United States Navy
Strategic Sealift Officer Force

Handbook

Foreword

Through the many years of lessons learned and experiences

> "It is by no means enough that an officer of the navy should be a capable mariner. He must be that of course, but also a great deal more. He should be as well a gentleman of liberal education, refined manners, punctilious courtesy, and the nicest sense of personal honor."

> John Paul Jones
> September, 1775

The purpose of this guidebook is to assist you - a Strategic Sealift Officer (SSO) of either the Individual Ready Reserve (IRR) or Selected Reserve (SELRES) component on your journey as a Navy Reservist. This handbook was developed from the experiences of many reservists, past and present, and hopefully, it will ease the burden for those who take advantage of the information within. One item to note, the Navy is filled with acronyms, don't be overwhelmed – we've got you covered and added an acronym section (refer to Appendix B).

Being both a Strategic Sealift Officer and merchant mariner is a great achievement and if you plan ahead and play your cards right, you will have a rewarding career. You are in control of what lies ahead...

Dedicated to those lost at sea…

Letter from MSC Admiral Placeholder

Letter from SSO Commodore Placeholder

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PART I: General Information

Introduction

Our history as Strategic Sealift Officers spans back to the birth of the Continental Navy and again to the birth of the United States Navy when Merchant Mariners became Naval Officers and Navy Sailors. The Strategic Sealift Officer Program (SSOF) is unlike any other program in the Navy Reserve, yet its principles and policies are rooted in nearly 100 years of instruction, tradition and experiences of the Navy Reserve. As Professional Mariners and enablers of a global network connecting nations, states and industry, Strategic Sealift Officers (SSO) provide operational excellence to its Department of the Defense (DOD), Department of the Navy (DON) and Department of Transportation (DOT) partners on a daily basis as both civilian Subject Matter Experts (SME) and Officers in the U.S. Navy.

SSOF Mission Statement

The U.S. Merchant Marine is an essential component of national defense and provides the primary sealift capability necessary to meet national defense requirements. Experience gained during previous conflicts has emphasized the importance of Navy coordination with all segments of the maritime industry. In order to facilitate these integrated operations, the Department of the Navy established the Merchant Marine Reserve U.S. Naval Reserve Program. This program is now called the Strategic Sealift Officer Force (SSOF). The SSOF supports national defense sealift requirements and capabilities. The SSOF provides the opportunity for Navy officers to obtain a valid U.S. merchant mariner's license and subject matter expertise in sealift, maritime operations, and logistics necessary to fulfill many of the Navy's combat support missions.

<div align="center">- OPNAVINST 1534.1E</div>

The Strategic Sealift Officer Program provides warfare qualified Navy Reserve Officers with civilian mariner credentials and military training to activate, operate, and sustain strategic sealift to support Joint Force and Fleet requirements in contested environments.

<div align="center">-Executive Steering Committee</div>

Format & Layout of this Handbook

The format and layout of this handbook is pretty straightforward. It is ideal to understand this format while utilizing this handbook because it will help ease any confusion/misunderstandings you may have.

The layout of this book is divided by parts and appendices. Part I is the general information about the organization and structure of the Navy Reserve and the Strategic Sealift Officer Force (SSOF). Part II goes in-depth about individual responsibilities as a reservist and how to navigate successful good years, etc. Then comes Part III, which will go deeper on how to manage your Navy Reserve career. Lastly, is Part IV, which is broken up into many sections filled with pertinent information relating to its respective topics. It is important to remember that everything is subject to change, so while one thing may be current upon this booklet being printed, it may change as quickly as the ink dries. Therefore, please always check with the web sources and with the SSOF Program Office.

Navy Code of Ethics

Department of the Navy Code of Ethics

Key References: Title 5--Administrative Personnel Chapter XVI--Office Of Government Ethics Part 2635--Standards Of Ethical Conduct For Employees Of The Executive Branch--Table of Contents Subpart A--General Provisions Sec. 2635.101; Employees' Responsibilities under Executive Order 12674 (as amended).

DO

- Place loyalty to the Constitution, the laws, and ethical principles above private gain.
- Act impartially to all groups, persons, and organizations.
- Give an honest effort in the performance of your duties.
- Protect and conserve Federal property.
- Disclose fraud, waste, abuse, and corruption to appropriate authorities.
- Fulfill in good faith your obligations as citizens, and pay your Federal, State, and local taxes.
- Comply with all laws providing equal opportunity to all persons, regardless of their race, color, religion, sex, national origin, age, or handicap.

DO NOT

- Use nonpublic information to benefit yourself or anyone else.
- Solicit or accept gifts from persons or parties that do business with or seek official action from DOD (unless permitted by an exception).
- Make unauthorized commitments or promises that bind the government.
- Use Federal property for unauthorized purposes.
- Take jobs or hold financial interests that conflict with your government responsibilities.
- Take actions that give the appearance that they are illegal or unethical.

Navy Core Values

"HONOR"

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans. I will:

- Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
- Conduct myself in the highest ethical manner in relationships with seniors, peers and subordinates.
- Be honest and truthful in my dealings within and outside the Department of the Navy.
- Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.
- Encourage new ideas and deliver bad news forthrightly.
- Fulfill my legal and ethical responsibilities in my public and personal life.

"COURAGE"

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity. I will:

- Have the courage to meet the demands of my profession.
- Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.
- Overcome all challenges while adhering to the highest standards of personal conduct and decency.
- Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful and efficient way.

"COMMITMENT"

The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves. I will:

- Foster respect up and down the chain of command.
- Care for the personal and spiritual well-being of my people.
- Show respect toward all people without regard to race, religion or gender.

- Always strive for positive change and personal improvement.
- Exhibit the highest degree of moral character, professional excellence, quality, and competence in all that I do.

Navy Tradition

Many of the values and principles that guide today's Sailors can be attributed to customs and traditions that began in the Navy long ago. From the playing of the Navy Hymn to the ranks and ratings identified on Navy uniforms, the practices, terminology and etiquette that have been handed down from one generation of service members to the next are as powerful as the ships they travel on. Knowing that you're part of something bigger than yourself provides stability, camaraderie and increased self-awareness. Customs and traditions build a bridge between young and old; past and present. They reflect positively on the Sailor, the Navy and the United States, which is why they're so valued in the military and, in particular, the Navy.

Uniforms: Polished and professional, those who wear the Navy uniform stand tall and proud whether in their blues, khakis or service dress whites. There are uniforms that serve practical purposes. There are uniforms that help Sailors and Officers easily identify one another at a glance. And there are uniforms that are among the most recognizable and striking symbols of honor in the military today.

Rank/Ratings: One look at a service member's cap, sleeve or chest can tell you a great deal about the role that the individual performs in the Navy. Various badges and insignia are worn in different places on uniforms to identify Officer Ranks and Enlisted ratings. Even the basic Navy colors of blue and gold have meaning: blue represents the ocean and seas; gold is the color of integrity and valor.

Navy Hymn: Few songs have the legacy of the United States Navy Hymn. The Rev. William Whiting originally wrote the Navy Hymn in 1860 after surviving a furious storm on the English coast. Inspired by the mighty force that nature can heap upon the sea, Rev. Whiting penned the ode, "Eternal Father, Strong to Save." One year later, the hymn was set to music. The first verse would soon be sung at the conclusion of each Sunday's Divine Services at the U.S. Naval Academy in Annapolis, a practice that began in 1879 and continues today. The words were changed several times over the years to reflect cultural shifts and changes in our society. It was the favorite hymn of President Franklin D. Roosevelt and was sung at his funeral. It also played as President John F. Kennedy's body was carried up the steps of the capitol to lie in state. Both presidents served in the Navy. Today, "Eternal Father, Strong to Save" is used at funerals for those who served or were associated with the Navy.

Navy Terminology: There are many words and phrases in the English language that can trace their roots to nautical and, in some cases, to actual naval origins. Beyond the general words and phrases that are part of nautical and naval culture, there are also many standard commands and orders that are routinely used in the Navy. By familiarizing yourself with some of the more common examples you will be in a better position to understand and contribute to the Navy ethos and mission.

