The Navy Reservist

Ready Now. Anytime, Anywhere.

2010 Almanac

Navigation

2-3 Welcome Aboard

CNO Guidance 4

5 Operational Support

The Fleet 6

7 Naval Air Force Reserve

Career Management 8

9 Funeral Honors

Joint Staff Codes 10

11 Retirement Points

Communication Calendar 12

13-15 Calendar Outreach

TRICARE 16-17

18-19 Pay Charts

Enlisted Ratings 20-28

29 Inspector General

Acronyms 30-31

32 USERRA

Checklists 33-34

35-36 RC Phone Directory

TNR Ready Now. Anytime, Anywhere.

The Navy Reservist is an authorized publication for members of the Department of Defense (DoD). Contents are not necessarily the official views of, or endorsed by, the U.S. Government, DoD or the U.S. Navy. This monthly magazine is prepared by the Public Affairs Office of Commander, Navy Reserve Forces Command, Norfolk, VA. Contributors may send news and images by mail to: *The Navy Reservist*, COMNAVRESFOR (N00P), 1915 Forrestal Drive, Norfolk, VA, 23551-4615 or by e-mail to james.vorndran@navy.mil. Telephone inquiries should be made to (757) 322-5624 or DSN 262-5624.

The Navy Reservist is always looking for good action photos of Navy Reservists (minimum 300 dpi) that tell a story of Reserve training or support to the fleet. Please provide full identification of all individuals in the photograph, including their respective rating, rank and command. Photos should also include a visual information record identification number or VIRIN. Information about VIRINs is available online at www.navy.mil/photo_submit.asp. Submissions should be received eight weeks prior to publication month (i.e., October 1 for the December issue). Material will not be returned.

NEWS ONLINE … *The Navy Reservist* current and past issues can be accessed online at http://www.navyreserve.navy.mil. Navy Reserve News Stand, a Web site featuring Navy Reserve news and photos, plus links to Navy fleet pages, can be viewed at www.news.navy.mil/local/nrf.

CHANGE OF ADDRESS … Selected Reservists with address changes need to provide updates to the NSIPS (Navy Standard Integrated Personnel System) via their NOSC Personnel Office.

Vice Adm. Dirk J. Debbink
Chief, Navy Reserve

Rear Adm. John Messerschmidt
Commander, Navy Reserve Forces Command

Lt. Cmdr. Doug Gabos
Force Public Affairs Officer

Lt. Adam Bashaw, APR
Deputy Force Public Affairs Officer

Jim Vorndran
Editor-in-Chief

Mass Communication Specialist 2nd Class Ryan Hill
Editor

Mass Communication Specialist 2nd Class Leslie Long
Creative Director

Mass Communication Specialist 2nd Class (SW/AW) Elizabeth Merriam
Staff Writer/Webmaster

Chief of Navy Reserve Vice Admiral Dirk J. Debbink

Welcome Aboard

Welcome to the 2010 Almanac Edition of TNR - The Navy Reservist!

The Almanac has been an invaluable resource throughout my career as a Reserve Sailor. I keep it handy for quick reference throughout the year. In today's world of information overload, the Almanac delivers clear, concise and relevant information – all signal and no noise!

As the Chief of Navy Reserve and Commander, Navy Reserve Force, I have the privilege of representing you before Congress, the Secretary of the Navy, the Chief of Naval Operations and those who rely on us to accomplish their missions – the fleet, warfare and provider enterprises, combatant commands and our customers and partners.

Without exception, your work has earned our entire Navy Reserve Force a tremendous reputation. Every day, you live up to our Force motto: "Ready Now. Anytime, Anywhere."

Your actions tell a powerful story. At any given time during the past year, more than 6,000 Navy Reserve Sailors were mobilized to active duty, supporting our warfighting efforts around the globe. Nearly half of the Sailors with "boots on the ground" in Afghanistan and Iraq are Reserve component Sailors, earning the respect of our active component shipmates and the Marines, soldiers, airmen, Coast Guardsmen and allied forces we serve with. Far from home and often under arduous conditions, our Force serves with honor, courage and commitment.

While mobilization is important, I want to make clear that the Navy Reserve values all service. We know service can and does range from a few days a year to full-time duty. Our Navy Reserve Sailors have options that allow them to achieve a true life/work balance while they "Stay Navy" and continue contributing to our warfighting effectiveness. The flexibility we enjoy as Reserve component Sailors is one of the many factors that make our Navy truly an "Employer of Choice."

As an employer of choice, we are sought by the nation's best for a career of service. We are committed to developing warriors capable of leading in our nation's defense. We provide life-long learning and development. Our diversity reflects the face of the nation.

Within the pages of this Almanac, you will find not only the phone numbers and Web links you need to get your job done, but also find information about the world-class benefits and programs that reflect the Navy's commitment to you and your family. Learn about them, take advantage of them and make the most of them!

While we have world-class programs and competitive benefits, the whole is far greater than the sum of the parts. I believe the Navy Reserve is one of the nation's great workplaces because of who we are, from our Navy core values to our Navy Ethos to the Sailor's Creed. We are the United States Navy: our nation's sea power – ready guardians of peace. The Navy Reserve is an important part of "America's Navy, a Global Force for Good."

Thank you for your service, and enjoy the Almanac!

Dirk J. Debbink, Vice Admiral, U.S. Navy

Force Master Chief
Navy Reserve Force
Ronney A. Wright

Thank you for your service, Shipmates!

There should be no doubt in your minds that in 2009 your dedication, professionalism and support to our Navy made a positive difference. Everything you bring to the table supports Navy Total Force. The skills sets you bring to the fight go well beyond your rating or designator. Navy Reservists also contribute by bringing all the additional skills from your civilian careers and experiences. As our CNO has repeatedly said, "We see Sailors not as active or Reserve component, but as Sailors serving proudly around the globe."

MCPON West has said, "The Reserve is completely involved, and we couldn't do it without you. This is truly one team, one fight. It's essential to have a Reserve force able and ready to help complete the mission."

Early in 2009, we rolled out a new mission statement: "To provide strategic depth and operational capabilities to the Navy/Marine Corps team and joint forces from peace to war." Alongside it was a new guiding principle for the Navy Reserve: "Ready Now. Anytime, Anywhere." As you make those words your own, there should be no doubt on why you serve and what you must do to achieve the mission.

We developed seven strategic initiatives designed to steer us toward achieving our mission and vision statements. We have completed five. One major change is the increase of the quarterly uniform maintenance allowance (established in 1977) from $9 a quarter to $30.60 a quarter. Another undertaking is the enhancement of the Perform-to-Serve program, which provides active Sailors the chance to transfer directly to the selected Reserve. As Sailors change lanes between the active component and the Reserve component, it is imperative we support their specific needs through the "Brilliant on the Basics" program.

A major part of my job is to educate my peers about the variety of expertise you bring to each drill weekend, annual training period or mobilization. Having spent time visiting Sailors at local Reserve commands and overseas, I am always humbled to learn about the diversity of backgrounds, skills and talents they bring to the Total Force. That wealth of proficiency is what gives me great respect for our Reserve component Sailors.

Our Sailors can do nothing without strong family and employer support. Please continue to keep them informed of the great things you do while serving. Ensure your ombudsman is part of the equation for your command's success and that you acknowledge and nominate supporting bosses for ESGR's Employer Support Freedom Awards.

This year will prove to be even more challenging than 2009 as we continue to align our resources to achieve the mission. Our focus will now be on three strategic focus areas: delivering a ready and accessible force, providing valued capabilities and enabling the continuum of service.

On March 3, 2010, we will celebrate the 95th birthday of the Navy Reserve. Throughout the past 95 years, shipmates like you have built a strong tradition of service to our Navy and nation. Only one percent of our nation is willing to serve as you do. Your contributions and sacrifices do not go unnoticed.

Thank you for being a member of the Navy Reserve that is "Ready Now. Anytime, Anywhere."

Chief of Naval Operations Admiral Gary Roughead

CNO Guidance

The Chief of Naval Operations, Adm. Gary Roughead, released his 2010 Guidance in September. Roughead said the guidance reaffirms the vision, mission and principles in the previous guidance, and his focus areas of building a future force, maintaining warfighting readiness and developing and supporting our Sailors, Navy civilians and their families remain unchanged.

The guidance continues to carry out the 18 intentions from the 2009 Guidance, but also identifies five intentions Roughead will place particular emphasis on in the coming year:

- Continue to be the dominant, ready naval force across all maritime missions.
- Build a Navy with appropriate force structure and strategic laydown.
- Achieve decision superiority.
- Align the requirements, resources and acquisition processes.
- Evolve and establish international relationships.

Roughead said this guidance will provide new opportunities to ensure continued maritime dominance globally.

In his guidance, Roughead focuses on some of the Navy's accomplishments during 2009 in his three focus areas. From launching the second Littoral combat ship, USS Independence (LCS 2); to accepting delivery of the tenth and final Nimitz-class aircraft carrier, the USS George H.W. Bush (CVN 77); to disrupting pirate activities off the Horn of Africa, and reducing officer transition times from the active to the Reserve component: the Navy has made progress in its second year of implementing the Maritime Strategy.

The 2010 Guidance sets the course for how the Navy will implement the Maritime Strategy throughout the year.

"Our Navy is the finest in the world and our Sailors are making a a difference every day. My guidance should focus our efforts on ensuring the dominance of our Navy tomorrow, the readiness of our fleet today and the well being of our people always," Roughead said. "We are privileged to serve in the United States Navy at this time in history. Seek out and create the opportunities that will sustain our maritime dominance today and in the future."

To read the CNO's 2010 Guidance, visit www.navy.mil/features/CNOG%202010.pdf

Operational Support

The United States Navy has accomplished much in its proud and storied history. However, nothing can be done without the hard-working Sailors who make up the Reserve Force.

Reserve Component

Officers	85,169
Enlisted	283,125
Total	368,294

Total Ready Reserve

Officers	23,872
Enlisted	84,783
Total	108,655

Drilling Selected Reserve

Officers	14,473
Enlisted	52,016
Total	66,489

Full-Time Support

Officers	1,648
Enlisted	9,502
Total	11,150

Individual Ready Reserve

Officers	9,399
Enlisted	32,767
Total	42,166

Voluntary Training Unit (Included in above IRR)

Officers	1,252
Enlisted	2,342
Total	3,594

Navy Reserve Retired

Officers	59,947
Enlisted	189,739
Total	249,686

Reservists Currently Mobilized

VTU	129
Merchant Marine	7
SELRES	5,973
Total	6,109

Reservists on Active duty For Special Work

VTU	94
SELRES	1,012
Total	1,106

Photo credits from top:

Mass Communication Specialist 2nd Class Mark Logico

Mass Communication Specialist 2nd Class Daniel Edgington

Information provided by CNRFC N3

The Fleet

Aircraft Carriers	CVN	11
Amphibious Warfare Ships	LCC	2
	LHA	2
	LHD	8
	LPD	11
	LSD	12
	LCAC	91
Naval Fleet Auxiliary Force	AE	5
	AFS	1
	AKE	7
	AO	14
	AOE	4
	ARS	3
	AH	2
	ATF	4
Patrol Craft	PC	10
Submarines	SSBN	14
	SSGN	4
	SSN	54
Special Mission Ships	AGOS	4
	ARC	1
	AS	2
	AGS	7
	MCM	14
Surface Combat Ships	CG	22
	DDG	56
	FFG	30
	LCS	2
Other	USS CONSTITUTION	

USS George Washington (CVN 73)
Mass Communication Specialist Seaman Adam K. Thomas

USS Essex (LHD 2)
Mass Communication Specialist Seaman Adam K. Thomas

USS Blue Ridge (LCC 19)
Mass Communication Specialist Seaman Rachel N. Hatch

Reserve Component Boat Assets:

NOSC Baltimore
ACU-2
MPFUB* 806/903

NOSC Tampa
ACU-1 DET TAMPA
MPFUB* 805/905

NOSC Great Lakes
ACU-1 DET GREAT LAKES
MPFUB* 904

NOSC Buffalo
ACU-2 DET 205
MPFUB* 807

** Maritime Prepositioning Force Utility Boat*

The United States Naval Air Force Reserve is ranked among the best and most capable Air Forces in the world. Its 28 squadrons are equipped with the most modern aircraft and technology including the fixed-wing F/A-18, F-5, EA-6, E-2, P-3, C-130, C-40, C-37, C-35, C-20, C-12, and C-9; and the rotary-wing H-60, H-53, H-46, and H-1.

Training Support Augment Units

Squadron	Location
VFA-125	Lemoore, Calif.
VAW-120/122 SAU	Norfolk, Va.
VFA-106	Virginia Beach, Va.
VP-30	Jacksonville, Fla.
HSC-3, HS-10, HSM-41	San Diego, Calif.
VT-7/9	Meridian, Miss.
VT-21/22	NAS Kingsville, Texas
VT-27/28/31/35	Corpus Christi, Texas
VT-2/3/6 HT-8/18	Milton, Fla.
VT-4/10/86	Pensacola, Fla.
VAQ-129 SAU	Oak Harbor, Wash.

