadership to attend a NERE event.

NERE's are all-day events including tours of Navy with the Chief of Navy Reserve and Commander, Navy Reserve Forces Command, as well as other flag officers.

• 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

This year's event will be held June 7, 2023 in San Diego, CA. Visit the nomination portal: https:// private.navyreserve.navy.mil/OCNR/Strategic\_ *Plans\_and\_Policy/Pages/nere.aspx* 

ensure their employees are well-taken care of.

# NAVY EMPLOYER

If your employer fits that description, consider

ships, aircraft and facilities. Transportation and lunch are provided. NEREs conclude with a dinner reception E-mail nominations must include:

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hour-long programs-on the stations of your own choosing, regardless of network affiliation-in the markets you want to reach. With Spot Broadcasting you can concentrate where sales are best, or bolster the markets that need help. Spot Broadcasting is the most flexible medium in advertising. A John Blaic man can

# NAVYRESERVE PHONE LIST

CHIEF OF NAVY RESERVE WASHINGTON D.C. - (703) 693-5757 COMMANDER. NAVAL AIR FORCE RESERVE SAN DIEGO, CA - (619) 767-7379

## NAVREG NORTHWEST-REDCOM EVERETT • (425) 315-5122

ALASKA ANCHORAGE - (907) 384-6525 IDAHO BOISE - (208) 422-6289 IOWA DES MOINES - (515) 252-8803 MINNESOTA MINNEAPOLIS - (612) 713-4600 NEBRASKA OMAHA - (402) 232-0090 NORTH DAKOTA FARGO - (877) 470-9833 OPEGON	MONTANA BILLINGS - (406) 248-2090 HELENA - (406) 449-5725 WYOMING CHEYENNE - (307) 773-6500 SOUTH DAKOTA SIOUX FALLS - (877) 481-4728 WASHINGTON EVERETT - (425) 304-4777 KITSAP - (360) 627-2203 SPOKANE - (509) 327-3346 WHIDBEY ISLAND - (360) 632-7463 VAO 209 - (360) 257-2007
OREGON	- VAQ 209 - (360) 257-2027
PORTLAND - (503) 285-4566	- VR 61 - (360) 257-8760
SPRINGFIELD - (541) 915-2391	- VP 69 - (360) 257-6972

## NAVREG SOUTHWEST-REDCOM SAN DIEGO • (619) 536-3182

ARIZONA PHOENIX - (602) 484-7292 TUCSON - (520) 228-6289 CALIFORNIA ALAMEDA - (510) 814-2605 LEMOORE - (559) 998-0100 LOS ANGELES - (719) 317-8099 RIVERSIDE - (951) 656-1199 NORTH ISLAND - (619) 545-2652 - HSC 85 - (619) 545-7218 - Maritime support wing (619) 804-1474 - VR 57 - (619) 545-6914 Pt. Mugu - VR 55 - (805) 989-7734 SACRAMENTO - (916) 387-7100 SAN DIEGO - (866) 843-0431 SAN JOSE - (866) 560-6775 VENTURA COUNTY - (805) 469-3845

COLORADO DENVER - (866) 864-2575 FORT CARSON - (719) 526-5260 GUAM GUAM - (671) 777-4233 HAWAII PEARL HARBOR - (866) 729-0715 Kaneohe Bay - VR 51 - (808) 257-2100 NEVADA LAS VEGAS - (719) 317-4391 RENO - (866) 401-1865 Fallon - VFC 13 - (775) 426-3644 NEW MEXICO ALBUQUERQUE - (505) 379-1366 LITΔŀ SALT LAKE CITY - (801) 736-4200

## NAVREG SOUTHEAST-REDCOM JACKSONVILLE • (904) 542-2354

## ALABAMA BESSEMER - (866) 694-6259 **FLORIDA** JACKSONVILLE - (904) 542-3320 - HSM 60 - (904) 546-7328 - VP 62 - (904) 542-2006 - VR 58 - (904) 542-2380 - VR 62 - (904) 542-8557 Key West - VFC 111 - (305) 747-1022 MIAMI - (866) 566-4538 ORLANDO - (321) 239-4226 PENSACOLA - (850) 384-4023 TALLAHASSEE - (866) 822-2448 TAMPA - (866) 266-8052 WEST PALM BEACH - (866) 877-5778

## **OCONUS DRILLING SITES**

INDO-PACIFIC BUSAN, KOREA YOKOSUKA, JAPAN NRC GUAM - (671) 777-4233 special operations command NRC TAMPA - (866) 266-8052

Sdwfid 110 13m

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# A FRANK DISCUSSION: READINESS & RESILIENCE

BY: REAR ADM. TERRY W. EDDINGER DEPUTY CHIEF OF CHAPLAINS FOR RESERVE MATTERS

"THE [WARFIGHTER'S] HEART, THE SPIRIT, THE SOUL, ARE EVERYTHING. UNLESS THE SOUL SUSTAINS HIM, HE CANNOT BE RELIED ON AND WILL FAIL HIMSELF AND HIS COMMANDER AND HIS COUNTRY IN THE END."