Basic Navy Etiquette

Ref: OPNAVINST 1710.7 Series / Standard Practice Knowledge of combined Subject Matter Experts (SMEs)

ABOARD SHIP

SENTRIES AT GANGWAYS SALUTE ALL OFFICERS GOING OR COMING OVER SIDE, PASSING CLOSE ABOARD

ON FIRST DAILY MEETING ENLISTED MEN SALUTE ALL OFFICERS, JUNIOR OFFICERS SALUTE SENIOR

ON EVERY OCCASION SALUTE THE CAPTAIN, OFFICERS SENIOR TO HIM, SENIOR OFFICERS FROM OTHER SHIPS

ON SHORE

MEN AND OFFICERS SALUTE ALL SENIOR U.S. AND ALLIED OFFICERS THEY MAY ENCOUNTER

UPON APPROACH OF OFFICER, ONE CALLS ATTENTION, ALL SALUTE

WHEN OFFICER MEETS DETAIL ASHORE OR AFLOAT, MAN IN CHARGE SALUTES FOR DETAIL

Basics of Saluting

1. Salute approximately 5 paces away from a senior rank to yourself and hold the salute until the senior officer returns the salute or until approximately 5 paces past the one you are saluting.
2. During colors and taps: face the flag if seen, or in the direction of the music if the flag is not seen. When in a car stop and turn down music (or completely off) during the observance of colors and taps.
3. During a parade or formation: you would be saluting the same as a senior officer. Approximately 5 paces away from the approaching Flag and hold salute until the Flag has past you by approximately 5 paces.

If you are not in uniform, come to attention, uncover, and place your hand over your heart. This applies to any of the above.

Boarding a US Navy Vessel

If you are in a group, the most junior will board first ending with the most senior person in the group. This is done with seniority within each rank/rate (O1's) (and this is a hard thing to know at times) as well as rank/rate seniority (E1's to O10's).

Now that you're familiar with the group boarding 'line up' and you're ready to walk up the gangway keep this in mind.

1. When you reach the halfway point of the gangway you must stop, turn to the stern (where the Colors are located), come to attention, and render a salute.
2. Approach the quarterdeck. The quarterdeck is the watch station on the vessel at the gangway. BEFORE stepping off the gangway, you must stop, come to attention, present your ID, salute, and request permission to board. When you request permission all you need to state is "Permission to come aboard, Sir/ Ma'am".
3. When you've been given permission to board, lower your salute and follow any directions the quarter deck may have for you, or just carry on in your duties.

Departing a US Navy vessel

Actions in departing a naval vessel will be the opposite. Just remember the most senior person should spend the least amount of time on the vessel. They will be last on and first off when in a group. Remember if you're in a group the most senior goes first this time.

1. Approach the quarterdeck. BEFORE stepping onto the gangway,
   a. You must stop
   b. Come to attention
   c. Present your ID
   d. Render salute
   e. Request permission to go ashore - "Request permission to go ashore, Sir/Ma'am"

2. The Quarterdeck will either grant (which is usually the case) or deny permission to go ashore when they return your salute. Once permission is granted you may depart.

3. When you reach the halfway point of the gangway you must stop, turn to the stern (where the Colors are located), come to attention, and render a salute.

The only time that you will not have to salute the flag when boarding is when the colors are not raised. During this time, you can walk the entire length of the gangway without saluting. 0800 to sunset are normally the times that the Flag is flown, and the times that you would normally be saluting on the gangway on and off the vessel. The quarterdeck process does not change, just the salute halfway on the gangway.

NOTE: If you are in a group, is it only the first person's responsibility to follow this procedure and the rest of the group follow suit? The answer is NO.

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EACH AND EVERY PERSON NEEDS TO FOLLOW THIS PROCEDURE.

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For O5 (CDR) and above: there is something else that happens "behind the scenes" when you board and disembark a USS Vessel. There is nothing the arriving or departing officer needs to do other than what has already been explained.

> When you board and disembark the vessel, the Quarterdeck will announce you (most likely as you are departing the Quarterdeck) with being piped aboard (or off) via blowing the bosun's pipe throughout the ship's PA system followed by either "COMMANDER, UNITED STATES NAVY, ARRIVING" or " COMMANDER, UNITED STATES NAVY, DEPARTING". (This example uses a CDR, but rank can be substituted for any rank O5 and above.)

This is to notify the vessel's complement, especially the Commanding Officer (CO – Captain) and Executive Officer (XO – 2nd in command), that there is a senior officer, and the rank of officer, on board their vessel (or has departed).

For O6 (CAPT): Typically, O6's (CAPTs) and above do not attend vessels for tours or visits. This is because an O6 will usually outrank (is senior to) the CO of the vessel itself. This would potentially cause a Command-and-Control (C2) conflict.

> <u>Example</u>: The CO is in command of the Vessel (say an O5) and the O6 (that is visiting) is senior in ranking hence has more command authority. As you can see there is a conflict. This is why if you're a senior to the CO of the vessel you typically will not visit.

Addressing Officers - Master License vs CAPT rank

It is important to remember that there is a difference between your rank as a merchant mariner and your rank as an officer. Both are very prestigious and will need to be professionally addressed correctly when in uniform or not. There may be times when your civilian rank outweighs your military rank. For example: you may hold a Master's unlimited license aka "Captain" and only be a LTJG in the US Navy Reserve. Everyone will take a different path in their career and therefore, it should be respected accordingly.

Addressing Enlisted Members

ENLISTED:

GRADE	RATE	ABBREVIATION	COLLAR INSIGNIA	DESCRIPTION	SLEEVE INSIGNIA	DESCRIPTION
E-1	SEAMAN RECRUIT	SR	NO INSIGNIA	N/A	NO INSIGNIA	N/A
E-2	SEAMAN APPRENTICE	SA		2 DIAGONAL STRIPES		2 DIAGONAL STRIPES · SEAMAN APPRENTICE – WHITE · FIREMAN APPRENTICE – RED · AIRMAN APPRENTICE – GREEN · CONSTRUCTIONMAN APPRENTICE - BLUE
E-3	SEAMAN	SN		3 DIAGONAL STRIPES		3 DIAGONAL STRIPES · SEAMAN – WHITE · FIREMAN – RED · AIRMAN – GREEN · CONSTRUCTIONMAN – BLUE
E-4	PETTY OFFICER THIRD CLASS	PO3		PERCHED EAGLE ATOP 1 CHEVRON		PERCHED EAGLE ATOP SPECIALTY MARK AND 1 CHEVRON
E-5	PETTY OFFICER SECOND CLASS	PO2		PERCHED EAGLE ATOP 2 CHEVRONS		PERCHED EAGLE ATOP SPECIALTY MARK AND 2 CHEVRONS
E-6	PETTY OFFICER FIRST CLASS	PO1		PERCHED EAGLE ATOP 3 CHEVRONS		PERCHED EAGLE ATOP SPECIALTY MARK AND 3 CHEVRONS
E-7	CHIEF PETTY OFFICER	CPO		GOLD FOULED ANCHOR BEHIND SILVER USN		PERCHED EAGLE ATOP ROCKER, SPECIALTY MARK AND 3 CHEVRONS
E-8	SENIOR CHIEF PETTY OFFICER	SCPO		GOLD FOULED ANCHOR BEHIND SILVER USN WITH 1 SILVER STAR		1 SILVER STAR, PERCHED EAGLE ATOP ROCKER, SPECIALTY MARK AND 3 CHEVRONS
E-9	MASTER CHIEF PETTY OFFICER	MCPO		GOLD FOULED ANCHOR BEHIND SILVER USN WITH 2 SILVER STARS		2 SILVER STARS, PERCHED EAGLE ATOP ROCKER, SPECIALTY MARK AND 3 CHEVRONS
	COMMAND MASTER CHIEF	CMC	AS ABOVE			2 SILVER STARS, PERCHED EAGLE ATOP ROCKER, SILVER STAR IN LIEU OF SPECIALTY MARK AND 3 CHEVRONS
	FLEET / FORCE MASTER CHIEF	FLTCM FORCM				2 GOLD STARS, PERCHED EAGLE ATOP ROCKER, GOLD STAR IN LIEU OF SPECIALTY MARK AND 3 CHEVRONS
	MASTER CHIEF PETTY OFFICER OF THE NAVY	MCPON		GOLD FOULED ANCHOR BEHIND SILVER USN WITH 3 SILVER STARS		3 GOLD STARS, PERCHED EAGLE ATOP ROCKER, GOLD STAR IN LIEU OF SPECIALTY MARK AND 3 CHEVRONS