Squadrons	Nickname	Location
HSC-84	Redwolves	Norfolk, Va.
HSC-85	High Rollers	San Diego, Calif.
HM-14	Vanguard	Norfolk, Va.
HM-15	Blackhawks	Norfolk, Va.
HSL-60	Jaguars	Mayport, Fla.
VAQ-209	Star Warriors	Washington, D.C.
VAW-77	Nightwolves	New Orleans, La.
VFA-204	River Rattlers	New Orleans, La.
VFC-12	Omars	Oceana, Va.
VFC-13	Saints	Fallon, Nev.
VFC-111	Sundowners	Key West, Fla.
VP-62	Broad Arrows	Jacksonville, Fla.
VP-69	Totems	Oak Harbor, Wash.
VR-1	Star Lifters	Washington, D.C.
VR-46	Eagles	Fort Worth, Texas
VR-48	Capitol Skyliners	Washington, D.C.
VR-51	Windjammers	Kaneohe Bay, Hawaii
VR-52	Taskmasters	Willow Grove, Pa.
VR-53	Capital Express	Washington, D.C.
VR-54	Revelers	New Orleans, La.
VR-55	Minutemen	Point Mugu, Calif.
VR-56	Globemasters	Norfolk, Va.
VR-57	Conquistadores	San Diego, Calif.
VR-58	Sunseekers	Jacksonville, Fla.
VR-59	Lonestar Express	Fort Worth, Texas
VR-61	Islanders	Oak Harbor, Wash.
VR-62	Nor' Easter	Jacksonville, Fla.
VR-64	Condors	Willow Grove, Pa.

Commissioned Units' Assets

Tactical Support Wing

E-2C Hawkeye – 6
EA-6B Prowler – 4
F/A-18A/C Hornet – 37
F-5E/F/N Tiger/Adversary – 42

Helicopter Reserve Component (HSC/HSL/HM)

HH-60H Sea Hawk – 12
SH-60B Sea Hawk – 7
MH-60S Knight Hawk – 8
MH-53E Sea Dragon – 8
CH-53E Sea Stallion - 10
CH-46E Sea Knight - 26
AH-1W Super Cobra - 15
UH-1N Iroquois/Huey - 12

AH-1W Super Cobra
Mass Communication Specialist 2nd Class Kristopher Wilson

F/A-18 Hornet
Mass Communication Specialist 3rd Class Jutin Losack

EA-6B Prowler
Mass Communication Specialist 3rd Class John Wagner

Patrol Reserve Component (VP)

P-3C Orion – 12

Fleet Logistics Support Wing (VR)

C-9B Skytrain II – 15
C-12B King Air – 7
C-20 A/D/G Gulfstream – 7
C-35C/D Citation – 5
C-37A/B Gulfstream – 4
C-40A Clipper – 9
C-130T Hercules – 19
KC130T Hercules – 28

Naval Air Force Reserve

All Sailors have access to a suite of powerful Navy Career Tools that enhance their personal and professional development.

Sailor Career Toolbox

The Sailor Career Toolbox consolidates career management information that Sailors need in one place. The tools referenced, such as Career Management System/Interactive detailing, Electronic Service Record, Navy eLearning and others, help Sailors enhance professional growth, verify personnel information and explore career opportunities. Visit the Sailor Career Toolbox at www.npc.navy.mil/CareerInfo/StayNavyTools/CareerTools/.

Global Distance Support Center

Sailors who need assistance on any of the Navy Career Tools can contact the GDSC, the Navy's "one-stop shop" for customer support. GDSC's motto is "Any Question—Any Time—Guaranteed Resolution!" Call, e-mail, fax, send a message or visit GDSC online. Call toll-free (877) 4-1-TOUCH or visit at www.anchordesk.navy.mil.

Career Management System Interactive Detailing

In CMS/ID, enlisted Sailors can research available job opportunities, submit job applications to enlisted assignment coordinators or detailers and view their professional data. CMS/ID helps Sailors identify the best career opportunities for their professional and personal development. Log in to https://www.cmsid.navy.mil.

Navy COOL

Navy Credentialing Opportunities On-Line (COOL) shows enlisted Sailors, including Reserve, how to meet civilian certification and license requirements related to their ratings and jobs. COOL is a powerful tool that shows how to apply Navy training and experience to credentialing requirements.
Log in to www.cool.navy.mil.

Electronic Training Jacket

Navy Training Management & Planning System (NTMPS) Electronic Training Jacket (ETJ) is a tool that provides Sailors online access to their Navy training and education records. The EJT integrates Navy training databases so service members can view and print from a single source.
Sailors can access all documented information on their individual training and education accomplishments, advancement status, qualifications and certifications achieved. Access the ETJ from the NKO home page at www.nko.navy.mil or directly at https://ntmpsweb.ntmps.navy.mil/etjclient/. (CAC required)

APPLY Board

The APPLY Board is the Navy Reserve system for the screening and subsequent assignment of the most qualified officers to senior (command), leadership (commanding officer/OIC) and management (non-command) positions. APPLY is not just for captains and commanders. There are command billet assignments for officers in pay grades O-1 to O-6 and LDO/CWO.
Log in under the Applications link on the private page of the Navy Reserve Homeport.

JOAPPLY

JOAPPLY is a component of APPLY and is designed to aid Navy Operational Support Centers, Reserve component commanders and supported commands in the proper placement of their junior officers. JOAPPLY assists junior officers in their career development by affording them visibility into career opportunities and the entire billet base of available assignments.
Log in under the Applications link on the private page of the Navy Reserve Web site.

Electronic Service Record

Chief of Naval Personnel announced all Sailors now need to maintain an ESR, which resides in the Navy Standard Integrated Personnel System (NSIPS). Sailors review their personnel, training and awards data in ESR and work with their personnel office if any information is incorrect or missing. ESR is especially important now as the Navy moves forward with plans to eliminate the enlisted field service record. Log in to https://nsips.nmci.navy.mil. (CAC required)

Navy Casualty's sole mission is to render prompt and compassionate assistance to Navy families during and after their time of need.

DoD Instruction 1300.15 states:

4.1. Commanders at all levels must support paying a final tribute on behalf of a grateful Nation to comrades in arms, and must respond expeditiously and sensitively to requests for military funeral support. Rendering military funeral honors reflects the high regard and respect accorded to Military Service and demonstrates military professionalism to the Nation and the world.

4.2. The provision of military funeral honors is designated a total force mission. Active-duty personnel and Reserve component members, including members of the National Guard in Title 32 status, may perform this mission.

Services Provided for Military Funeral Honors:

- The law mandates the rendering of military funeral honors for an eligible veteran if requested by the family.
- The honor guard detail for burying an eligible veteran will consist of at least two members of the Armed Forces.
- One member of the detail will be a representative of the deceased veteran's parent service.
- The honor detail will perform a ceremony that includes folding and presenting the flag to the next of kin and playing Taps.

Those Eligible for Military Funeral Honors:

- Military members on active duty or in the Selected Reserve.
- Former military members who served on active duty and departed under conditions other than dishonorable.
- Former military members who completed at least one term of enlistment or period of initial obligated service in the Selected Reserve and departed under conditions other than dishonorable.
- Former military members discharged from the Selected Reserve due to a disability incurred or aggravated in the line of duty.

Navy Casualty Personnel Phone Numbers:

Toll free:	800-368-3202
Commercial:	901-874-2501
DSN:	882-2501

Navy Casualty's mailing address:

Bureau of Naval Personnel
Casualty Assistance Division (N135C)
5720 Integrity Dr.
Millington, TN 38055-6210

For more information on the Navy's Funeral Honors program, please contact the Casualty Assistance Calls Officer at your NOSC, or visit: **www.NPC.NAVY.mil/commandsupport/casualtyassistance**.

The grave of the first trainee at Naval Station Great Lakes, Seaman Recruit Joseph Wallace Gregg, is marked with a headstone at the U. S. Naval Cemetery near the Naval Health Clinic. Gregg arrived at the naval station six years after the base opened in 1911. On July 5th, 1966, he returned to be the first recruit buried in the cemetery. Navy photo by Scott A. Thornbloom

Joint Staff Codes

Joint Chiefs of Staff

J1	Manpower and Personnel
J2	Intelligence
J3	Operations
J4	Logistics
J5	Strategic Plans and Policy
J6	Command, Control, Communications and Computer System
J7	Operational Plans and Interoperability
J8	Force Structure, Resources and Assessment

Navy

N1	Manpower and Personnel
N2	Intelligence
N3	Operations
N4	Logistics
N5	Plans and Policy
N6	Information Technology
N7	Readiness and Training
N8	Resources and Requirements

Marine Corps

G1	Manpower and Personnel
G2	Intelligence
G3	Operations
G4	Logistics/Supply
G5	Plans
G6	Communications
G7	Inspector
G8	Requirements

Army

G1	Personnel
G2	Intelligence
G3	Operations and Plans
G4	Logistics
G5	Civil Affairs
G6	Information Management
G8	Resource Management

Air Force

A1	Personnel
A2	Intelligence
A3	Operations
A4	Logistics
A5	Plans and Programs
A6	Communications
A7	Installation/Mission Support
A8	Requirements

Coast Guard

CG-1	Human Resources
CG-2	Intelligence
CG-3	Operations
CG-4	Engineering and Logistics
CG-5	Policy and Planning
CG-6	Command, Control, Communications, Computers and Information (C4I)
CG-8	Planning, Resources and Procurement
CG-9	Acquisition

Retirement Points

Every Reservist earns points towards retirement. The more points you have, the more money you will see in your retirement check. You can access your Annual Retirement Points Record (ARPR) at https://www.bol.navy.mil under the ARPR/ASOSH heading. When you get into your record, look it over and if it is correct, print and file it. By keeping these on file, you can track your points. If a problem comes up in the future, you'll have documentation to help straightened it out.

Recent changes pertaining to Reserve retirements include:

- Reservists can be credited with up to 130 inactive points an anniversary year effective Oct. 30, 2007.
- Qualified Reservists can start receiving retirement pay earlier than age 60. Effective Jan. 29, 2008, each 90-day aggregate of active duty completed in a fiscal year will allow a member to begin receiving retired pay three months earlier than age 60. Medical benefit eligibility remains at age 60.
- PERS-91 will review a member's record and establish a retired-pay eligibility date at the time the member is transferred to the Retired Reserve.

So how do you earn the points that could get you the bigger retirement check? In the following ways:

- One point for each day served on active duty in any status to a maximum of 365 a year (366 in a leap year).
- One point for every drill period. Two points are the maximum for any calendar day.
- One point for each day conducting military funeral honors.
- One point for every three hours of nonresident instruction or correspondence courses.
- Fifteen points are given each year as "membership points" for being in a Reserve status.

A qualifying year:

The day you enter Reserve status is considered your anniversary date. From that point you must earn a minimum of 50 points a year in order to have a "qualifying year" toward retirement. As long as you do not have a break in service, your anniversary date will remain the same even if you go from active to inactive status and back.

A non-qualifying year:

A non-qualifying year (one in which you do not earn at least 50 points) counts toward your total time in service, but not retirement. Points earned in a non-qualifying year also count toward the final point total.

Calculating Retirement Pay:

- You will start receiving retirement pay at 60 years old.
- Formula for retirement pay is:
  P/360 x .025 x B = monthly retirement pay.
- P = total number of retirement points
- B = base pay of the grade which you retired (use pay scale in the year you turn 60 years old).
- Estimate what your base pay will be in the year you turn 60 years old by using an assumed annual increase rate.
- Current base pay rates can be found online at www.dfas.mil/militarypay.html.
- You will need to know how many points you have and may earn to determine your potential earnings at age 60.

Example:

- A retired chief turns 60 years old in 2010 and she has 22 years of service in the Navy Reserve. She has earned a total of 4,500 points.
- Her 2010 monthly base pay is $4,283.
- 4,500/360 = 12.5
- 12.5 x .025 = .3125
- .3125 x $4,283 = $1,338.44
  She will be paid $1,338.44 per month at age 60
- Adjust the base pay to reflect the annual increase to figure out the formula each year.
- Find a Reserve retirement pay calculator online at https://staynavytools.bol.navy.mil/retcalc.

Communication Calendar

The 2010 thematic calendar below is provided to inform our Reserve Force of important topics leadership will be focusing on during the year. Some address who we are (Strategic Depth) and others are about what is important to us (Honoring our Families). Look for information on these topics and news of the great work being done by the Navy Reserve in upcoming TNR magazines.

Month	Theme	TNR
January	Employer Of Choice	Almanac Edition
February	On-Demand Expertise	What We Bring to the Table
March	Continuum of Service	Navy Total Force
April	Timely Force	Surge Operations
May	Service Matters	Global Force for Good/Recruiting & Retention
June	Strategic Depth	Strategic Depth
July	Honoring Civilian Employers	ESGR/USERRA
August	Honoring our People	Sailor of the Year
September	Force Multiplier	Individual Augmentees (or) Diversity
October	Cost-Effective Force	Cost-effective force
November	On-Demand Expertise	Innovative use of reserve forces
December	Honoring Families	Family Readiness

STRATEGIC DEPTH – We provide the Navy with strategic depth by maintaining unsurpassed individual, command, and force readiness. We are ready to surge forward – anytime, anywhere – from peace to war.