The quotation above comes from a speech General George C. Marshall gave at Trinity College in June, 1941. War in Europe and in the Pacific had been raging for almost two years. Marshall knew, as did much of the nation, that the United States going to war with Japan and Germany was inevitable. Marshall recognized getting ready for war meant more than laying up a supply of tanks, planes, ships, guns and ammunition. He recognized the importance of getting the warfighter combat ready, that is, completely ready – ready in body, mind (mental and emotional), and spirit.

Being victorious in combat at sea requires having the best ships, weapons and equipment the Navy can provide. It also requires having the best trained and best prepared warfighters; that is, it requires having great warriors who are resilient. Standing watch and performing daily routines have their challenges. Taking a hit, well, that's a different matter. What is resiliency when applied to combat at sea? It is the ability to take a hit and have the spirit to keep on fighting. It's the ability to keep going forward into the chaos. Resiliency is key to total warfighter readiness.

Why is resiliency so important to overall warfighter readiness? Looking back at the Pacific campaign of World War II provides many examples of Sailors going beyond themselves in crisis. Their actions in many cases saved their Shipmates, saved the ship, and even turned the battle favorably. Battles at Guadalcanal, Midway, Leyte Gulf and the naval battle off the coast of Japan (USS Franklin), are examples of where warfighter resiliency in combat played a key role. Total readiness and resiliency matter! On Oct. 12, 2000, terrorists blew a 40+ foot hole in the port side of the USS Cole. CDR (ret.) Kirk Lippold, the commanding officer of USS Cole, credits the quick actions of his Sailors for saving the ship from sinking (twice) and for saving the lives of injured Shipmates. Rigorous prior training, muscle memory, high confidence, and the spirit of doing something greater than themselves made all the difference in each of these cases.

# **MENTAL READINESS**

Training (physical and academic) is the beginning of a warfighter's mental readiness preparation. Quality training and repetition provide the body with muscle memory (the ability to do a task without conscious thought). When a crisis hits, a warfighter will fall to the level of their training, meaning that a person will perform a task no better than their knowledge and muscle memory. Also, a warfighter will only rise to their level of confidence. This means they may have a high level of training, but they will do no better than what they are confident in doing. Thus, "training" and "confidence" go hand-in-hand to produce resiliency.

Mental readiness also requires the warfighter to consider seriously what combat at sea may be like. Consider these questions: Am I ready for what I may experience and feel in combat? Am I ready to experience the chaos of combat? Am I prepared to face my own fears and my own inhibitions? Am I ready to fight for the ship or fight to save my shipmates even when it means putting myself in mortal danger?

Facing combat is serious business. It takes mental courage and fortitude. Warfighters can and must build this mental strength beforehand through frank discussions within one's unit. The questions above are a great place to start. Ideally, the warfighter will have considered and decided on actions before the battle starts and burned it into memory. "I will save my shipmate." "I will fight for the ship to the best of my ability." Decide ahead of time what to do. This will make reacting to the chaos of combat much easier and help the sailor avoid indecision, which is a normal initial reaction to a crisis.







# EMOTIONAL READINESS

Emotional readiness means understanding how one acts or reacts to stressors, and then control those reactions. This begins by knowing oneself. People generally have two emotional states or personalities – a primary and a secondary. The primary personality is the one a person has in day-to-day activities. This is the calm self, doing routine activities such as texting a friend, eating a meal, or doing the normal tasks on a job without undue stress, as if time is not an issue. The primary personality runs on reason and rational thinking. One's heartbeat, breathing, and rhythms are at their normal rate. The person may be thinking about several things at the same time with ease. People are in this state most of the time.

The secondary self is the personality one reverts to in a crisis, and this shift is nearly instantaneous. How a person acts under stress can be radically different than how they act under calm conditions. This is the "flight, freeze, or fight" automatic response to a stressful situation that is hardwired into the human psyche. This secondary personality is driven more by instinct than by reason. Adrenaline kicks in. The heart beats faster, breathing quickens, muscles tense up, and eyes dilate. The mind will focus almost entirely on the threat and react quickly because time (or the lack of) matters.