- E1 through E3 are all called **Seaman**.
    - E1: Seaman Recruit Jones / SR Jones (E1's have no markings)
    - E2: Seaman Apprentice Jones / SA Jones / or Fireman Apprentice Jones / FA Jones (E2's have two hash marks)
    - E3: Seaman Jones / SN Jones / or Fireman Jones / FN Jones (E3's have three hash marks)

- E4 through E6 are all called **Petty Officers**. Once you know their rating then address them as such. We will use Corpsman (HM) as an example.
    - E4: Petty Officer Jones / PO3 Jones /or HM3 Jones (E4's have one chevron under a crow)
    - E5: Petty Officer Jone*s* /PO2 Jones /or HM2 Jones (E5's have two chevrons under a crow)
    - E6: Petty Officer Jones / PO1 Jones /or HM1 Jones (E6's have three chevrons under a crow*)*
- E7 through E9 are all called **Chief Petty Officers**.
    - E7: Chief Jones
    - *E8 would be **Senior Chief** Jones / Senior Jones *(if you are not able to identify the single star above the cr*ow*, Chief is accepted. As soon as you are aware of correct rank, correct yourself immediately)*
    - *E9 would be **Master Chief** Jones *(if you are not able to identify the double star above the cr*ow*, Chief is accepted. As *soon as you are aware of correct rank, correct yourself immediate*ly)*

OFFICERS:

- ☐ CWO2: Chief Warrant Officer 2
- ☐ CWO3: Chief Warrant Officer 3
- ☐ CW04: Chief Warrant Officer 4
- ☐ CWO5: Chief Warrant Officer 5
- ☐ All CWO's are addressed as Warrant or Warrant *Jones*

- ☐ O1: Ensign ENS
- ☐ O2: Lieutenant Junior Grade LTJG
- ☐ O3: Lieutenant LT
- ☐ O4: Lieutenant Commander LCDR
- ☐ O5: Commander CDR
- ☐ O6: Captain CAPT
- ☐ O7: Rear Admiral Lower Half RDML
- ☐ O8: Rear Admiral Upper Half RADM
- ☐ O9: Vice Admiral VADM
- ☐ O10: Admiral ADM

Paygrade	Rank	Abbreviation	Collar	Shoulder	Sleeve
W-1*	Warrant Officer	WO1			
W-2	Chief Warrant Officer	CWO2			
W-3	Chief Warrant Officer	CWO3			
W-4	Chief Warrant Officer	CWO4			
W-5*	Chief Warrant Officer	CWO5			

*The grade of Warrant Officer (W-1) is no longer used. W-5 was established in 2002.

Paygrade	Rank	Abbreviation	Collar	Shoulder	Sleeve
O-1	Ensign	ENS			
O-2	Lieutenant Junior Grade	LTJG			
O-3	Lieutenant	LT			
O-4	Lieutenant Commander	LCDR			
O-5	Commander	CDR			
O-6	Captain	CAPT			
O-7	Rear Admiral (Lower Half)	RDML			
O-8	Rear Admiral (Upper Half)	RADM			
O-9	Vice Admiral	VADM			
O-10	Admiral	ADM			

Addressing officers in conversation is not as intimidating as it seems. Here are key items to remember:

If they are of **higher** rank than you, address them as one of the following:
      1. Their Rank and last name
      2. Their Rank
      3. Sir or Ma'am

If they are of **lower** rank than you, address them as one of the following:
      1. Their Rank and last name
      2. Their Rank

If they are of **equal** rank to you, address them as one of the following:
      1. Their Rank and last name
      2. Their Rank (These two are the most commonly used)
      3. By first name, usually during less formal gatherings.

Senior Officers (O5 & Above): These officers are awarded the privilege to address junior officers (O1 through O4) are Mr. or Ms./Mrs. Although this is not commonly used. Use of rank is more customary.

Electronic Correspondence (text, email, etc.) Etiquette

As technology became readily available, the Navy absorbed these avenues and transitioned to a more efficient way of delivering messages (i.e. emails, texts, apps), reports, etc. It is no excuse for any Naval officer to not continue the same professionalism in person or in any electronic correspondence. This section will help guide any uncertainties SSOs may have encounter

Salutation to Juniors and Seniors (writing to):
Ref: DON Correspondence Manual SECNAV M-5216-5

If you are unsure how to address any type of officer, it is a good idea to reference the examples below. When you are discussing Navy matters, it is a good practice to use proper greetings and closings to stay professional.

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Examples of emails/ letters:

To someone of **lower** rank:
                      Respectfully, or R,
                          CDR John Smith, USN

To someone of **higher** rank:
                      Very respectfully, or V/r,
                          CDR John Smith, USN

Service member to Civilian: Sincerely yours, or With great respect,
                          CDR John Smith, USN

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> **Note:** Do not be surprised if any message traffic that does not follow the above guidance is returned. No action may be taken until proper protocol is adhered to no matter of rank or position. Remember a little respect goes a long way!

Guiding Instructions

The SSOF is governed and guided by several instructions, notes, directives and articles; some specifically directed to the SSOF, others general Reserve and others all DON/DOD. The following list of instructions are provided for reference, with many provided in the appendix to this note. These are the primary instructions governing the SSOF.

Code of Federal Regulations 46 U.S.C. §§310.1 to §§310.67
Purpose: Defines maritime education, MARAD reporting, service obligations, and entry requirements for"Merchant Marine Reserve."

Merchant Marine Act of 1936, Title XIII Maritime Education and Training
Purpose: Establishes grounds for maritime education and provides structure of operations of USMMA and describes service requirements in detail for the United States Merchant Marine Academy (USMMA) and Student Incentive Program (SIP).

OPNAVINST 1534.1 Series: STRATEGIC SEALIFT OFFICER PROGRAM
Purpose: To issue policy and assign responsibilities for the organization, administration, and training of commissioned officers in the Strategic Sealift Officer Program (SSOF). This also appoints MSC as the Flag Sponsor for the SSOF.

BUPERSINST 1001.39 Series: Administrative Procedures for Navy Reservists
Purpose: To provide personnel and administrative policies for the management of Navy Reservists.

RESPERSMAN 1534 Series: STRATEGIC SEALIFT OFFICER PROGRAM
Purpose: To issue information and amplifying guidance under OPNAVINST 1534.1 Series, for the training and administration of Navy Reserve officers in the Strategic Sealift Officer Program ⌧(SSOF).

BUPERSINST 1610.10 Series: NAVY PERFORMANCE EVALUATION SYSTEM
Purpose: To publish revised guidance in performance evaluation and to publish the revised Navy Performance Evaluation Manual (EVALMAN).

OPNAVINST 6110.1 Series: PHYSICAL READINESS PROGRAM
Purpose: To establish policy and requirements for the Navy's Physical Readiness Program to ensure both Active Component (AC) and Reserve Component (RC) personnel maintain a level of physical fitness required to support overall mission readiness.

NAVPERS 15560 Series: NAVAL MILITARY PERSONNEL MANUAL
Purpose: Issued under Navy Regulations, 1990, Article 0105, for direction and guidance, and contains policy, rules, and practices for administration of military personnel within the Navy.