FORCE MULTIPLIER – Our flexibility, responsiveness, and ability to serve across a wide spectrum of operations clearly enhance the Navy Total Force; act as a true force multiplier; and provide unique skill sets toward fulfilling Navy's requirements in an increasingly uncertain world.

TIMELY AND COST EFFECTIVE -- We deliver timely, cost-effective operational capabilities, through our people and equipment, which are relevant and valued by the Navy. We serve alongside active component Sailors and deliver capabilities that are unmatched for quality.

ON-DEMAND EXPERTISE – As the Navy's standard for on-demand expertise, we deliver full-time excellence through part-time and full-time service. Our contributions to national security are enabled by policies, processes, and administrative systems that are transparent and seamless, making it easy for Sailors and their families to serve.

EMPLOYER OF CHOICE -- We are sought by the Nation's best for a career of service. We are the Force that others want to join and our diversity reflects the face of the nation. We provide life-long learning and development We are committed to developing warriors capable of leading in our nation's defense.

CONTINUUM OF SERVICE –We give Sailors options that allow them to achieve a true life/work balance while they "Stay Navy" and continue contributing to our warfighting effectiveness. Current and prospective members regard the Navy Reserve as one of the nation's great workplaces. We will accomplish this by promoting a culture that supports theTotal Force and their families through "Best in Class" programs, policies, compensation, and a comprehensive continuum of care.

SERVICE MATTERS – Our actions and resources are fully aligned to achieve this vision. We are committed to supporting the Fleet and Combatant Commands, ready and fully integrated. We value the contributions of each and every reservist, recognizing service can and does vary from a few days per year to full-time service.

HONORING OUR PEOPLE, THEIR FAMILIES AND THEIR EMPLOYERS – Within our lifelines we provide support to our Sailors, individually and proactively. We stand ready to assist service members' families, whenever and wherever they need our help. And finally, we recognize, respect, and honor the civilian employers whose support enables our Navy Reservists to serve our Navy and our Nation. We honor their service by both our actions and words.

Outreach Calendar

Navy Reservists serve in all 50 states, and in many states Reservists are the only Navy presence. The following list provides Reserve Sailors an opportunity to attend Navy events in their community. In many cases Navy Reserve support is important to the event's success. If an event is happening in your neighborhood, contact your chain of command to determine if there is an opportunity for Navy Reserve support.

JANUARY

1/22-24	Norfolk, Va.	Returning Warrior Workshop
1/23	Mobile, Ala.	USS Independence (LCS-2) Ship Commissioning
1/29-31	San Antonio, Texas	Returning Warrior Workshop
1/29-31	San Francisco, Calif.	Returning Warrior Workshop

Photo by Mass Communication Specialist 2nd Class Michael Lavender

Photo by Dennis Griggs, General Dynamics

FEBRUARY

2/19-21	Sarasota, Fla.	Returning Warrior Workshop

MARCH

3/5-7	Kansas City, Mo.	Returning Warrior Workshop
3/6	Seal Beach, Calif.	USS Dewey (DDG-105) Ship Commissioning
3/12-14	Denver, Colo.	Returning Warrior Workshop
3/13	NAF El Centro, Calif.	Blue Angels Air Show
3/13-21	Tampa, Fla.	Airfest (Navy Week)
3/20-21	MacDill AFB, Fla.	Blue Angels Air Show
3/22-29	Phoenix, Ariz.	MLB Spring Training (Navy Week)
3/25	Pensacola, Fla.	Medal of Honor Day Commemoration
3/27-28	Kingsville, Texas	Blue Angels Air Show

Photo by Mass Communication Specialist 2nd Class Chantel M. Clayton

Outreach Calendar

Photos, left to right:
Mass Communication Specialist 2nd Class Ronald Gutridge
Mass Communication Specialist 2nd Class Lewis Hunsaker
Mass Communication Specialist 1st Class Michael Sheehan
Mass Communication Specialist 1st Class Lucinda Thierry

APRIL

4/10-11	Key West, Fla.	Blue Angels Air Show
4/15-25	San Antonio, Texas	Fiesta San Antonio (Navy Week)
4/16-18	Boise, Idaho	Returning Warrior Workshop
4/16-18	Norfolk, Va.	Returning Warrior Workshop
4/17-18	Charleston, S.C.	Blue Angels Air Show
4/19-24	Des Moines, Iowa	Drake Relays (Navy Week)
4/23-25	Ft. Worth, Texas	Air Power Expo and Concert
4/24-25	Vidalia, Ga.	Blue Angels Air Show
4/26-5-2	Kansas City, Mo.	Navy Week
4/26-5/3	Port Everglades, Fla.	Fleet Week

MAY

5/1-2	St. Joseph, Mo.	Blue Angels Air Show
5/2-9	Birmingham, Ala.	Navy Week
5/8	NCBC Gulfport, Miss.	SeaBee Day
5/8-9	Tuscaloosa, Ala.	Blue Angels Air Show
5/8-16	Spokane, Wash.	Lilac Festival (Navy Week)
5/14-16	Torrance, Calif.	Armed Forces Day Celebration
5/14-16	Houston, Texas	Returning Warrior Workshop
5/14-16	Sedona, Ariz.	Returning Warrior Workshop
5/15-16	Andrews AFB, Md.	Blue Angels Air Show
5/22-23	Cherry Point N.C.	Blue Angels Air Show
5/24-30	Little Rock, Ark.	Riverfest (Navy Week)
5/26	U.S. Naval Academy, Md.	Blue Angels Air Show
5/26-6/2	New York, N.Y.	NYC Fleet Week
5/28-6/12	Portland, Ore.	Rose Festival (Fleet Week)
5/29-30	Jones Beach, N.Y.	Blue Angels Air Show

JUNE

June TBD	Pascagoula, Miss.	USNS Howard O. Lorenzen (T-AGM 25) Commissioning
6/3-9	Oklahoma City, Okla.	Softball World Series (Navy Week)
6/5-6	Eau Claire, Wis.	Blue Angels Air Show
6/7-13	Milwaukee, Wis.	Navy Week
6/12-13	Milwaukee, Wis.	Blue Angels Air Show
6/19-20	Cape Girardeau, Mo.	Blue Angels Air Show
6/25-27	Milwaukee, Wis.	Returning Warrior Workshop
6/26-27	St. Cloud, Minn.	Blue Angels Air Show
6/30-7/4	Boston, Mass.	Harbor Fest (Navy Week)

JULY

July TBD	Bath, Maine	USS Jason Dunham (DDG-109) Ship Commissioning
7/3-4	Traverse City, Mich.	Blue Angels Air Show
7/10	Pensacola, Fla.	Blue Angels Air Show
7/12-18	Dayton, Ohio	Dayton Airshow (Navy Week)
7/17-18	Dayton, Ohio	Blue Angels Air Show
7/16-18	Burlington, Vt.	Returning Warrior Workshop
7/17-25	Minneapolis, Minn.	Aquatennial (Navy Week)

7/23/25	Savannah, Ga.	Returning Warrior Workshop
7/24	Groton, Conn.	USS Missouri (SSN-780) Ship Commissioning
7/24-25	Idaho Falls, Idaho	Blue Angels Air Show
7/31-8/1	Anchorage, Alaska	Blue Angels Air Show
7/31-8/8	Seattle, Wash.	SeaFair (Fleet Week)

AUGUST

8/1-TBD	San Diego, Calif.	Fleet Week
8/7-8	Seattle, Wash.	Blue Angels Air Show
8/7-15	Chicago, Ill.	52nd Annnual Air and Water Show (Navy Week)
8/14-15	Chicago, Ill.	Blue Angels Air Show
8/20-29	Boise, Idaho	Idaho Fair (Navy Week)
8/28-29	Portsmouth, N.H.	Blue Angels Air Show
8/28-9/6	Baltimore, Md.	Baltimore MD State Fair (Navy Week)
Sept TBD	Pascagoula, Miss.	USS Gravely (DDG-107) Ship Commissioning
8/30-9/6	Cleveland, Ohio	Cleveland National Airshow (Navy Week)

SEPTEMBER

9/4	NCBC Gulfport, Miss.	Volkslauf SeaBee Mud Run
9/4-6	Cleveland, Ohio	Blue Angels Air Show
9/6-12	St. Louis, Mo.	Big Muddy Blues Festival (Navy Week)
9/9-19	Salt Lake City, Utah	Utah State Fair (Navy Week)
9/11-12	Scott AFB, Ill.	Blue Angels Air Show
9/18-19	NAS Oceana, Va.	Blue Angels Air Show
9/25-26	MCAS Kame'Ohe Bay, Hawaii	Blue Angels Air Show

OCTOBER

10/1-3	MCAS Miramar, Calif.	Blue Angels Air Show
10/7-12	San Francisco, Calif.	Fleet Week
10/7-17	Hampton Roads, Va.	Fleet Week
10/9-10	San Francisco, Calif.	Blue Angels Air Show
10/11-17	Atlanta, Ga.	Wings Over Marietta Airshow (Navy Week)
10/12	NCBC Gulfport, Miss.	Salute to the Military
10/16-17	Dobbins AFB, Ga.	Blue Angels Air Show
10/23-24	Jacksonville, Fla.	Blue Angels Air Show
10/25-31	Dallas, Texas	Ft. Worth Alliance Airshow (Navy Week)
10/30-31	Ft. Worth, Texas	Blue Angels Air Show

NOVEMBER

11/6-7	Homestead, Fla.	Blue Angels Air Show
11/12-13	Pensacola, Fla.	Blue Angels Air Show

The above calendar is based on current information at time of publishing; listed items are subject to change. Many items on this calendar are maintained by the Navy Office of Community Outreach. www.navy.mil/navco/

Photo by: Mass Communication Specialist 1st Class Dave Kaylor

Outreach Calendar

TRICARE RESERVE SELECT

Tricare Reserve Select (TRS) is a premium-based health plan available for purchase by members of the Selected Reserve, excluding IRR and VTU, who are not eligible for or enrolled in Federal Employee Health Benefit plans. The current plan, which became effective Oct. 1, 2007, replaces a complex tier system with varying premiums. The premiums are $47.51 a month for individual coverage and $180.17 a month for family coverage.

Under the TRS plan, members receive comprehensive coverage with access to TRICARE-authorized providers and military treatment facilities on a space-available basis. Members pay fewer out-of-pocket costs when choosing a provider in the TRICARE network. TRS offers extremely low annual deductibles and cost-share along with a catastrophic cap of $1,000 maximum for each family. A variety of inpatient, outpatient and clinical preventative services are covered as well as emergency services.

TRS also offers survivor coverage for up to six months after the death of a service member. The TRICARE network consists of three regional domestic contractors and one overseas contractor: Health Net Federal Services, LLC (North Region); TriWest Healthcare Alliance Corp (West Region); and Humana Military Healthcare Services, Inc. (South Region and Overseas).

Many SELRES members do have other healthcare options offered by private-sector employers. The coverage offered under TRS is similar to TRICARE Standard or Extra. Consider costs for family coverage versus single coverage, co-payments, prescription drug programs, catastrophic caps and which health care plans are accepted by the member's (and family's) preferred doctors and hospitals.

Purchasing TRS is a three-step process that is done through the Guard and Reserve portal.

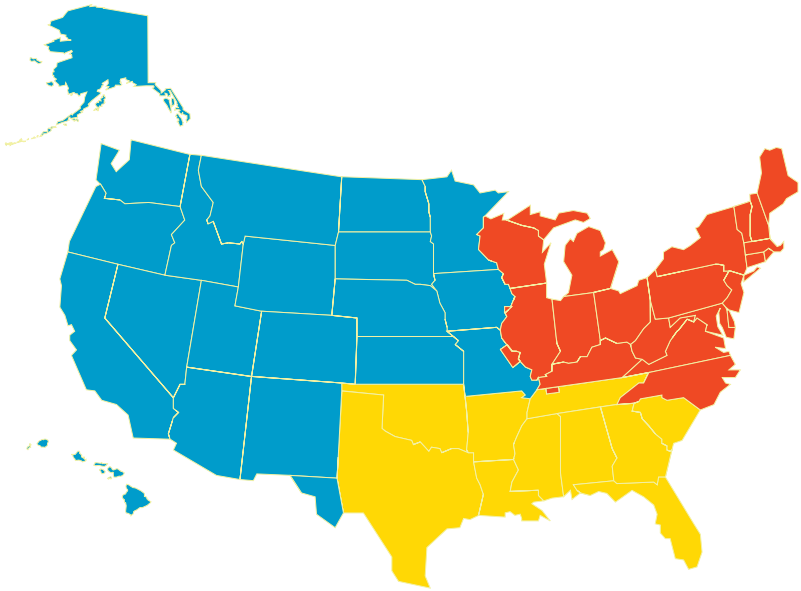
Step One: Service member logs onto **https://www.dmdc.osd.mil/appj/trs/index.jsp** and completes the TRS request form DD Form 2896-1.

Step Two: Print and sign the form.

Step Three: Submit the completed form along with premium payment to the regional contractor.