Because the secondary personality is an instinctive reaction under pressure, a person should focus on training their secondary personality. This requires intentionally thinking about possible scenarios and rehearsing a reaction before the crisis ever occurs. Let me give you a personal example. I trained myself not to swerve (a natural reaction) with my car when an animal runs out in front of me. I know that swerving could have much worse consequences, such as hitting another vehicle head on. So, I have rehearsed in my mind to hit the brakes and stiffen my arms and hands on the steering wheel so that I don't swerve and leave my lane. This actually works! I have had it happen many times. I don't swerve but still do my best to avoid hitting the animal. Such mental rehearsal will help the warfighter react appropriately in combat.

Emotional readiness also has two command-level components. The first one is trust. Warfighters must be able to trust their command and each other. According to General Mattis, trust leads to integrity and commitment to fellow warriors and enables boldness and resolution. Conversely, the lack of trust leads to lackluster execution of tasks. In Sailor terms, trust builds team cohesion and pushes one to give their best effort which in turn gives a ship or a unit the best chance at victory.

The second component is answering the "why" question. People will do extraordinary feats if they understand "why" doing those feats matter. Commands should try to instill an understanding of the strategic "why." Consider these questions: Why are we fighting this fight? Why is the enemy? What difference will this fight make? Part of understanding the "why" is understanding the commander's intent. Consider these questions: What is the overall (strategic level) mission? What is the ship/unit's mission? What is my part in the mission? For the greatest level of emotional readiness, warfighters need to own the mission. They need to be able to say, "It's our mission." They will fight for what they own. Doing so builds morale, will, and determination.







## SPIRITUAL READINESS

Spiritual readiness is the strength of spirit that enables the warfighter to accomplish the mission with honor. It is the strength of spirit that helps a person get through adversity and stress with the ability to keep on going. This is developed through a personal connection to a Higher Power and through the pursuit of meaning, purpose, values, connections to the sacred, and sacrificial service. In other words, warfighters are spiritually ready when they are connected to a source of meaning and purpose greater than themselves, able to explain why they serve, and are prepared to do their duty in peace and war. It is the epitome of honor, courage, and commitment. Spiritual readiness helps one perform and endure through a crisis.

Spiritual readiness doesn't require one to be a part of an organized religion. Spiritual readiness may come through studies in philosophy or in a belief in the greater good. Stoicism is a particularly popular philosophy among military leaders in that it is a practical philosophy on how to face life and adversity. Books by the Roman Emperor Marcus Aurelius and the Greek philosopher Epictetus provide great insight into Stoicism. Admiral James Stockdale believed that his practice of Stoicism saved his life during his years as a prisoner of war in Vietnam. Others find spiritual strength through the discipline of meditation (or mindfulness), focusing on character and virtues. Meditation is a concentrated focus on a particular topic or idea.

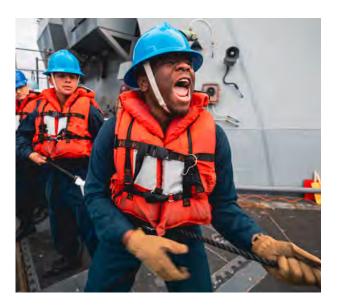
Spiritual readiness, however, often comes through participation in a community of faith. Studies show that participation with a faith community on a regular basis builds spiritual readiness and decreases tendencies toward destructive behavior. For example, Koenig notes that people who are religious are 62% less likely to commit suicide. That number increases to 82% when they belong to a community of faith and to 94% for people who attend religious services at least twice a month. When I was in western Iraq with the Marines in 2005, a time of frequent improvised explosive devices (IEDs) hitting convoys, Marines of 2nd FSSG insisted on their chaplain saying a prayer for them before going on a convoy. They found strength, meaning, and spiritual fortitude in it to conduct the mission.

Some of the benefits of spiritual readiness include lower rates of inner conflict during and after combat, a source of motivation, and a lower likelihood of experiencing Post Traumatic Stress Disorder (PTSD). Other benefits are less anxiety about death, higher levels of moral courage and moral action, greater likelihood of embracing military values, a more positive and hopeful outlook when deployed, fewer negative emotions when deployed, and positive coping skills. Spiritually ready families also tend to be more resilient.