Maritime Administration Memorandum of Agreement
Ref: Memorandum of agreement between the Department of the Navy and the Maritime Administration of 22 JAN 2003

Purpose: MARAD owns and operates a fleet of government-owned cargo vessels to support national security requirements. These gray-hulled ships of the Ready Reserve Force are strategically positioned in ports around the nation and are readily identifiable by their distinctive red, white and blue stack bands.

MARAD operates the United States Merchant Marine Academy at Kings Point, New York, and provides and maintains training ships and funding for the six state maritime academies that include: the State University of New York (SUNY) Maritime College, Massachusetts Maritime Academy; California Maritime Academy; Maine Maritime Academy; Texas Maritime Academy; and Great Lakes Maritime Academy. MARAD also continues to own and operate a fleet of government-owned cargo vessels to support national security requirements. These gray-hulled ships of the Ready Reserve Force are strategically positioned in ports around the nation and are readily identifiable by their distinctive red, white and blue stack bands.

The Ready Reserve Force (RRF) was initiated in 1976 as a subset of the Maritime Administration's National Defense Reserve Fleet (NDRF) program to support the rapid worldwide deployment of U.S. military forces. As a key element of the Department of Defense (DOD) strategic sealift, the RRF primarily supports transport of Army and Marine Corps unit equipment, combat support equipment, and initial resupply during the critical surge period before commercial ships can be marshaled. The RRF provides nearly one-half of the government- owned surge sealift capability. Management of the RRF program is defined by a Memorandum of Agreement (MOA) between DOD and Department of Transportation. Reliability is 100% on-time activation of mission- ready ships and 180 days of operation without a major casualty

> (i) The RRF is managed through three regional offices:
>   1. Division of Atlantic Operations (DAO) is based out of Norfolk, VA
>   2. Division of Gulf Operations (DGO) is based out of New Orleans, LA
>   3. Division of Pacific Operations (DPO) is based out of San Francisco, CA.

PART II: Organization

Ready Reserve Organization

Ref: 10 USC CHAPTER 1003 Sec. 10102
Web: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/default2.aspx

The Navy Reserve is the Reserve Component (RC) of America's Navy, and is broken down into several categories based service responsibilities and commitment status.

Ready Reserve

The Ready Reserve provides a pool of trained service members who are ready to step in and serve whenever and wherever needed. It is made up of the Selected Reserve – which includes Drilling Reservists/Units as well as Full-Time Support (FTS) personnel – and the Individual Ready Reserve (IRR).

1. **Selected Reserve (SELRES)**

   This group – the largest and most relied upon of the Ready Reserve – consists of:

   ■ Drilling Reservists/Units – These are designated Reservists who are available for recall to Active Duty status. They serve as the Navy's primary source of immediate manpower. They typically fulfill the traditional service commitment of one weekend a month and two weeks a year. And they receive many of the same benefits and perform many of the same duties as their Active Duty counterparts. This includes persons on initial Active Duty for training

   ■ Full-Time Support – These are designated Reservists who perform full-time Active Duty service that relates to the training and administration of the Navy Reserve program. They may be assigned to shore activities and commands or operational units. They typically are not reassigned to different locations as often as those on regular Active Duty. And they receive the same pay, allowances and benefits as Active Duty members.

2. **Individual Ready Reserve (IRR)**

   This group consists of individuals who have had training or have previously served in an Active Duty component, Selected Reserve or accepted SSO Community.

   ■ Inactive status – These members of the IRR do not drill, are not obligated to take part in military activities, and receive no pay or benefits.
   ■ Active status – Individuals assigned to the IRR may be eligible to receive pay or benefits for voluntarily performing specific types of Active Duty (AD) service.

Navy Reserve Organizational Structure Echelons I - V

Ref: 10 USC CHAPTER 1003 Sec. 10102
Web: https://www.public.navy.mil/nrh/Pages/nr-organization.aspx

Echelon I   Chief of Naval Operations/Chief of Navy Reserve
Echelon II   Commander, Navy Reserve Force (00072) (CNRF)
Echelon III*   Commander, Navy Reserve Forces Command (3447B) (CNRFC)
Echelon IV   Reserve Component Commands (RCC)
Echelon V*   Navy Operational Support Centers (NOSC) (Including N14 Virtual NOSC)

*Blue denotes what is more important to the SSOF community

The Administrative Chain of Command above will prove to be very useful in years to come, especially if you perform an ADT OCONUS.
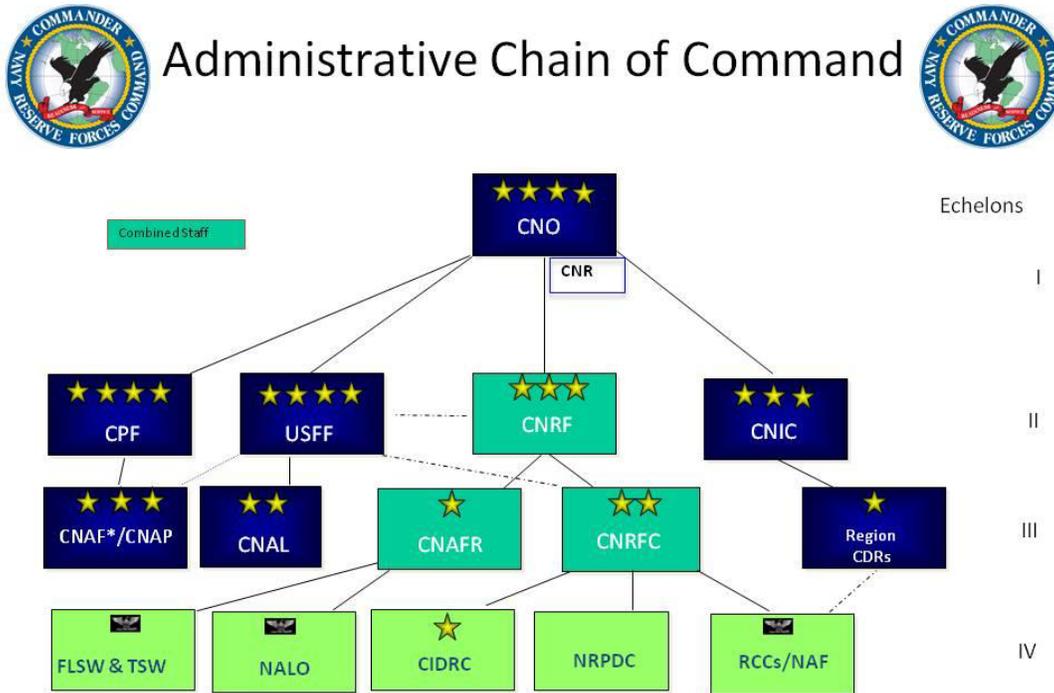
Administrative Chain of Command
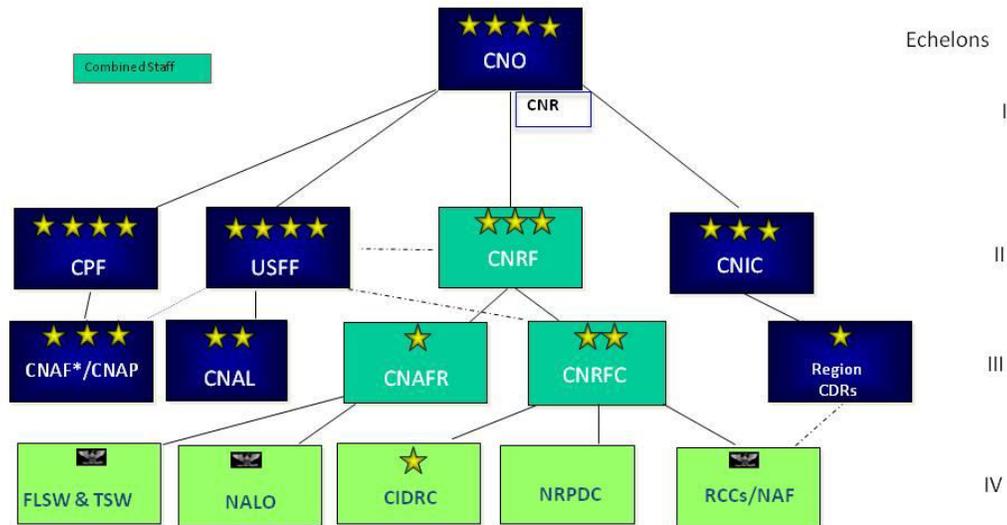
The organization of the SSOF is defined in the OPNAVINST 1534.1 Series and is designed to provide efficient and effective administration for SSOs in the SSOF, SELRES, VTU and active duty assignments. A "matrix" organization, those tasked to administer the Program do not fall under a typical chain of command, rather, they are assembled offices/organization from multiple commands.