The mailing information for the appropriate regional contractor will auto populate once your form is complete and you request it to print. Coverage begins on the first day of the first or second month, which ever the member chooses, after the postmark date of the DD Form 2896-1. Members should contact the regional contractor for information or assistance on purchasing TRS coverage, premium billing questions, obtaining healthcare services, claims or covered benefits. The information about coverage under these plans can be found at **www.tricare.mil**

TRICARE policies and benefits are governed by public law and changes are made as public law is amended. Contact your regional contractor or local TRICARE Service Center for current updates. For more information on TRICARE or the Health Insurance Portability and Accountability Act Notice of Privacy Practices, go to **www.tricare.mil**.



Reserve Affairs:
http://ra.defense.gov
Guard/Reserve Portal Address:
www.dmdc.osd.mil/appj/trs/index.jsp
TRICARE:
www.tricare.mil
TRICARE Mail Order Pharmacy:
877-363-1303
TRICARE Retail Network Pharmacy:
877-363-1303

Tricare West

Regional Contractor:
TriWest Healthcare Alliance Corp. (TriWest)
888-TRIWEST (888-874-9378)
www.triwest.com

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa (excluding Rock Island Arsenal area), Kansas, Minnesota, Missouri (excluding the St. Louis area), Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Texas (the southwestern corner, including El Paso), Utah, Washington and Wyoming.

Tricare South

Regional Contractor:
Humana Military Healthcare Services, Inc. (Humana Military)
877-298-3408 or 800-444-5445
www.humana-military.com

Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Oklahoma, South Carolina, Tennessee (excluding the Ft. Campbell area) and Texas (excluding the El Paso area).

Tricare North

Regional Contractor:
Health Net Federal Services, LLC (Health Net)
877-TRICARE (874-2273)
www.healthnetfederalservices.com

Connecticut, Delaware, the District of Columbia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Wisconsin and portions of Iowa (Rock Island Arsenal area), Missouri (St. Louis area) and Tennessee (Ft. Campbell area).

Tricare Overseas

Regional Contractor:
Humana Military Healthcare Services, Inc. (Humana Military)
877-298-3408 or
Overseas: 888-777-8343
www.humana-military.com or
Overseas: www.tricare.mil/overseas
The TRICARE overseas areas include TRICARE Europe, TRICARE Latin America and Canada (TLAC), and TRICARE Pacific. The TRICARE South Region contractor, Humana Military, handles enrollment, billing and customer support services for these overseas areas.

Active Duty Base Pay Chart

Pay Grade	Years of Service														
	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
Commissioned Officers															
0-10	-	-	-	-	-	-	-	-	-	-	-	15,188	15,262	15,579	16,133
0-9	-	-	-	-	-	-	-	-	-	-	-	13,284	13,475	13,751	14,234
0-8	9,399	9,707	9,911	9,968	10,223	10,649	10,748	11,153	11,269	11,617	12,121	12,586	12,897	12,897	12,897
0-7	7,810	8,173	8,341	8,474	8,716	8,955	9,230	9,505	9,782	10,649	11,382	11,382	11,382	11,382	11,439
0-6	5,789	6,359	6,777	6,777	6,802	7,094	7,132	7,132	7,538	8,255	8,675	9,096	9,335	9,577	10,047
0-5	4,825	5,436	5,813	5,883	6,118	6,259	6,568	6,794	7,087	7,535	7,748	7,959	8,198	8,198	8,198
0-4	4,164	4,820	5,141	5,213	5,512	5,832	6,230	6,541	6,756	6,880	6,952	6,952	6,952	6,952	6,952
0-3	3,661	4,150	4,479	4,883	5,117	5,374	5,540	5,813	5,956	5,956	5,956	5,956	5,956	5,956	5,956
0-2	3,163	3,602	4,149	4,289	4,377	4,377	4,377	4,377	4,377	4,377	4,377	4,377	4,377	4,377	4,377
0-1	2,746	2,858	3,454	3,454	3,454	3,454	3,454	3,454	3,454	3,454	3,454	3,454	3,454	3,454	3,454
Commissioned Officers With More Than Four Years Enlisted or Warrant Officer Active Duty Service															
0-3E	-	-	-	4,883	5,117	5,374	5,540	5,813	6,044	6,176	6,356	6,356	6,356	6,356	6,356
0-2E	-	-	-	4,289	4,377	4,517	4,752	4,934	5,069	5,069	5,069	5,069	5,069	5,069	5,069
0-1E	-	-	-	3,454	3,689	3,825	3,965	4,101	4,289	4,289	4,289	4,289	4,289	4,289	4,289
Warrant Officers															
W-5	-	-	-	-	-	-	-	-	-	-	-	6,727	7,068	7,322	7,604
W-4	3,783	4,070	4,186	4,301	4,499	4,695	4,893	5,192	5,453	5,702	5,906	6,104	6,396	6,635	6,909
W-3	3,454	3,599	3,746	3,795	3,949	4,254	4,571	4,720	4,893	5,071	4,390	5,607	5,736	5,873	6,060
W-2	3,057	3,346	3,435	3,497	3,695	4,003	4,155	4,306	4,490	4,633	4,763	4,919	5,022	5,103	5,103
W-1	2,684	2,972	3,050	3,214	3,408	3,694	3,828	4,014	4,198	4,342	4,475	4,637	4,637	4,637	4,637
Enlisted															
E-9	-	-	-	-	-	-	4,571	4,674	4,805	4,959	5,113	5,361	5,571	5,792	6,130
E-8	-	-	-	-	-	3,742	3,907	4,010	4,132	4,265	4,505	4,627	4,834	4,949	5,232
E-7	2,601	2,839	2,948	3,092	3,204	3,397	3,506	3,699	3,860	3,969	4,086	4,131	4,283	4,365	4,675
E-6	2,250	2,475	2,585	2,691	2,801	3,051	3,148	3,336	3,394	3,435	3,484	3,484	3,484	3,484	3,484
E-5	2,061	2,199	2,305	2,414	2,584	2,762	2,907	2,925	2,925	2,925	2,925	2,925	2,925	2,925	2,925
E-4	1,890	1,986	2,094	2,200	2,294	2,294	2,294	2,294	2,294	2,294	2,294	2,294	2,294	2,294	2,294
E-3	1,706	1,813	1,923	1,923	1,923	1,923	1,923	1,923	1,923	1,923	1,923	1,923	1,923	1,923	1,923
E-2	1,622	1,622	1,622	1,622	1,622	1,622	1,622	1,622	1,622	1,622	1,622	1,622	1,622	1,622	1,622
E-1	1,447	1,447	1,447	1,447	1,447	1,447	1,447	1,447	1,447	1,447	1,447	-	-	-	-

E-1 with less than four months: 1,339.00

Amounts are rounded to the nearest dollar.

Effective Jan. 1

Drill Weekend Pay Chart

Pay Grade	Years of Service														
	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
Commissioned Officers															
0-10	-	-	-	-	-	-	-	-	-	-	-	2025	2035	2077	2151
0-9	-	-	-	-	-	-	-	-	-	-	-	1771	1797	1833	1898
0-8	1253	1294	1321	1329	1363	1420	1433	1487	1503	1549	1616	1678	1720	1720	1720
0-7	1041	1090	1112	1130	1162	1194	1231	1267	1304	1420	1518	1518	1518	1518	1525
0-6	772	848	904	904	907	946	951	951	1005	1101	1157	1213	1245	1277	1340
0-5	643	725	775	784	816	835	876	906	945	1005	1033	1061	1093	1093	1093
0-4	555	643	685	695	735	778	831	872	901	917	927	927	927	927	927
0-3	488	553	597	651	682	717	739	775	794	794	794	794	794	794	794
0-2	422	480	553	572	584	584	584	584	584	584	584	584	584	584	584
0-1	366	381	461	461	461	461	461	461	461	461	461	461	461	461	461
Commissioned Officers With Prior Service as Enlisted Members or Warrant Officers															
0-3E	-	-	-	651	682	717	739	775	806	823	847	847	847	847	847
0-2E	-	-	-	572	584	602	634	658	676	676	676	676	676	676	676
0-1E	-	-	-	461	492	510	529	547	572	572	572	572	572	572	572
Warrant Officers															
W-5	-	-	-	-	-	-	-	-	-	-	-	897	942	976	1014
W-4	504	543	558	573	600	626	652	692	727	760	787	814	853	885	921
W-3	461	480	499	506	527	567	609	629	652	676	585	748	765	783	808
W-2	408	446	458	466	493	534	554	574	599	618	635	656	670	680	680
W-1	358	396	407	429	454	493	510	535	560	579	597	618	618	618	618
Enlisted															
E-9	-	-	-	-	-	-	609	623	641	661	682	715	743	772	817
E-8	-	-	-	-	-	499	521	535	551	569	601	617	645	660	698
E-7	347	379	393	412	427	453	467	493	515	529	545	551	571	582	623
E-6	300	330	345	359	373	407	420	445	453	458	465	465	465	465	465
E-5	275	293	307	322	345	368	388	390	390	390	390	390	390	390	390
E-4	252	265	279	293	306	306	306	306	306	306	306	306	306	306	306
E-3	227	242	256	256	256	256	256	256	256	256	256	256	256	256	256
E-2	216	216	216	216	216	216	216	216	216	216	216	216	216	216	216
E-1	193	193	193	193	193	193	193	193	193	193	193	-	-	-	-

E-1 with less than four months 172.00

Enlisted Ratings

These general occupations consist of specific skills and abilities. Each rating has its own specialty badge, which is worn on the left uniform sleeve by all enlisted personnel in that particular field.

AB Aviation Boatswain's Mate

(Equipment, Fuel, Handling)

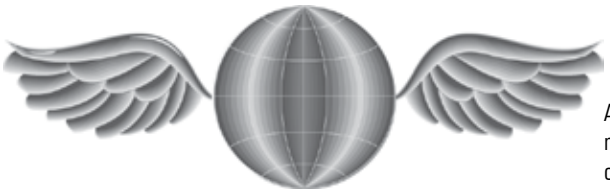
Aviation Boatswain's Mates are responsible for the quick and safe launching and recovering of Navy aircraft from land or ships. They prepare and fuel planes prior to take-off and after landing. They also work with the flight deck catapult systems and arresting gear and direct air traffic on the flight and hangar decks.

Air Traffic Controller AC

Air Traffic Controllers perform duties similar to civilian air traffic controllers and play a crucial role in the effective use of Navy airpower throughout the world in operational and training environments. ACs assist in the safe, orderly and speedy flow of air traffic in the area of responsibility.

AD Aviation Machinist's Mate

Aviation Machinist's Mates are responsible for keeping Navy aircraft powerplants and related systems in top operational condition. Aircrew volunteers perform in-flight duties in various types of Navy aircraft.



Aviation Electrician's Mate AE

Aviation Electrician's Mates are aircraft electricians. They maintain a wide range of electrical and navigation equipment in aircraft. AEs are trained in computers to support this state-of-the-art equipment. Aircrew volunteers perform various in-flight duties in turbojet, propeller aircraft and helicopters.

AG Aerographer's Mate

Aerographer's Mates are the Navy's meteorological and oceanographic experts trained in the science of meteorology and physical oceanography. AGs learn to use instruments that monitor weather characteristics such as air pressure, temperature, humidity, wind speed and direction. They distribute this data to aircraft, ships and shore activities.

Aviation Structural Mechanic AM

Aviation Structural Mechanics maintain all aircraft parts such as wings, fuselage, tail, control surfaces and landing gear. Aircrew volunteers from this rating perform in-flight duties in various types of aircraft. AMs may also volunteer to fly as Navy aircrew. Aircrew perform numerous in-flight duties and operates aircraft systems in turbojet, helicopter or propeller aircraft.

Enlisted Ratings

AN Airman

Sailors without specialized training following recruit training are encouraged to select a career field. Through self study and on-the-job training correspondence courses they may qualify for a rating entry (striking for a rate).

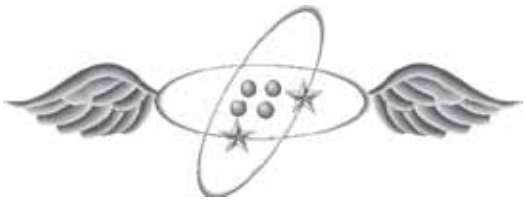
AO Aviation Ordnanceman

Aviation Ordnancemen are responsible for keeping Navy aircraft armament and ordnance delivery systems in top operational condition. Their duties include handling, stowing, issuing and loading of munitions and small arms.

AS Aviation Electronics Technician

Aviation Electronics Technicians repair some of the most advanced electronic systems in the world. ATs troubleshoot electronic weapons and aviation systems on Navy aircraft. Navy aircrew volunteers fly in various types of Navy aircraft, from helicopters to jets.

AT Aviation Support Equipment Technician



Aviation Support Equipment Technicians are responsible for keeping Navy aircraft ground support equipment in top operational condition. They are responsible for maintaining gas and diesel engine powered equipment. They also maintain liquid and gaseous oxygen and nitrogen systems at Navy Air Stations and aboard carriers.

AW Naval Air Crewman

Naval Air Crewmen operate airborne radar and electronic equipment used in detecting, locating and tracking submarines. AWs also operate equipment used in anti-surface, mine and electronic warfare and play key roles in search-and-rescue and counter-narcotics operations.

AZ Aviation Maintenance Administrationman

Aviation Maintenance Administrationmen perform a variety of clerical, administrative and managerial duties necessary to keep aircraft maintenance activities running efficiently. AZs also plan, coordinate and perform inspections on aircraft and related equipment.