Warfighters should ask these questions and seriously consider them. Who or what are my primary spiritual anchor points? How is spiritual resiliency generated in my life? Am I prepared to sacrifice for something bigger than myself? If I die today, am I at peace with my Higher Power? Am I spiritually ready for whatever comes my way?

Warfighter readiness is key in combat at sea. Not only does the Navy need the best equipment, but it also needs the best and most resilient warfighters. The Navy needs warfighters who are totally resilient – resilient in body, mind, and spirit. Just as an athlete doesn't get physically strong from lifting weights only once, resiliency of mind and spirit also requires diligence and repetition. Commands should take the time to discuss the questions above to prepare their warfighters for the realities of combat.









I AM A UNITED STATES SAILOR. I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES OF AMERICA AND I WILL OBEY THE ORDERS OF THOSE APPOINTED OVER ME. I REPRESENT THE FIGHTING SPIRIT OF THE NAVY AND THOSE WHO HAVE GONE BEFORE ME TO DEFEND FREEDOM AND DEMOCRACY AROUND THE WORLD. I PROUDLY SERVE MY COUNTRY'S NAVY COMBAT TEAM WITH HONOR, COURAGE AND COMMITMENT. I AM COMMITTED TO EXCELLENCE AND THE FAIR TREATMENT OF ALL.

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## We have experienced a strategic awakening.

The legacy design of the Navy Reserve, which defined our force in the decades following the collapse of the Soviet Union, was effective in supporting the nation's response to the Global War on Terror and our focus on land-based, non-state, violent extremism and counter insurgency. However, to confront the return of strategic competition and the new reality of multidomain warfare, a renewed focus on maritime power demands a transformation in the ways we organize, man, train, equip, and mobilize our Navy Reserve.

To avoid preparing to fight yesterday's war, we have taken a fix and charted a new course - a course that prepares us for the challenges of today, while, even more importantly, ensuring we are focused on the conflicts most likely to arise tomorrow. This course will align our ends, ways, and means to the Navy Reserve's overarching strategy, validate our focus, and ensure resources are applied where needed most.

As such, our force is in the midst of a wholesale transformation. Today, legacy divestments underwrite growth to address the demands of the rapidly evolving future operating environment. In short, we are transforming obsolete elements of our force structure from a post-9/11 response force to deliver relevancy in an era characterized by strategic competition. The decisions we make this decade, and the actions we implement, will determine the Navy Reserve's relevancy for the balance of this century.

This document reinforces my clear strategic vision: I am focused unambiguously on warfighting readiness. As it relates to the Navy Reserve, we measure and define warfighting readiness through two complementary components: billet-specific mission readiness and mobilization readiness.

When accomplished, our 2032 end states will streamline the processes involved in generating mobilization readiness, dramatically increase the achievement of mobilization readiness factors, and facilitate the training and operational performance required for mission readiness. The urgent drive to, and achievement of, these end states will enable our Sailors, units, and force to outpace strategic threats.









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On any given day in 2032, the Navy Reserve Force is diligently building warfighting readiness and providing real-world support to the Navy and Joint Force. It has been this way throughout the history of the Navy Reserve, and yet it is now - in 2032 - very different. Sailors are intimately familiar with the details of their mobilization billets and focus precious drill and active duty time on qualifications and certifications to perform those specific roles. Current units and hardware are represented in longrange budget planning (the "Three-FYDP Navy Reserve Capability Evolution Plan") and continuous transformation is now ingrained in the organization to maintain relevance in the future.

The Navy Reserve has become more specialized, with many Sailors serving in focused operational fields or reserve-only units for multiple tours to gain subject matter expertise. This deep knowledge eliminates learning and performance gaps between active and reserve Sailors, removing any distinction between them at the Sailor level. In many cases, reserve Sailors are more experienced than their AC counterparts within their specialized competencies, and that experience is brought to bear every time the RC member dons a uniform.

The Navy Force Design construct is an iterative process that integrates AC and RC planning to field capabilities that matter, as validated by AC Fleet Commanders. The Total Force actively leverages the special skills, abilities, and perspectives reservists bring from their civilian careers to solve Fleet problems and lead Navy-wide advances. Where the "i3 Waypoints" innovation process was once an annual event, this learning has been institutionalized across the Force, putting the best ideas in front of decision makers any time they are ready for presentation.



# THE NAVY RESERVE **MUST BE READY TO PROVIDE** SUPPORT TO COMBATANT AND SERVICE COMPONENT **COMMANDERS**

ON DAY ONE







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