Echelon I - Office of Navy Reserve: Appointment of Chief

The Chief of Navy Reserve (CNR) is the official within the executive part of the Department of the Navy who, subject to the authority, direction, and control of the Secretary of the Navy and the Chief of Naval Operations, is responsible for preparation, justification, and execution of the personnel, operation and maintenance, and construction budgets for the Navy Reserve. As such, the Chief of Navy Reserve is the director and functional manager of appropriations made for the Navy Reserve in those areas.

Echelon II - Commander, Navy Reserve Force (CNRF)

A) Establishment of Command.--The Secretary of the Navy, with the advice and assistance of the Chief of Naval Operations, shall establish a Navy Reserve Force. The Navy Reserve Force shall be operated as a separate command of the Navy.

B) Commander.--The Chief of Navy Reserve shall be the commander of the Navy Reserve Force. The commander of the Navy Reserve Force reports directly to the Chief of Naval Operations.

Echelon V - Navy Operational Support Centers (NOSC)

The Navy Operational Support Centers are Echelon V in the US Navy hierarchy and report to the Reserve Component Commands in Echelon IV.

The N14 Virtual NOSC is the exception to this, as they report directly to CNRFC in Echelon III.

Strategic Sealift Officer Force Organization

Commander, Navy Reserve Forces Command (CNRFC)

The Strategic Sealift Office Force falls under the Commander, Navy Reserve Forces Command.

Program Sponsor: Deputy Chief of Naval Operations, Fleet Readiness and Logistics (OPNAV N4L)

OPNAV N4L is the OPNAV Division Director responsible for developing requirements and programming funds for Navy logistics ships, maritime prepositioning and strategic sealift ships.

As the SSOF Program Sponsor, OPNAV N4L/N4LB is responsible for strategic policy, funding and oversight of the SSOF. To facilitate the requirements of Program Sponsor, a SSO CDR (O-5) recall position is assigned to OPNAV N4L.

Flag Sponsor: Military Sealift Command (MSC)

Ref: OPNAVINST 1534.1 Series / MSC Handbook eLearning: MSC 101
Web: http://www.msc.navy.mil/
CAC: Not Required

Military Sealift Command (MSC):
Military Sealift Command is the leading provider of ocean transportation for the Navy and the Department of Defense, operating approximately 125 ships daily around the world. MSC ships sustain our warfighting forces and deliver special maritime services in support of national security objectives in peace and war. The MSC commander is located at MSC HQ in **Naval Station Norfolk in Norfolk, Virginia.**

The U.S. Navy's Military Sealift Command is the premier provider of ocean transportation for the Department of Defense in peacetime and in war. During a war, more than 90 percent of all the equipment, fuel and supplies needed to sustain the forward deployed U.S. military is carried by sea. MSC ships, unlike the rest of the Navy fleet, are crewed by civilian mariners.

As the primary supported command of SSO Officers, MSC has been designated as the flag sponsor of the Strategic Sealift Force. As such, MSC supervises the care, development and employment of the SSOF community in an effort to optimize the benefits provided both to and by them.

Command Relationships: Military Sealift Command reports through three separate and distinct chains of command:

Chain of Command

U.S. Transportation Command ★★★★

- MSC reports to U.S. Transportation Command for defense transportation matters as the Naval Component.
- USTRANSCOM provides coordination of air, land, and sea transportation for the Department of Defense.

U.S. Fleet Forces Command ★★★★

- MSC reports to U.S. Fleet Forces Command for Navy-unique matters.
- USFF provides combat-ready forces forward to Numbered Fleets and Combatant Commanders around the globe in support of United States national interests.

Assistant Secretary of the Navy for Research, Development and Acquisition

- MSC reports to the Assistant Secretary of the Navy (Research, Development and Acquisition) for procurement policy and oversight matters.
- ASN (RDA) provides weapons systems and platforms for the Navy and Marine Corps.

Military Sealift Command ★★

Area Commands:

1. MSC Pacific (PAC)
2. MSC Atlantic (LANT)
3. MSC Europe & Africa (EURAF)
4. MSC Central (CENT)
5. MSC Far East (FE)

MSC ATLANTIC
Norfolk, VA

MSC EUROPE AND AFRICA
Naples, Italy

MSC PACIFIC
San Diego, CA

MSC HEADQUARTERS
Norfolk, VA

MSC CENTRAL
Manama, Bahrain

MSC FAR EAST
Singapore

*SSO Area Operations Officers co-located

Due to the fact that MSC is the Flag Sponsor of the SSO Force, there is an SSO billet attached to each of the above MSC Commands. They are known as the Area Operations Officer and they act as the liaison between the MSC Area Commanders and the SSO Program. These Area Operations Officers are one of the primary sources of Active Duty for Training (ADT) Opportunities for SSOs.

MSC Reserve Units: This is MSC's manpower solution for surge mission sets. MSC maintains 908 selective reservists and 38 reserve units. The Navy Reserve mission for MSC is to provide:

- **Cargo Afloat Rig Teams (CART)** provide qualified and experienced underway replenishment (UNREP) rig teams to augment U.S. government civil service crews on combat logistics force platforms. MSC has four CART units providing 12 rig teams.
- **Expeditionary Port Units (EPU)** provide liaison and ship husbandry support for forward-deployed port operations. MSC has 15 EPUs aligned under MSC's five area commanders.
- **Headquarters (HQ) Support Units** provide trained watch standers and staff support personnel to augment MSC HQ, MSC's U.S. Transportation Command Detachment at Scott Air Force Base, the five area command staffs, and an Afloat Mission Control unit to provide tailored command and control support for adaptive force package missions. MSC has eight HQ support units. Additionally, one unit supports the Inactive Ready Reserve (IRR) Strategic Sealift Officer (SSO) community of 2,100 officers.
- **Logistics Support Units** provide direct support to operational logistics and fleet sustainment activities. MSC has three reserve logistics support units.
- **Ship Support Units (SSU)** for operations which require additional manpower not normally required during sustained peacetime operations.
- **Tactical Advisor (TACAD) units** provide liaison and tactical guidance to MSC ships underway

Organizational Structure

Legend (top left):
- N02H - Force Surgeon
- N02G - Chaplain
- N021 - Command Security
- N02P - Public Affairs
- N02FS - Force Safety
- N02SAP - Sexual Assult Prevention Response
- N02E - Equal Employment Office
- N02IG - Inspector General
- N02B - Small Business

Command Top:
- ★★ N00 Commander MSC
- ★ N00X Deputy Commander
- N01 Executive Director
- N02 Chief of Staff

Right Group:
- N00 CMDCM
- Command Action Group
- N00L Legal
- TALUGA Group

Left Column:
- STRATEGIC SEALIFT RESERVE FORCE
- MSC ATLANTIC
- MSC PACIFIC
- MSC EUROPE AND AFRICA
- MSC CENTRAL
- MSC FAR EAST
- Maritime Prepositioning Ships Squadron 2
- Maritime Prepositioning Ships Squadron 3
- Commander, U.S. Pacific Fleet LNO
- U.S. Transportation Command Det.
- Service LNOs

N1 Director Total Force Management (TFM):
- N11 Civilian Workforce Policy & Sustainment
- N12 CIVMAR Management
- N13 Business Management and Support Services
- N14/N00R MIL Manpower/Pers
- N15 Human Capital Management
- N16 Training & Workforce Development
- N8 Comptroller
- N9 Corporate Operations

N03 Director Ship Management (DSM):
- N031 CLF Resource Manager
- N032 Fleet Supt. & Spec. Mission Resource Manager
- N033 TWCF Resource Manager
- PM1 Fleet Oiler
- PM2 Special Mission
- PM3 Prepositioning and Seabasing
- PM4 Service Support
- PM5 Sealift
- PM6 Fleet Ordnance and Dry Cargo
- PM8 Expeditionary Fast Transport
- PM9 Adaptive Force Package

N04 Director Maritime Operations (DMO):
- N04 Maritime Operations Center
- N04T Afloat Training Team
- N2/N3/N5 Ops/Plans
- N4 Logistics
- N6 C4I
- N7 Engineering
- N10 Contracting

Legend (bottom):
- Military
- Civilian

Operational Control (OPCON) and Administrative Control (ADCON)

The OPCON for the Strategic Sealift Officer Force is the Command and Control structure detailed in the next section.