BM Boatswain's Mate

Boatswain's Mates train, direct and supervise others in marlinspike, deck, and boat seamanship. They ensure proper upkeep of the ship's external structure, rigging, deck equipment and boats. They are in charge of self-propelled barges, tugs and other yard and district craft. They serve in or are in charge of damage-control parties and gun crews. They are also responsible for the use and maintaining of equipment used to load and offload cargo, ammunition, fuel and general stores.

Builder BU

Builders make up a large segment of the Navy's Construction Force. They work as carpenters, plasterers, roofers, concrete finishers, masons, painters, bricklayers and cabinet makers.

CE Construction Electrician

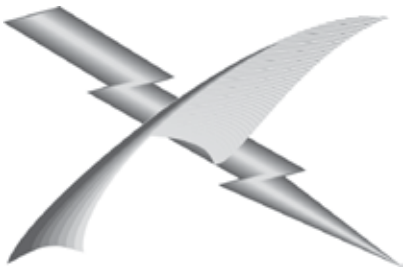
Construction Electricians build, maintain and operate power production facilities and electrical distribution systems. CEs also install, maintain and repair telephone and high/low voltage electrical power distribution, fire alarms, internal public address systems and telephone systems.

Construction Mechanic CM

Construction Mechanics repair and maintain heavy construction and automotive equipment such as buses, dump trucks, bulldozers, rollers, cranes, backhoes, pile drivers and other heavy equipment and vehicles. CMs also prepare detailed maintenance records, acquire repair parts and maintain cost control data.

CS Culinary Specialist

Culinary Specialists are cooks, bakers and dining area and living quarters managers. CSs are needed on every shore base and ship in the Navy. Navy CSs even provide food services for admirals and senior government executives, and run the White House Mess for the president of the United States.



Cryptologic Technician CT

Cryptologic Technicians control access to classified materials, translate foreign-language transmissions, operate radio direction-finding equipment, employ electronic countermeasures, and install, service, and repair special electronic and electro-mechanical equipment. CTs require special security clearances.

DC Damage Controlman

Damage Controlmen do the work necessary for damage control, ship stability, firefighting, fire prevention, and chemical, biological and radiological (CBR) warfare defense. DCs also instruct personnel in the methods of damage control and CBR defense, and repair damage control equipment and systems.

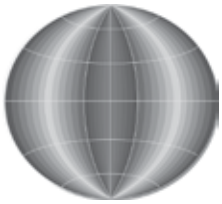
Engineering Aide EA

Engineering Aides provide construction engineers with necessary information to develop final construction plans. EAs conduct surveys for roads, airfields and buildings. They perform soil tests and prepare topographic and hydrographic maps. They also perform land surveys for sewers, water lines, drainage systems and underwater excavations.

Ratings

EM Electrician's Mate

Electrician's Mates are responsible for the operation of ship's electrical power generation systems, lighting, electrical equipment and appliances. EMs install, operate, adjust and provide routine maintenance and inspections of ships' electrical equipment.

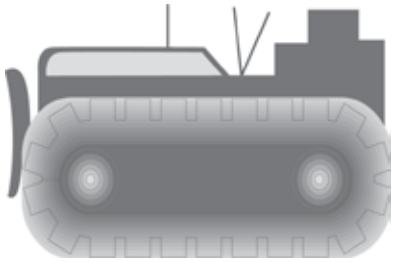


Engineman EN

Enginemen operate, service and repair internal combustion engines used to power some of the Navy's ships and most of the Navy's small crafts. ENs work with diesel engines, operate and maintain electro-hydraulic controllable pitch propeller systems, steering engines, refrigeration and air conditioning systems, air compressors, desalinization plants and small auxiliary boilers.

EO Equipment Operator

Equipment Operators are construction workers who operate heavy transportation and construction equipment such as trucks, bulldozers, backhoes, graders, forklifts, cranes and asphalt equipment.



Explosive Ordnance Disposal Technician EOD

Explosive Ordnance Disposal Technicians render safe all types of ordnance: conventional, unconventional, improvised, chemical, biological and nuclear. EOD technicians also perform underwater location, identification and recovery (or disposal) of foreign and domestic ordnance. At times, they are called upon to support military and civilian law enforcement agencies.

ET Electronics Technician

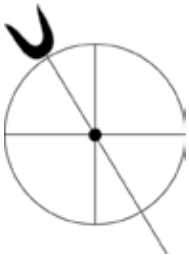
Electronics Technicians are responsible for electronic equipment used to send and receive messages, detect enemy planes and ships and determine target distance. ETs maintain, repair, calibrate, tune and adjust all electronic equipment used for communications, detection and tracking, recognition and identification, navigation and electronic countermeasures.

Fire Controlman FC

Fire Controlmen maintain combat ship weapons systems control mechanisms. They are responsible for the operation, care and repair of electronic and hydraulic equipment, ensuring accurate fire control of guided missiles and surface gunfire control systems, radar, tracking computers, weapons' targeting systems, gyroscopes and rangefinders.

FN Fireman

This enlistment program option enables men and women to qualify for one of several Navy engineering or mechanical skill specialties (ratings) through on-the-job apprentice training. Equipment associated with Fireman training includes propulsion and electricity generating gas turbines and diesel engines, electronic machinery plant control systems and networks, and intricate electrical wiring and distribution systems.



FT Fire Control Technician (Submarine)

Fire Control Technicians maintain and operate high-tech electronic equipment used in submarine combat, control, sonar, navigation and communications. Their duties include operating advanced electronics equipment, computers and communications systems. They specialize in the use and maintenance of electronic, digital and fiber optic systems.

GM Gunner's Mate

Gunner's Mates are responsible for the operation and maintenance of guided-missile launch systems, gun mounts and other ordnance equipment, as well as small arms and magazines. GMs work with electrical and electronic circuitry and mechanical, hydraulic and pneumatic systems.

GS Gas Turbine System Technician

Gas Turbine System Technicians are responsible for all gas turbine engines. They maintain propulsion machinery, including gears, shafting and controllable pitch propellers, control systems, electrical and electronic circuitry and alarms. They handle administrative tasks related to gas turbine operation and maintenance.

HM Hospital Corpsman

Hospital Corpsmen perform duties as assistants in the prevention and treatment of disease and injury and assist health care professionals in providing medical and dental care to Navy personnel and their families. Serving as battlefield corpsmen with the Marine Corps, they render emergency medical treatment, including initial treatment.

HT Hull Maintenance Technician

Hull Maintenance Technicians do the metal work necessary to keep all types of shipboard structures and surfaces in good conditions. HTs also maintain shipboard plumbing and marine sanitation systems, repair small boats, operate and maintain ballast control systems and manage the Quality Assurance Program.

IC Interior Communications Electrician

Interior Communications Electricians install, maintain and repair the equipment needed for interior communications within shore facilities and ships. These communication systems include public address systems, phone systems, alarm systems and engine telegraphs, ship's gyrocompass, the rudder position indicator, audio-visual equipment for ships' TV entertainment systems and advanced navigation equipment.

IS Intelligence Specialist

Intelligence Specialists are involved in collecting, analyzing, interpreting and reporting intelligence data. ISs break down information of all types to determine its usefulness in military planning. From this data, they prepare materials that describe the features of strategic and tactical areas and events all over the world.

IT Information Systems Technician

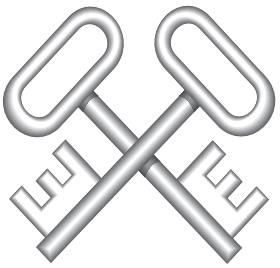
Information Systems Technicians operate and maintain the Navy's global satellite telecommunications system, mainframe computers, local and wide-area networks and micro-computer systems.

Legalman LN

Legalmen are trained legal aides who assist professionals in the field of law. LNs process claims to conduct court and administrative hearings related to courts-martial and non-judicial hearings. They maintain documents and legal reference libraries and provide tax return assistance, voter registration regulations, veterans' benefits and more.

LS Logistics Specialist

Logistics Specialists are responsible for ensuring all repair parts and general supplies for the ship, squadron or shore base are accurately ordered, received and issued throughout their command. LSs maintain budget records for funding used to resupply the unit and they learn warehousing, accounting, inventory management and transportation skills. LSs also distribute all official and personal mail within the Navy's postal system.



Master-at-Arms MA

Master-at-Arms provide Navy ships and commands with force protection/anti-terrorism specialists who assist in maintaining good order and discipline, law enforcement and security. MAs enforce orders and regulations, make apprehensions, conduct investigations/interrogations and prepare required records and reports that may be used in a judicial setting.

MC Mass Communication Specialist

Mass Communication Specialists are public affairs and visual information experts. They present the Navy story to Navy and civilian audiences through numerous media formats. They produce photographs, video, print/broadcast journalism news and feature stories for military and civilian newspapers, magazines, TV and radio stations.

Machinist's Mate MM

Machinist Mates operate and maintain steam turbines and reduction gears used for ship propulsion and auxiliary machinery. This includes turbo-generators, pumps, oil purifiers, electro-hydraulic steering engines, elevators, refrigeration plants, air conditioning systems, compressed gas producing plants and desalinization plants.

MN Mineman

Minemen perform their duties at sea aboard minesweepers assisting in the detection and neutralization of underwater mines. Ashore, MNs test, assemble and maintain underwater explosive devices and test various electronic components ensuring proper repair and operation. They are also responsible for safe storage, handling and loading of mines for transporting.

Ratings

MR Machinery Repairman

Machinery Repairmen are skilled machine tool operators who make replacement parts and repair and overhaul ship's engines and auxiliary systems. MRs also work on deck equipment including winches, hoists, condensers and heat exchange devices and occasionally operate main propulsion and auxiliary machinery and perform machine shop repair duties.

Missile Technician MT

Missile Technicians perform organizational and intermediate-level maintenance on ballistic missile weapons systems. They operate and maintain ballistic missile fire control systems, guidance subsystems, and missile and launcher/tube groups along with all ancillary equipment. They operate and perform maintenance and test strategic weapons systems.

MU Musician

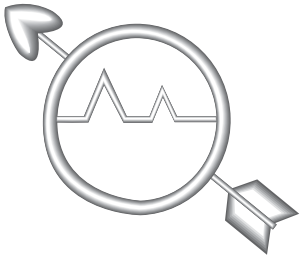
Musicians play and/or sing in official Navy bands and in special groups, such as jazz and dance bands and small ensembles. MUs give concerts and provide music for military ceremonies, religious services, parades, receptions and dances.

Navy Counselor NC

Navy Counselors offer vocational guidance on an individual and group basis to Navy personnel aboard ships and at shore facilities, and to civilian personnel considering enlisting in the Navy. NCs assess the interests, aptitudes, abilities and personalities of individuals to ascertain career possibilities for Navy personnel.

ND Navy Diver

Navy Divers perform underwater salvage, repair, maintenance and submarine rescue and support Special Warfare and Explosive Ordnance Disposal while operating a variety of diving equipment. They also maintain and repair diving systems.

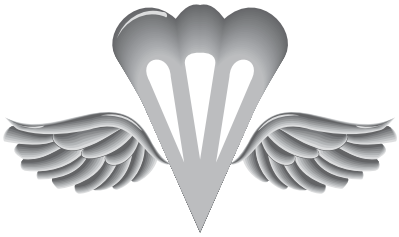


Operations Specialist OS

Operations Specialists function as plotters and maintain combat information center strategic and tactical information displays. OSs operate surveillance, altitude radars and associated equipment. They serve as helicopter and fixed-wing jet aircraft air traffic controllers, interpret/evaluate presentations and tactical situations and make recommendations during watch conditions. They also work with search-and-rescue teams.

PR Aircrew Survival Equipmentman

Aircrew Survival Equipmentmen are responsible for packing and maintaining parachutes, life rafts, life jackets, oxygen-breathing equipment, air-sea rescue equipment, personal flight gear and keeping other aviation survival gear in proper working condition.

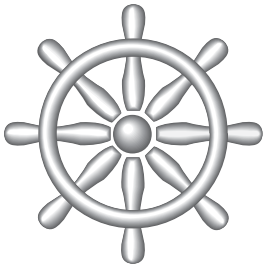


Personnel Specialist PS

Personnel Specialists perform administrative and clerical work. They organize files, operate copy machines and order and distribute supplies. They write and type business and social letters, notices, directives, reports and complete forms. PSs are responsible for maintaining all personnel and pay records.

QM Quartermaster

Quartermasters stand watch as assistants to officers of the deck and the navigator, serve as helmsman, perform ship control and are bridge watchstanders. They maintain navigational instruments, keep correct navigational time, render honors and ceremonies, and oversee operations of tugs, self-propelled barges and other yard and district craft.

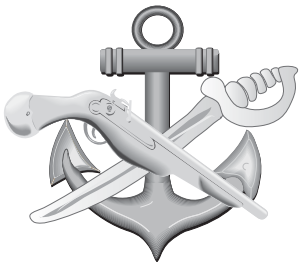


Religious Program Specialist RP

Religious Program Specialists manage and execute the Command Religious Program which accommodates the religious ministry requirements of Navy and Marine Corps personnel and their families; support the delivery of care as part of the Religious Ministry Teams (RMT); advise leadership on morale, ethical decision-making and conflict resolution; and provide force protection expertise for RMTs.

SB Special Warfare Boat Operator

Special Warfare Boat Operators pilot fast speedboats on rivers and/or open ocean while performing high speed, maximum range or all-weather insertion/extraction of Special Operations Forces. SBs participate in maritime interdiction operations, tactical swimmer operations, intelligence collection, deception operations and coastal patrol.

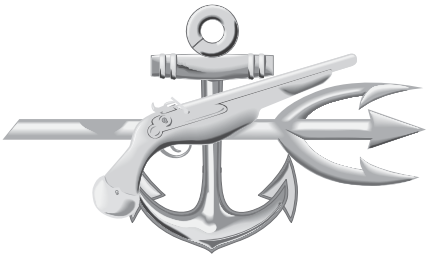


Ship's Serviceman SH

Ship's Servicemen manage and operate shipboard retail and service activities. SHs oversee operations of ships' stores, vending machines and video games, barber shops, laundry and dry cleaning facilities and tailor shops.

SO Special Warfare Operator

Special Warfare Operators are Navy SEALs trained to jump from high-altitude aircraft and open their parachutes at low proximity. Jumping from helicopters traveling 30 knots at 30 feet over the water with no parachute, Special Warfare Operators carry out direct action raids, conduct reconnaissance and secure beachheads for invading amphibious forces.



Seaman SN

Sailors without specialized training following recruit training are encouraged to select a career field. Through self study and on-the-job training correspondence courses they may qualify for a rating entry (striking for a rate). A seaman working in the deck department of a ship will, find himself in Boatswain's Mate training. Many "strikers" will venture into other departments.

Ratings

ST Sonar Technician (Surface and Submarines)

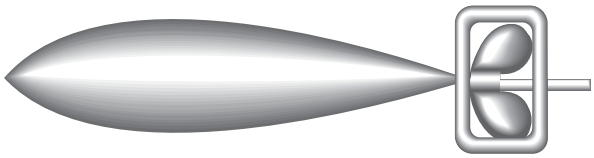
Sonar Technicians operate sonar systems, underwater fire-control systems and supporting equipment on surface ships such as frigates, destroyers and cruisers. STGs (surface) and STSs (submarines) use advanced equipment to detect, analyze and locate targets of interest for undersea surveillance and aid in safe navigation and search-and-rescue operations.

Steel Worker SW

Steel Workers rig and operate all special equipment used to move or hoist structural steel, structural shapes and similar equipment. SWs erect and dismantle steel bridges, piers, buildings and storage tanks. They are skilled in arc welding, MIG, TIG and gas welding.

TM Torpedoman's Mate

Torpedoman's Mates maintain underwater explosive weapons such as torpedoes, rockets and missiles and the systems used to launch them. TMs are responsible for the safe loading, unloading, shipping and storage of these weapons.



Utilitiesman UT

Utilitiesmen supervise and perform tasks involved in the installation and maintenance of plumbing, steam, compressed air, and fuel storage and distribution systems. UTs maintain air conditioning and refrigeration equipment, as well as sewage collection and disposal facilities.

YN Yeoman

Yeomen perform administration and clerical duties. YNs type, organize files and operate modern office equipment such as word processing computers and copying machines. YNs also type business and social letters, directives, forms and reports, and order and distribute departmental supplies.

Mineman Seaman Recruit Chilo Espinoza works at the radar station in the command information center of the mine counter-measures ship USS Defender (MCM 2).

Mass Communication Specialist 1st Class Richard Doolin

The Navy Reserve Force's Office of the Inspector General (IG) plays a critical role in helping the Navy Reserve Force maintain the highest level of integrity and public confidence. In a phrase, the IG acts as the conscience of the Navy Reserve Force.

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 guiding principles include supporting Commander, Navy Reserve Force in maintaining the highest level of integrity and public confidence. The IG is committed to:

- Providing candid, objective and uninhibited internal analysis and independent advice;
- Emphasizing integrity, ethics, efficiency, discipline and readiness—afloat and ashore;
- Performing with the highest standards of ethical leadership;
- Being an advocate of quality of service for Sailors, Marines, civilian employees and their families;
- Always exercising fairness, impartiality, and timeliness in accomplishing their mission.

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 Alternative Dispute Resolution system (civilian) act as the model for resolving conflict and reporting violations and improprieties. Alternative methods for seeking redress and filing a complaint include the following:

- Request for Redress *
- Filing a U.S. Navy Regulations Article 1150, Redress of Wrong Committed by a Superior.*
- Filing a UCMJ Article 138, Complaints of Wrongs Against the Commander.*
- Filing a NAVPERS 1626/7, Report and Disposition of Offenses (better known as a Report Chit).
- Communicating with Elected Officials.
- Filing a NAVPERS 5354/2, Navy Equal Opportunity Formal Complaint Form.**

*Should be done with legal assistance.
**Should be done with the assistance of a Command Managed Equal Opportunity Manager or an Equal Opportunity Advisor.

Generally, a complaint should be submitted within 90 days of the date the alleged wrongdoing occurred. Exceptions to the time limit may be considered if the complainant is able to demonstrate a reason for the delay, such as extraordinary circumstances or unforeseen delays. If the complaint involves allegations of reprisal, it should be reported within 60 days.

A complainant may volunteer their name, request confidentiality, or wish to remain anonymous.If you request confidentiality, the IG will make every effort to protect your identity from disclosure; however, confidentiality is not guaranteed since disclosure may be required during the investigation or in the course of corrective action.

If you file your complaint anonymously, the IG will not know who you are. This sometimes presents a problem because the IG cannot contact you to request additional information or give you the results of the investigation.

The Naval IG Web site can be accessed at: www.ig.navy.mil.

A helpful tool on the Web site is the How to Resolve a Complaint (A-Z) link. The site provides definitions, cites applicable instructions, highlights related statutes and regulations, and provides guidance on how to report a violation or complaint.

Sailors, civilians and their leaders are encouraged to contact the IG for assistance, guidance and advice. Many potential problems can be avoided with an early phone call. Contact the Office of the Inspector General at (866) 237-2298, or e-mail at NWOR_NAVRESFORHOTLINE@navy.mil.

Acronyms

AA - Authorized Absence
AAFES - Army and Air Force Exchange Service
ABSC - Active Billet Sequence Code
AC - Active Component
ADSW - Active Duty for Special Work
ADT - Active Duty Training
AO - Area of Operations
AOC - Aviation Officer Candidate
AOI - Area of Influence
AOR - Area of Responsibility
APG - Advanced Pay Grade
AT - Annual Training
ATP - Additional Training Period

BUDS - Basic Underwater Demolition School
BUMED - Bureau of Medicine and Surgery

CACO - Casualty Assistance Calls Officer
CAI - Cross-Assigned In
CAO - Cross-Assigned Out
CEC - Civil Engineering Corps
CFC-A - Coalition Forces Command - Afghanistan
CFL - Command Fitness Leader
CITF - Criminal Investigative Task Force
CJSOTF - Combined Joint Special Operations Task Force
CJTF - Combined Joint Task Force
COB - Close of Business
COLA - Cost of Living Allowance
CMS/ID - Career Management System Interactive Detailing
CNAFR - Commander, Naval Air Force Reserve
CNIC - Commander Navy Installations Command
CNR - Chief of Navy Reserve
CNRC - Commander Navy Recruiting Command
CNRFC - Commander, Navy Reserve Forces Command
COMRATS - Commuted Rations
CONUS - Inside the Continental United States
COCOM - Combatant Commander
CSG - Carrier Strike Group

DCO - Direct Commission Officer
DDS - Direct Deposit System
DEERS - Defense Eligibility Enrollment Reporting System
DEMOB - Demobilization
DFAS - Defense Finance and Accounting System
DOD - Department of Defense
DONTFS - Department of the Navy Total Force System

ECRC - Expeditionary Combat Readiness Center
EOS - Expiration Of Service
ESG - Expeditionary Strike Group
ET - Equivalent Training

FOB - Forward Operating Base
FOUO - For Official Use Only
FTS - Full Time Support

IA - Individual Augmentee
IADT - Initial Active Duty Training
IAG - Information Assurance Group
IAP - In Assignment Processing
IDT - Inactive Duty Training
IDTT - Inactive Duty Training Travel
IED - Improvised Explosive Device
IMAPMIS - Inactive Manpower and Personnel Management Information System
IRR - Individual Ready Reserve
ISAF - International Security Assistance Force

JCS - Joint Chiefs of Staff
JRB - Joint Reserve Base
JSAG-I - Joint Services Action Group - Iraq
JSOC - Joint Special Operations Command
JSOTF - Joint Special Operations Task Force
JTF GTMO - Joint Task Force Guantanamo Bay
JTF HOA - Joint Task Force Horn of Africa

MCAG - Maritime Civil Affairs Group
MEPS - Military Entrance Processing Station
MESF - Maritime Expeditionary Security Force
MILPERSMAN - Military Personnel Manual
MIUW - Mobile Inshore Undersea Warfare
MNFI - Multi-National Forces Iraq
MNSTC-I - Multi-National Security and Training Command - Iraq
MOB - Mobilization
MRE - Meals Ready to Eat
MTT - Military Transition Teams

NAF - Naval Air Facility
NAS - Naval Air Station
NAT - New Accession Training
NAVELSG - Navy Expeditionary Logistics Support Group
NAVSTA - Naval Station
NAVET - Navy Veteran
NCO - Non-Commissioned Officer
NCS - National Call to Service
NEC - Navy Enlisted Classification (or Code)

NECC - Navy Expeditionary Combat Command
NEX - Navy Exchange Service
NMPS - Navy Mobilization Processing Site
NOBC - Navy Officer Billet Classification (or Code)
NOE - Notice Of Eligibility
NOSC - Navy Operational Support Center
NPQ - Not Physically Qualified
NR - Navy Reserve
NRIP - Navy Reserve Intelligence Program
NROTC - Naval Reserve Officer Training Corps
NROWS - Navy Reserve Order Writing System
NRWS - Navy Reserve Web Site
NSA - Naval Support Activity
NSIPS - Navy Standard Integrated Personnel System
NSPS - National Security Personnel System

OCNR - Office of the Chief Navy Reserve
OCONUS - Outside Continental United States
OCS - Officer Candidate School
OIC - Officer In Charge
OJT - On the Job Training
OLA - Office of Legislative Affairs
OPNAV - Office of Chief of Naval Operations
OPSEC - Operational Security
OPTEMPO - Operational Tempo
ORM - Operational Risk Management
OSC-A - Office of Security Cooperation - Afghanistan
OSO - Operational Support Officer

PAYPERSMAN - Navy Pay and Personnel Procedures Manual
PCS - Permanent Change of Station
PFA - Physical Readiness Assessment
POC - Point of Contact
POV - Privately Owned Vehicle
PRC - Presidential Reserve Callup
PRD - Projected Rotation Date
PRIMUS - Physician Reservists in Medical Universities and Schools
PRT - Physical Readiness Test or Provincial Reconstruction Team
PSD - Personnel Support Detachment

RBSC - Reserve Billet Sequence Code
RC - Reserve Component
RCC - Reserve Component Command
RCCPDCS - Reserve Component Common Personnel Data System
RCHB - Reserve Cargo Handling Battalion
RESFORON - Reserve Force Squadron
RIAC - Reserve Intelligence Area Commander
RIPO - Reserve Intelligence Program Officer
RHS - Reserve Headquarters System
RTB - Reserve Transition Benefits
RTSS - Reserve Training Support System
RUAD - Reserve Unit Assignment Document
RUIC - Reserve Unit Identification Code

SAU - Squadron Augment Unit
SELRES - Selected Reservist
SNCO - Staff Non-Commissioned Officer
SOP - Standard Operating Procedure

TAR - Turn Around Ratio
TOC - Tactical Operations Center
TRUIC - Training Reserve Unit Identification Code
TSC - Combatant Commanders Theater Security Cooperations

UA - Unauthorized Absence
UCMJ - Uniform Code of Military Justice
UMA - Uniform Maintenance Allowance
USC - United States Code

VTU - Volunteer Training Unit

Aviation Structural Mechanic 3rd Class Tyler Clausen, from Chicago, signals an MH-60S Sea Hawk helicopter assigned to the Golden Falcons of Helicopter Sea Combat Squadron 12 as it lands on the flight deck of the Nimitz-class aircraft carrier USS John C. Stennis (CVN 74). photo by Mass Communication Specialist 3rd Class Josue L. Escobosa

USERRA

The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 is the Federal law that establishes rights and responsibilities for members of the National Guard and Reserve and their civilian employers. USERRA affects employment, reemployment, employment benefits and retention in employment when employees serve or have served in the uniformed services.

Employer Support of the Guard and Reserve (ESGR) and USERRA: ESGR informs and educates service members and their civilian employers regarding their rights and responsibilities governed by USERRA. ESGR does not have statutory authority to enforce, but serves as a neutral, free resource to employers and service members. ESGR's trained ombudsmen provide mediation of issues relating to compliance with USERRA.