OPCON is defined as: The authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission."

ADCON for the Strategic Sealift Officer Force is the N14 Program office which is a Virtual NOSC directly under the authority of CNRFC. ADCON is defined as: **"The direction or exercise of authority over subordinate or other organizations in respect to administration and support"**.

Command and Control (C2) Structure: Administrative Control of Strategic Sealift Officer Program

The Command and Control Structure for the SSOF was developed in 2019 and put into effect in 2020. This breaks individuals up into discrete units with a clear chain of command.

Strategic Sealift Regional Group Commanders				Special Mission Support Group	
SSRG ONE	**SSRG TWO**	**SSRG THREE**	**SSRG FOUR**	**MS ONE**	**MS TWO**
Ship OIC — ALGOL	Ship OIC — BENEVIDEZ	Ship OIC — ALTAIR	Ship OIC — ANTARES		
Ship OIC — CALLAGHAN	Ship OIC — CORNHUSKER STATE	Ship OIC — BELLATRIX	Ship OIC — DECISION	TRAINING	PILOT
Ship OIC — CAPELLA	Ship OIC — EMPIRE STATE	Ship OIC — BOB HOPE	Ship OIC — DENEBOLA		
Ship OIC — CURTIS	Ship OIC — FLICKERTAIL STATE	Ship OIC — BRITTIN	Ship OIC — DIAMOND	ENGINE	TACAD
Ship OIC — GEM STATE	Ship OIC — GILLILAND	Ship OIC — FISHER	Ship OIC — DOMINGO		
Ship OIC — GRAND CANYON STATE	Ship OIC — GOPHER STATE	Ship OIC — KNOX	Ship OIC — DOUGLAS		
Ship OIC — HENRY	Ship OIC — KOCAK	Ship OIC — MV KENNEDY	Ship OIC — EDMONT	BRMW	EPU
Ship OIC — HORN	Ship OIC — MAY	Ship OIC — POLLUX	Ship OIC — GORDON		
Ship OIC — HUDSON	Ship OIC — MENDONCA	Ship OIC — REGULUS	Ship OIC — RACE		
Ship OIC — INSCRIPTION	Ship OIC — PETERSBURG	Ship OIC — TAYLOR	Ship OIC — RAY	NSW	NCAGS
Ship OIC — ISABEL	Ship OIC — SHUGHART	Ship OIC — TEXAS	Ship OIC — RISE		
Ship OIC — ISLAND	Ship OIC — WATSON	Ship OIC — TRINITY	Ship OIC — WASHINGTON	**Ship OICs** 14 per SSRG	**SSOs** 30 per Ship
Ship OIC — KEYSTONE STATE	Ship OIC — WHEAT	Ship OIC — VICTORY	Ship OIC — WRATH		
Ship OIC — ORLANDO	Ship OIC — YANO	Ship OIC — VINCENT	Ship OIC — WRIGHT		

SSOF Commodore - ADCON Strategic Sealift Officer Program

- 1 Recalled O-6 SSOF Officer serves as SSOF Commodore.
- *MSCHQ N15 cuts orders for IRR SSOs by direction.*
- Man, organize, train, equip, and lead SSOF design in support of sealift readiness, seaborne logistics, and other DOD tasking that require SSOF support. Formulates policy and programs to develop and present a force capable of executing assigned

missions, tasks, and functions. Ensures operational employment of the SSOP (IRR) in accordance with Flag Sponsor priorities and other supported commands. Synchronizes, coordinates, and integrates capabilities of the IRR and SELRES components to achieve unity of effort in the development and employment of the Force.

SSOF Area Operation Officers (O2-O4) (IRR) - OPCON

6 recalled O2-O5 IRR SSOF members serving in the 6 area operations commands for MSC.

Group Commander (O5-O6) - OPCON

- Group 1 San Diego Norfolk2, VA
- Group 2 Charleston4, SC
- Group 3 Houston, TX
- Group 4 Charleston, SC
- Mission Support (MS) Group 1 Alameda, CA
- Mission Support (MS) Group 2 Quincy, MA

Officer-in-Charge (OIC) (O3 - O6) - OPCON

In charge of approximately 30-40 Members, organized into Ship Units based on the available ready Reserve Fleet. As of the writing of this document the assignment to a Ship Unit does not necessarily require Members to drill exclusively with that unit. The Ship Units are an abstraction to put a physical anchor to an idea.

SSOF - Program Manager (RECALL) - ADCON

The SSOF Manager (CNRFC N14) is part of the Commander Navy Reserve Forces Command (CNRFC) staff, and is responsible for program oversight and administrative management of the daily operations of the SSOF Program Office.

- 1 RECALL SSOF Officer serves as Program Manager.

SSOF - Program Office Staff (IRR Officers / FTS Enlisted) - ADCON

The Program Office is the central point of management for the guidance, administration and training of the SSOF. This office serves as a virtual Navy Operational Support Center (NOSC) and functions primarily by phone, fax, mail, email, and home page/internet. SSO service and health records are maintained by Navy Personnel Command (NAVPERSCOM) PERS-49.

- 7 ADT O1-O3 SSOF Officer.
- 6 Active Duty/FTS enlisted admin support personnel. (YN, PS, HM)

SSOF - USN Midshipmen Program

The SSOF, USN Midshipman Program is an educational and training program administered by the Naval Service Training Command at the U.S. Merchant Marine Academy and State Maritime Academies. It is designed to train participants for commissioned service in the SSOF.

- There are approximately ~1,100 SSOF Midshipmen at the various Maritime Academies.
- Some go directly on Active Duty upon commissioning.
- Approximately ~200 Ensigns/year are commissioned by USMMA Kings Point each year.

- Approximately ~50 Ensigns/year are commissioned by the combined State Maritime Academies (Maine, Massachusetts, State University of New York, California, Texas A&M, Great Lakes).
- Although not a Navy Reserve requirement, both Federal and State maritime academy graduates in the SIP Program are required to annually report to the Maritime Administration on compliance of their service obligation. There are three methods for submission:
    - Website: http://mscs.marad.dot.gov
    - Email annual report to maritime.graduate@marad.dot.gov
    - Mail to:
        - U.S. Maritime Administration
        Office of Maritime Labor & Training, Service Compliance Obligation
        1200 New Jersey Ave. S.E. (MAR 650)
        Washington, DC 20590
- You are required to submit 9 reports, one for each year of your obligation, and one final one signaling the end of your obligation

Navy Reserve Basics: Reserve Status

Ref: (a) DOD Instruction 1200.15 / Chapters 1203 and 1205 of Title 10, U.S.C
   (b) BUPERSINST 1001.39 Series

It is important to have a good foundation on the basic categories of the US Navy Reserve. The member's status is placed within the Navy Reserve under one of the below categories.