Statutory Authority: Congress provided the statutory authority for investigating alleged violations of USERRA to the U.S. Department of Labor (DOL). If the DOL finds an employer has likely violated USERRA and is unable to secure voluntary compliance, the DOL may refer the case to the U.S. Department of Justice for legal action against the employer.

Employers: The law applies to all public and private employers in the United States regardless of size. Providing the service member meets all criteria, USERRA requires employers to provide the following:

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

Service Members: In general, if the employee is absent from a position of civilian employment by reason of service in the uniformed services, he or she is eligible for reemployment under USERRA by meeting the following criteria:

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

Reemployment Timetable: To be eligible for protection under USERRA, the service member must report back to work or apply for reemployment within the following guidelines:

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

**After 8 hours rest plus normal travel time from the military training site to the place of civilian employment.*

Ombudsman Services: The ESGR Ombudsman Services Program provides information, counseling and mediation of issues relating to compliance with USERRA. ESGR ombudsmen are neutral parties in resolving disputes between civilian employers and their employees serving in the Guard and Reserve. They work to resolve issues in compliance with USERRA, and when successful, both parties are satisfied. If unable to facilitate a resolution, parties are notified of the option to seek assistance through the DOL/Veteran's Employment and Training Service for formal investigation and the option to seek private legal counsel.

USERRA Questions: ESGR's national customer service center is operational from 8 a.m. to 8 p.m. eastern standard time, Monday through Friday by calling 800-336-4590, option 1. Access an ESGR USERRA Assistance Request Form located at www.esgr.org or send questions via e-mail to *USERRA@osd.mil*.

Mobilization Checklist

A. Pay/Direct Deposit/Allotment

- [ ] Voided personal check or deposit slip (displaying bank address/telephone, bank routing/account numbers).
- [ ] Bank account information (bank address/telephone, bank routing/account numbers) for each desired allotment.
- [ ] Copy of current mortgage(s) (with principal/interest/tax/insurance breakdown) and documentation of one month's average utilities, OR copy of house or apartment rental agreement and documentation of one month's average utilities.
- [ ] Copy(s) of current child support agreement(s).
- [ ] If [Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC) (Clinical), Nurse Corps (NC)] certified copies or proof of the following:
  – Current license/certificate – Current BCLS, ACLS, PALS, etc.
  – Current demographic information if MC – Internship
  – Residency – Board certification in specialty or board certification qualifications.

B. Service Record/PSD

- [ ] Certification of discharge/separation (DD-214) for all former periods of active duty.
- [ ] Your birth certificate or passport (for those deploying OUTCONUS).
- [ ] Birth, adoption or guardianship certificates for family members.
- [ ] Social Security Numbers for self and family members.
- [ ] Certified copy of marriage certificate for present marriage.
- [ ] Certified copies of documentation terminating any previous marriage (divorce/annulment/spouse's death certificate).
- [ ] Certification of full-time enrollment for self and college-age dependents from school registrar.
- [ ] Signed statement from licensed physician for dependent parent/children over twenty-one years of age who are incapacitated.
- [ ] Current DON Family Care Plan Certification (NAVPERS 1740/6).
- [ ] Emergency Contact Information (Page 2).

C. Security Clearance

- [ ] Certified copy of naturalization papers.
- [ ] Names/addresses of personal/professional references (minimum of 3 each required).
- [ ] Names/addresses/dates of employment for the past ten years (or since graduation from high school).
- [ ] Names/addresses/dates of high school and college.
- [ ] Addresses and dates of all previous residences.
- [ ] Names/dates/places of birth for your parents and your spouse's parents.

D. Legal

- [ ] Location of current valid will.
- [ ] Copy of current power(s) of attorney
- [ ] Documentation to support potential legal issues, such as loss of college tuition assistance, loss of security deposit on lease, loss of employee medical benefits.

E. Medical

- [ ] Verify Defense Eligibility Enrollment Reporting System (DEERS) information for self and family members.
- [ ] Copy of most recent eyeglass prescription and extra set of eyeglasses. (**NOTE Contact lenses may not be authorized depending upon duty assignment.)
- [ ] Extra hearing aid/batteries.
- [ ] Documentation of significant medical/dental conditions not documented in military medical/dental records.
- [ ] Copy of prescription(s) issued by physician (or other documentation of approved medications). Minimum 90 days supply of medications.
- [ ] Documentation to support enrollment of exceptional family member in available Navy/DOD programs.
- [ ] Documentation of enrollment in TRICARE SELRES Dental Program (TSRDP).
- [ ] Complete appropriate Medical Screening documents:
- [ ] NAVMED 1300/4, Expeditionary Medical and Dental Screening for Individual Augmentee and Support Assignments to Overseas Contingency Operations
- [ ] NAVMED 1300/5 - 11, Area of Responsiblity theater-specific medical screening forms
- [ ] NAVMED 1300/21, Medical Suitability Certification
- [ ] NAVMED 1300/22, Expeditionary Screening Checklist

F. Personal

- [ ] Driver's license (to support issuance of government license.)
- [ ] For those authorized POV travel, vehicle registration/insurance documentation.
- [ ] Documentation to support any claim delay and/or exemption.
- [ ] Completed and mailed application for registration and absentee ballot. Federal Post Card Application (FPCA, SF 76), Federal Write-In Ballot (FWAB, SF 186)).

*** NOTE: If requirements listed above for Service Record/PSD and Security Clearance are reflected in your service record, you need not bring additional documents.*

1. Messing and Berthing

- [ ] Verify whether you will be reimbursed for commercial or government berthing and messing:
- [ ] A Berthing Endorsement or Certification of Non-Availability (CNA) is required for reimbursement of commercial lodging expenses (hotel costs). If a CNA is not provided on your itinerary and you are directed to stay in government berthing, you must stay in government quarters or obtain a CNA endorsement from the local berthing authority.
- [ ] Verify government messing availability/non-availability at check-in. If messing is directed but not available, endorsement or order modification is required for meal reimbursement.

2. SELRES Pay & Allowance (for AT & ADT orders)

- [ ] Upon reporting for duty, submit to that Command's local PSD:
- [ ] Orders with Command Endorsements (Note: Orders must be imprinted with the word "ORIGINAL").
- [ ] Copy of current/verified NAVPERS 1070/60 "Page 2."
- [ ] Completed and signed ACDUTRA PAY AND ALLOWANCE CHECKLIST (requirement varies by PSD).
- [ ] Electronic Funds Transfer (EFT) Certificate.

3. SELRES Travel Claim Checklist (for all orders: AT, ADT: & IDTT)

- [ ] Submit the following to your Reserve Activity within five (5) working days of completing travel:
- [ ] Completed Travel Voucher DD 1351-2 with ORIGINAL signature.
- [ ] Copy of endorsed orders.
- [ ] Second copy of endorsed orders (only required for IDTT processing).
- [ ] Receipts for lodging (regardless of amount) and all reimbursable expenses. Credit card receipts are not acceptable for rental cars--actual rental car receipts are required.
- [ ] Copy of SATO Travel Itinerary (if travel incurred).
- [ ] Completed Direct Deposit "verification" form with Electronic Funds Transfer (EFT) data.
- [ ] Certification of Non-Availability (CNA) for commercial lodging/meals from the BEQ/BOQ (if SATO has not already provided this on your Itinerary).
- [ ] Reserve Activity Authorizing Officer (AO) approval.

NOTE: Incomplete Travel Claims can result in returned or incomplete payment!

To minimize errors on your Travel Claims, see detailed instructions for your PSD and global forms at http://www.psasd.navy.mil.

REF: JFTR VOL 1 and JTR VOL 2 / DODFMR VOL9 U2510

Endorsed and approved by: PSAs LANT, WEST, PAC and EUR

RC Phone Directory

Chief of Navy Reserve
(703) 693-5757

Office of the
Chief of Navy Reserve
(703) 693-5757

Commander Navy Reserve Forces Command
(757)445-8500

Force Equal Opportunity Advisor and EO Hotline
Chief Dionn Henderson
1-877-822-7629
(757) 322-5679