Figure Above: Reserve Status Chart from BUPERSINST 1001.39 Series

Each member of the Navy Reserve who is not on the Active Duty List (ADL) is placed in one of three categories:

1. **Ready Reserve (USNR-R)**: an active status

    a. Active Status. USNR-R and USNR-S1 are in active status. Officers in an active status are also listed on the Reserve Active Status List (ASL). Active status members are eligible to:
        i.   Train with or without pay, based on the members' category;
        ii. Serve on Active Duty (AD), Active Duty Training (ADT), Inactive Duty, or perform Inactive Duty Training (IDT);
        iii. Earn retirement points;
        iv. Be considered for advancement or promotion, if eligible

2. **Standby Reserve**, an inactive status
    a. Standby Reserve-Active (USNR-S1)
    b. Standby Reserve-Inactive (USNR- S2); if a member does not stay active, the member will be placed on the Reserve Inactive Status List (RISL). They are NOT eligible to:
        i.   Receive pay for training
        ii. Earn retirement points

3. **Retired Reserve (USNR-Retired)**: a retired status

Officers with 20 years or more of qualifying service are eligible for retirement. Qualifying Years of Service are computed as of the date of the screening, must earn a minimum of 50 points, including membership points, each anniversary year per DOD Instruction 1200.15.

(Qualifying service is further defined in the Qualifying Years vs Compliant Years Section)

> **Note:** The standards for IRR SSO members to remain in an active status are different from the minimum participation standards for SELRES SSO members.

SSOF Program: Obligation / Responsibilities

Ref: OPNAVINST 1534.1 Series / RESPERSMAN 1534 Series

SSOs are required to comply with all instructions governing the program. The following is a list of primary requirements all members must adhere to while in an active status. Failure to maintain compliance may result in separation and/or transfer to an inactive status.

> **NOTE:** Newly commissioned Ensigns refer to PART II *"1st ADT…"* for your first ADT

ADT: All SSOF members are required to complete 12 days of ADT each fiscal year (FY). Procedures for requesting and processing ADT, or obtaining an ADT waiver, are available on the Navy Reserve Homeport https://www.navyreserve.navy.mil under CNRFC (N14) homepage. ADTs will be scheduled by all SSOF officers each FY between 01 October and 31 March. ADTs may be performed throughout the fiscal year.

Annual Reporting: All SSO officers will report their current contact information and Civilian Employment Information (CEI) annually to CNRFC (N14), via Navy Standard Integrated Personnel System (NSIPS). The SSOF Program Office may require additional forms of reporting as directed.

Administrative Requirements: SSOF officers are required to answer all official correspondence, maintain their NSIPS electronic service record (ESR), and inform the SSO Program Office of all address, phone number, employment and email changes.

Physical Examination Requirements:
Ref: OPNAVINST 6110.1 Series

SSOF officers are required to obtain Periodic Health Assessments (PHAs) every year and notify CNRFC N14 whenever there is a change in physical condition that may interfere with fulfillment of their Reserve obligations. SSOF Officers are also required to comply with Navy body composition assessment (BCA) and fitness standards. The procedures for obtaining required PHAs are available on the Navy Reserve Homeport https://www.navyreserve.navy.mil under CNRFC N14 homepage.
Physical Fitness Assessment Requirements: SSOs are required to maintain physical fitness standards and complete semi-annual Physical Fitness Assessments (PFA).

Active USCG Merchant Mariner Credential (MMC): This can be as a Deck or Engineering officer. The MMC must be endorsed for either Unlimited tonnage (deck) or Unlimited horsepower (engine), and be valid on all oceans. A STCW endorsement as OICNW or OICEW or higher is required. The SSOF is an unlimited tonnage, oceans program and all members must be licensed to sail unlimited tonnage/HP vessels on international water, into foreign ports.

Members who, through their own misconduct or dereliction, fail to maintain those professional licenses necessary to perform military duties as a SSO, are subject to administrative separation from the Navy Reserve, and/or transfer to inactive status pending resolution of their licensing requirements.

■ **USCG Approved STCW 95 Professional Training Courses**:

SSOF Officers may earn 1 Retirement Point/4-hours of USCG approved instructional hours. No more than 35 points total may be credited in any anniversary year.

NOTE:
(1) STCW Professional Training courses attended while on orders are **not** eligible for retirement points.

> (2) Requests for STCW 95 courses attended prior to 10 JUL 1998 are **not** eligible for consideration.

- **Non-STCW 95 Professional Training Courses**:

  SSOF Officers may earn 1 Retirement Point/Day for each day of Non-STCW Professional Training. No more than 5 total points for Non-STCW Professional Training may be awarded in a single anniversary year.
  - All submitted Non-STCW Professional Training must be directly related to the SSOF mission in order to be considered.

> **NOTE**:
> (1) Both STCW & Non-STCW Professional Training courses attended while on orders are **not** eligible for retirement points. Accreditation.
> (2) Requests for Non-STCW 95 Professional Training courses attended prior to 13 MAY 1988 are not eligible for consideration.

PART III: Your Responsibilities

Introduction

To be a successful Strategic Sealift Officer, it will take a bit of planning and a list of responsibilities to achieve successful years that encompass great experiences. Fortunately, with technology, things are becoming more streamlined than they were in the past. In this section, we will thoroughly discuss your responsibilities to get your career started. Remember there are resources all around and take the time to read through all new guidance.

Types of Years

Ref: (a) BUPERSINST 1001.39 Series
       (b) MILPERSMAN 1820.050 Series
       (c) RESPERSMAN 1001-125 Series
       (d) RESPERSMAN 1001-145 Series
       (e) RESPERSMAN 1001-150 Series
       (f) DODINST 1215.07 Series

Anniversary Year (AY): A 12-month period used to determine qualifying service for retirement; in short, 365 (or 366 leap year) days from your commission date; can be found in ARPR/ASOSH. *When a member with a break in service returns to an active Reserve status or active service, the revised anniversary year start date shall be the date of return or reentry.

YOUR INFO:

My start date of AY: _____

My end date of AY: _____

Calendar Year: The 12-month period from 1 January through 31 December
Fiscal Year: The 12-month period from 1 October through 30 September; used for funding/budget cycle
Progressive Year: A rolling 12-month period immediately preceding a given date (term used more for SELRES members)

2018							2019											
JUN △	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
ANNIVERSARY YEAR (AY) / (Commission Date*) Desire 50 pts = Good Year, 20 Good Yrs=Retirement																		
							CALENDAR YEAR (CY) – Required to Complete 1 PFA (PARF-Q+BCA+PRT)											△
							FISCAL YEAR (FY) ** FY20 – Required to Complete minimum 12 Day ADT or Obtain ADT Waiver / schedule your ADT between the start of FY and Mar 31												
									△									

Note: PHA expires 12 months from completion, must have valid PHA prior to obtaining orders
*Exact commissioning month/day may vary by school/commissioning source, e.g. 6/18/2018 - 6/17/2019, see BOL-ASOSH for your specific date.
** Fiscal Year starts October 1st and ends September 30th.

Example: ENS John Smith commissioned on 16 JUN 2018 and quickly signed up for the Mar 2019 PCI Course (12 ADT days and +1 day travel = 13 days - *will vary*). After receiving his CAC at his PCI Course, ENS Smith hit the ground running and signed on to myNRH>MNP to complete his 3 eLearning courses: MSC 101 course (6 pts), Navy Reserve Fundamentals and Primary Professional Military Education (PPME) .

QUESTION: Did ENS Smith have enough points for his first anniversary year?

Points Earned Calculation:
- **Anniversary Year:**
  - ❏ Membership   +15 pts   *(member receives every year)*
  - ❏ Original USCG License   +35 pts
  - ❏ eLearning   + 6 pts
  - ❏ Performed 1st ADT   +13 pts
- **TOTAL:**   **69 pts**

ANSWER: Yes! ENS Smith will have 69 points for his first year. Routinely, he should check his points total in BUPERS (ARPR/ASOSH) to make sure his points made it in his official record. In addition, he should start planning ahead for his 2nd ADT.