Naval Air Facility, Washington DC
(240) 857-4880

Naval District Washington RCC
(240) 857-4880

Baltimore, Md.
(410) 752-4561

Region Mid Atlantic RCC
(757) 444-7295

Amityville, N.Y.
(631) 433-2532

Avoca, Pa.
(570) 457-8430

Bangor, Maine
(207) 974-1301

Bronx, N.Y.
(718) 892-0312

Buffalo, N.Y.
(716) 807-4769

Charlotte, N.C.
(704) 598-0447

Earle, N.J.
(732) 580-8545

Ebensburg, Pa.
(814) 472-5083

Eleanor, W. Va.
(304) 586-0326

Erie, Pa.
(814) 866-3073

Fort Dix, N.J.
(609) 723-7160

Greensboro, N.C.
(336) 254-8671

Harrisburg, Pa.
(888) 879-6649

Lehigh Valley, Pa.
(610) 264-8823

Manchester, N.H.
(603) 537-8023

New London, Conn.
(860) 625-3208

Newport, R.I.
(401) 841-4550

Norfolk, Va.
757-318-4500

Plainville, Conn.
(860) 747-4563

Pittsburgh, Pa.
(412) 673-0801

Quincy, Mass.
(617) 753-4600

Raleigh, N.C.
(866) 635-8393

Richmond, Va.
(804) 271-6096

Roanoke, Va.
(866) 527-6595

Rochester, N.Y.
(585) 247-6858

Schenectady, N.Y.
(518) 399-2134

Syracuse, N.Y.
(315) 455-2441

White River Junction, Vt.
(802) 295-0050

Wilmington, Del.
(302) 998-3328

Wilmington, N.C.
(910) 762-9676

Region Southeast RCC
(904) 542-2486 X123

Amarillo, Texas
1-866-804-1627

Atlanta, Ga.
(678) 655-5925

Augusta, Ga.
(706) 733-2249

Austin, Texas
(512) 458-4154

Bessemer, Ala.
(205) 497-2600

Charleston, S.C.
(843) 743-2620

Columbia, S.C.
(803) 751-9251

Columbus, Ga.
(706) 322-4670

Corpus Christi, Texas
(361) 961-2241

El Paso, Texas
(915) 565-3993

Fort Worth, Texas
(817) 782-1805

Greenville, S.C.
(864) 423-5889

Gulfport, Miss.
(866) 502-1271

Harlingen, Texas
(956) 425-0404

Houston, Texas
(713) 795-5202

Jacksonville, Fla.
(904) 542-3320

Meridian, Miss.
(601) 679-3610

Miami, Fla.
(305) 628-5150

New Orleans, La.
(504) 697-9205

Orlando, Fla.
(407) 240-5939 x 2117

Pensacola, Fla.
(850) 452-1341

Puerto Rico
(787) 707-2324

San Antonio, Texas
(210) 225-2997

Shreveport, La.
(318) 746-9657

Tallahassee, Fla.
(850) 576-6194

Tampa, Fla.
(813) 828-1971

Waco, Texas
(254) 776-1841

West Palm Beach, Fla.
(561) 687-3960

Region Mid West RCC
1-847-688-4916

Akron, Ohio
(330) 376-9054

Battle Creek, Mich.
(269) 968-9216

Chattanooga, Tenn.
(423) 698-8955

Chicago, Ill.
(847) 688-3760

Cincinatti, Ohio
(513) 221-0138

Columbus, Ohio
(614) 492-2888

Decatur, Ill.
(217) 875-1733

Des Moines, Iowa
(515) 285-5581

Detroit, Mich.
(586) 239-6148

Fargo, N.D.
(701) 232-3689

Grand Rapids, Mich.
(616) 363-6889

Green Bay, Wis.
(920) 336-2444

Indianapolis, Ind.
(317) 924-6389

Kansas City, Mo.
(816) 923-2341

Knoxville, Tenn.
(865) 545-4720

Lansing, Mich.
(517) 482-9150

Little Rock, Ark.
(501) 771-0880

Louisville, Ky.
(502) 375-3329

Madison, Wis.
(608) 249-0129

Memphis, Tenn.
(901) 874-5256

Milwaukee, Wis.
(414) 744-9764

Minneapolis, Minn.
(612) 713-4605

Nashville, Tenn.
(615) 267-6345

Oklahoma City, Okla.
(405) 733-1052

Omaha, Neb.
(402) 451-2098

Peoria, Ill.
(309) 697-5755

Rock Island, Ill.
(309) 782-6084

Saginaw, Mich.
(989) 754-3091

Sioux Falls, S.D.
(605) 336-2402

Springfield, Mo.
(417) 869-5721

St. Louis, Mo.
(314) 263-6490

Toledo
(Perryburg), Ohio
(419) 666-3444

Tulsa (Broken Arrow), Okla.
(918) 258-7822

Wichita, Kan.
(316) 683-3491

Youngstown, Ohio
(330) 609-1900

Region Southwest RCC
(619) 532-1842

Alameda, Calif.
(510) 814-2605

Albuquerque, N.M.
(505) 292-4141

Denver, Colo.
(720) 847-6205

Fort Carson, Colo.
(719) 526-2964

Guam
(671) 339-6724

Pearl Harbor, Hawaii
(808) 471-0091

Las Vegas, Nev.
(702)632-1455

Lemoore, Calif.
(559) 998-3778

Los Angeles, Calif.
(310) 241-2100

Moreno Valley, Calif.
(951) 656-1199

North Island, Calif.
(619) 545-2610

Phoenix, Ariz.
(602) 353-3002

Point Mugu, Calif.
(805) 989-7559

Port Hueneme, Calif.
(805) 982-6106

Reno, Nev.
(775) 971-6289

Sacramento, Calif.
(916) 387-7100

Salt Lake City, Utah
(801) 736-4200

San Diego, Calif.
(858) 537-8040

San Jose, Calif.
(408) 294-3070

Tucson, Ariz.
(520) 228-6282

Region Northwest RCC
(425) 304-3338

Kitsap, Wash.
(360) 627-2203

Billings, Mont.
(406) 248-2090

Boise, Idaho
(208) 422-6236

Cheyenne, Wyo.
(307) 773-6500

Eugene, Ore.
(541) 342-1887

Everett, Wash.
(425) 304-4777

Fort Richardson, Alaska
(907) 384-6491

Helena, Mont.
(406) 449-5725

Portland, Ore.
(503) 285-4566

Spokane, Wash.
(509) 327-3346

Whidbey Island, Wash.
(360) 257-2922

VP-62
(904) 542-4461

VP-69
(360) 257-6969

Fleet Logistics
Support Wing
(817) 825-6438

VR-1
(240) 857-3410

VR-46
(817) 782-3420

VR-48
(240) 857-6814

VR-51
(808) 257-3289

VR-52
(215) 443 6600

VR-53
(240) 857-9029

VR-54
(504) 678-3061

VR-55
(805) 989-8755

VR-56
(757) 433-4065

VR-57
(619) 545-6920

VR-58
(904) 542-2380 x110

VR-59
(817) 782-5411

VR-61
(360) 257-6595

VR-62
(904) 542-8557

VR-64
(215) 443-6400

ETD Pacific
808-448-9278

Tactical Support Wing
(817) 505-5708

VAQ-209
(240) 857-7828

VAW-77
(504) 390-6288

VFA-204
(504) 678-3491

VFC-12
(757) 433-4919

VFC-13
(775) 426-3644

VFC-111
(305) 293-2654

HSC-85
(619) 545-7218

HCS-84
(757) 445-0861

HSL-60
(904) 270-6906

VP-30 SAU
(904) 542-3060

VAQ-129 SAU
(360) 257-2276

VAW-120 SAU
(757) 444-5072

VFA-125 SAU
(559) 998-1841

HSC-3
(619) 545-8196

HS-10
(619) 545-6600

VFA-106
(757) 433-9081

VFA-122
(559-998-3482

Operational Support Offices and Reserve Force Operations

Allied Command Transformation (NATO)
(757) 747-4071

Amphibious Group One
011-81-611-742-2377

Bureau of Medicine
and Surgery
(202) 762-3211

Center for Naval Aviation
Technical Training
(850) 452-9700

Comptroller of Navy
(202) 685-7000

Defense Intelligence Agency
(202) 231-4044

Defense Logistics Agency
(877) 352-2255

Destroyer Squadron Two
(757) 444-1452

Employer Support of the
Guard and Reserve (ESGR)
(800) 336-4590

Expeditionary Strike Group Two
(757) 462-7403 x 110

Expeditionary Strike Group Three
(619) 556-1470

First Naval
Construction Division
(757) 462-8225 x 222

Fleet Activities Chinhae, Korea
011-82-55-540-2852

Fleet and Industrial
Supply Center Jacksonville, Fla.
(904) 542-1000 x144

Fleet and Industrial
Supply Center Norfolk, Va.
(757) 443-1610

Fleet and Industrial
Supply Center Pearl Harbor, Hawaii
(808) 473-7928

Fleet and Industrial
Supply Center San Diego, Calif.
(619) 556-6234

Fleet Air Mediterranean
011-39-081-568-4184

Fleet Forces Command
(757) 836-3644

Fleet Intelligence
Training Center Pacific
(619) 524-5814

Headquarters
US Marine Corps
DSN: 278-9360

Joint Chiefs of Staff
(703) 693-9753
(703) 695-1033

Joint Tranformation Command for Intelligence
(757) 836-7000

Judge Advocate General
(202) 685-5190

Logistics Group
Western Pacific
011-65-6750-2645

Marine Forces Reserve
(504) 678-1290

Merchant Marine Reserve
Program
(800) 535-2580

Military Sealift Fleet
Reserve Support Command
(202) 685-5155

Mine and Anti-submarine
Warfare Command San Diego
(619) 524-0114

Naval Air Force
US Atlantic Fleet
(757) 444-2928

Naval Air Forces/
Naval Air Force
US Pacific Fleet
(619) 545-2017

Naval Construction
Forces Command
(757) 462-3658

Naval District Washington
Headquarters
(202) 369-7683

Naval Education and
Training Command
(850) 452-4000

Naval Facilities
Engineering Command
(202) 685-9499

Naval Health Care
Newport, RI
(401) 841-3771

Naval Hospital
Bremerton, Wash.
(360) 475-4000

Naval Hospital
Camp Lejeune, N.C.
(910) 451-3079

Naval Hospital
Camp Pendleton, Calif.
(760) 725-1288

Naval Health Clinic
Charleston, S.C.
(843) 743-7000

Naval Health Clinic
Great Lakes, Ill.
(847) 688-4560

Naval Hospital
Jacksonville, Fla.
(904) 542-7300

Naval Hospital
Lemoore, Calif.
(559) 998-4481

Naval Hospital
Naples Italy
011-39-081-811-6000/1

Naval Hospital
Oak Harbor, Wash.
(360) 257-9500

Naval Hospital
Pensacola, Fla.
(850) 505-6601

Naval Hospital
Yokosuka, Japan
011-81-46-816-5137

Naval Inspector General
Hotline
(800) 522-3451

Naval Medical Center
Portsmouth, Va.
(757) 953-5000

Naval Medical Center
San Diego, Calif.
(619) 532-6400

Navy Medicine Manpower
Personnel Training and Education
Command
(301) 295-2333

Naval Meteorology
and Oceanography Command
(228) 688-4384

Naval Network
Warfare Command
(540) 653-5001

Naval Network
Warfare Command
(757) 417-6750

Naval Operational
Logistics Support Center
(717) 605-5790

Chief of Naval Operations
(703) 697-5664

Naval Operations
Office of the Chief of Chaplains
(504) 678-1394

Naval Operations
Office of Naval Intelligence
(504) 678-1394

Naval Personal Development
Command
(757) 444-2996

Naval Sea
Systems Command
(202) 781-1748

Naval Training Support Center
Great Lakes, Ill.
(847) 688-3536

Naval Special
Warfare Command
(619) 437-2848

Naval Special Warfare
Operational Support Group
(619) 522-3232

Naval Station Rota Spain
011-34-956-82-3232

Naval Supply
Systems Command
(717) 605-3565

Naval Support Activity,
Bahrain
011-973-39-14-6793

Naval Surface Force
US Atlantic Fleet
(757) 836-3057

Naval Surface Forces/
Naval Surface Force
US Pacific Fleet
(619) 437-2950

Naval War College
(401)-841-3089

Navy Criminal Investigation
Service Espionage Hotline
(800) 543-6289

Navy Emergency Preparedness
Liaison Officer Program
(504) 678-4264

Navy Expeditionary Combat
Command
(757) 462-4316

Navy Expeditionary
Logistics Support Group
(757) 887-7639

Navy Information
Operations Command(NIOC)
Maryland
(301) 677-0817

NIOC Misawa, Japan
011-81-3117-66-2834

NIOC Norfolk, Va.
(757) 417-7112

NIOC Pensacola, Fla.
(850) 452-0400

NIOC San Diego, Calif.
(619) 545-9920

Navy Net-Centric Warfare Group
(240) 373-3125

Navy Installations Command
(202) 433-3200

Navy Munitions Command
(757) 887-4834

Navy Personnel Command
1-877-807-8199

Navy Region Europe
011-39-081-568-4636

Navy Region Guam
(671) 355-1110

Navy Region Southeast
(904) 542-2324

Navy Region Hawaii
(808) 473-4505

Navy Region Japan
011-81-46-816-3155

Navy Region Korea
011-822-7913-7251

Navy Region Mid-Atlantic
(757) 322-2800

Navy Region Singapore
011-65-67-50-2531

Navy Region Hawaii
(808) 473-1168

Navy Region Midwest
(847) 688-2884
Navy Region Northwest
(360) 315-5123

Navy Region Southwest
(619) 532-2925

Navy Support Activity,
Washington, D.C.
(202) 433-3963

Office of Naval Intelligence
(301) 669-5557

Office of Naval Research
(703) 696-5031

Puget Sound Naval Shipyard
(360) 476-7683

Sealift Logistics Command
Atlantic
(757) 443-5758

Sealift Logistics Command Europe
011-39-081-568-3568

Sealift Logistics Command Pacific
(619) 524-9600

Space And Naval Warfare
Systems Command
(619) 524-7323

Commander
Submarine Force
US Atlantic Fleet
(757) 836-1341

Commander
Submarine Force
US Pacific Fleet
(808) 473-2517

Submarine Group Nine
(360) 396-6530

Submarine Group Ten
(912) 573-3733

Submarine Group Two
(860) 694-5683

Submarine Squadron Eleven
(619) 553-8641

US Central Command
(757) 836-4180

US European Command
011-49-711-680-113

US Fifth Fleet
011-973-724-383

US Fleet Forces Command
(757)-836-4180

US Joint Forces Command
(757) 836-6555

US Naval Forces Alaska
(907) 463-2248

US Naval Forces Central
Command
011-973-724-383

US Naval Forces Europe
011-44-207-514-4605

US Naval Forces Japan
011-81-46-816-1110

US Naval Forces Korea
011-822-7913-5795

US Naval Forces Marianas
(671) 339-7133

US Naval Forces Southern
Command
(904) 270-7354 x4304

US Naval Special Warfare
Command
(619) 522-2825

US Northern Command
(719) 554-5872

US Pacific Command
(808) 477-9138

US Pacific Fleet
(808) 474-8415

US Second Fleet
(757)443-9850

US Seventh Fleet
011-81-6160-43-7440 x4090

US Sixth Fleet
011-39-081-568-4634

US Africa Command
011-49-711-729-4484

US Southern Command
(305) 437-1261

US Strategic Command
(402) 294-0246

US Third Fleet
(619) 767-4296

US Transportation Command
(618) 229-8269

Navy Reserve Intelligence
Command

Reserve Intelligence
Command Headquarters
Fort Worth, Texas
(817) 782-7107

Navy Intelligence Reserve Region
Northwest
(360) 315-6001

Navy Intelligence Reserve Region
Southeast Det New Orleans
(504) 678-3411

Navy Intelligence Reserve Region
Southeast - Ft. Worth
(817) 782-6464

Navy Intelligence Reserve Region
Southeast - Jacksonville
(877) 882-7396

Navy Intelligence Reserve Region
Southwest San Diego
(800) 873-4139

Navy Intelligence Reserve Region
Southwest Det Denver
(720) 847-6240

Navy Intelligence Reserve Region
Midwest
(847) 688-6273

Navy Intelligence Reserve Region
Midwest Det Minneapolis
(847) 688-6273

Navy Intelligence Reserve Region
Southeast Det Atlanta
(678) 655-6380

Navy Intelligence Reserve Region
Mid-Atlantic
(757) 444-1352

Navy Intelligence Reserve Region
Washington
(240) 857-7878

Navy Intelligence Reserve Region
Midwest Det Millington
(847) 688-6273

Navy Intelligence Reserve Region
Midwest Det Detroit
(847) 688-6273

Navy Expeditionary Combat
Command
(757) 462-4316

Explosive Ordnance Disposal
Group One
(619) 437-3700

Explosive Ordnance Disposal
Group Two
(757) 462-8453

First Naval Construction Division
(757) 462-3658

Naval Construction Forces
Command
(757) 462-3658

Naval Coastal
Warfare Group

Maritime Expeditionary Security
Group One
(619) 437-9475

Maritime Expeditionary Security
Group Two
(757) 396-0513

Chief of Naval Air Training

CAOSO
(361) 961-3386

CNRF CNATRA/FRS PM
(757) 322-6751

Ready Now.
Anytime,
Anywhere.

SUBMISSION GUIDELINES

Photo Submissions:

Due 5th of the month.

High-resolution 300 dpi photos.
Set camera on the highest setting (TIFF, FINE and/or HQ). Shoot photos of action supporting the story. Posed shots or "grip-n-grins" are the least desirable. If the story is about people receiving awards, show us what they do that garnered said award.
Send us the original image. Do NOT tinker with it in Photoshop™ or other image-editing software. We will edit it to fit into our page layout requirements.
Include cutline information identifing the subjects and what they're doing in the photo. Also credit the photographer.

Story Submissions:

Due 5th of the month.

Monthly columns: at least 500 words. More is okay, we'll edit it.
Feature stories: at least 600-700 words and need supporting photos. Feature-based stories will compel the reader to read the entire story. We do not want a straight-news story written in inverted pyramid newspaper style.

Questions and Suggestions:

Please contact the editor at
james.vorndran@navy.mil
or call (757) 322-5624

UNITED STATES NAVY
NAVY RESERVE