- **REMINDER:** Licenses, eLearning courses, waivers, etc. all need to be submitted by the member to the SSOF Program Office for accreditation.

Your First Active Duty for Training (ADT)

Your first Active Duty for Training will be the Post Commissioning Indoctrination Course (PCI), also known as Ensign INDOC located in Norfolk, VA. This course is designed to give you in depth information about the SSOF and your role in it. You will also complete your first PHA / PRT. You will also be issued a CAC and NMCI email address. In addition, it is ideal to bring all legal documentation with you (i.e. any birth certificates, marriage certificate, passport, etc - refer to the 1st ADT Checklist.)

Step 1: Planning, planning and more planning…

In order for you to secure a spot in your Post-Commissioning Indoctrination (PCI) Course you will need to plan ahead (and not a few days ahead, a few months ahead). Make sure you provide the SSOF Program Office with the most current information i.e. a good email address, phone number, Home of Record, etc, so that you will be able to receive the announcements for the PCI Course. In addition, you will need to give your employer ample notice so that they are able to backfill for your absence. You will want to reach out to the PCI Coordinator who works for the SSOF Program Office.

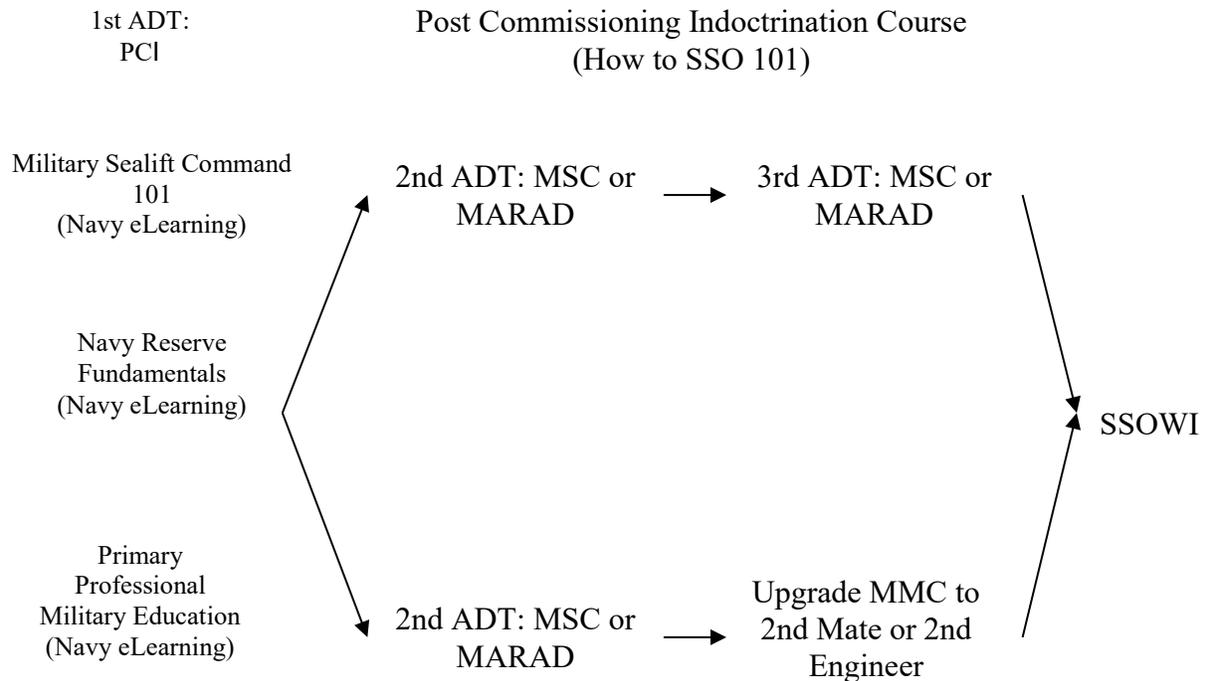Step 2: Once the PCI Course Coordinator secures your spot and adds your name to the PCI Course, the PCI Course Coordinator will send you separate emails with a password for your orders. Print these out, even though you will not need to get them signed, in case you need them for proof of orders especially for travel purposes.

Strategic Sealift Officer Warfare Insignia (SSOWI)

Ref: OPNAVINST 1534.1 Series

The Strategic Sealift Officer Warfare Insignia recognizes the demonstrated professional expertise of personnel trained in the strategic sealift operations. The insignia is often required for OCONUS (overseas) extended Active Duty Training (ADT) and signifies the member has an in-depth knowledge of the SSOF program, its purpose, and relevance within the Naval Reserve.

https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/OPS-Training-Dept.aspx

1st ADT:
PCl

Post Commissioning Indoctrination Course
(How to SSO 101)

Military Sealift Command 101
(Navy eLearning)

2nd ADT: MSC or MARAD → 3rd ADT: MSC or MARAD

Navy Reserve Fundamentals
(Navy eLearning)

SSOWI

Primary Professional Military Education
(Navy eLearning)

2nd ADT: MSC or MARAD → Upgrade MMC to 2nd Mate or 2nd Engineer

Your First ADT

You will need to reach out to the following email distro to schedule your first ADT: CNRFC_N14_PCI_MANAGER@navy.mil. Once you've scheduled your orders for PCI, the PCI Team will handle the orders writing process, travel, and other administrative items. Once your orders have been written and fund approved, the PCI Team will send your orders to you via encrypted means (DODSAFE). During PCI you will obtain your CAC Card and learn all about routing your own orders, DTS travel procedures, and many other administrative items. PCI will introduce you to the Navy and its policies and set the foundation for your Navy Career.

Your Second ADT

Start thinking a few months in advance for your next ADT:
Contact: The CDRE Staff Detailers, they will get you detailed to SSREA, MARAD, or an MSC opportunity.
Prep for SSOWI

Your Third ADT

MSC or MARAD (whichever one you did not do before) - Prep for SSOWI

- After your 3rd ADT, there will be more options available - please refer to Part III Career Management.

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Qualifying Year vs. Compliant Year

Maintaining compliance with the SSOF Program Office and earning a Qualifying Year of Service for retirement are two separate things as far as the United States Navy is concerned. However, they are intertwined by the fact that the Program Office is responsible for vetting all requests for retirement points submissions. The Program Office will not process any requests for retirement points without endorsed orders showing 12 or more days of ADT in the Fiscal Year in which you are requesting retirement points, unless an ADT waiver is submitted.

US Navy Reserve Qualifying Year of Service (Good Year)

A Qualifying Year of Service is a Navy Reserve term that applies to all U.S. Navy reservists and not specifically to the Strategic Sealift Officer Force. In order to be eligible for retirement you must have 20 Qualifying Years of Service.

Qualifying year for non-regular retirement is based on the anniversary year
- An **Anniversary Year** with at least 50 retirement points is credited as 1 qualifying year of service toward retirement eligibility
- Points earned in an **Anniversary Year** may only be credited to that anniversary year
- The **Anniversary Year** can be located in BUPERS on the ASOSH or Statement of Service
- Earning Retirement points which is discussed in the section *Retirement Process*.

SSOF Compliant Year

You must be compliant with the SSOF program in order to earn points. The Program office is responsible for vetting all points requests for the members of the SSOF, and will not process your requests for retirement points without endorsed orders showing 12 or more days of ADT in the Fiscal Year in which you are requesting retirement points, unless an ADT waiver is submitted. The following items are required to maintain compliance.

Non-Navy Requirements

There are a number non-Navy requirements that you must stay on top of in order to keep yourself ready to go on orders. They are as follows:

- Maintain Active USCG License   (renew every 5 years)
- Maintain Active USCG STCW   (renew every 5 years)
- Maintain Active USCG Medical Certification   (renew every 2 years)

- Maintain Active TWIC   (renew every 5 years)
- Maintain US Passport (tourist)   (renew every 10 years)
- Maintain Secret Level Security Clearance   (renew every 10 years)

* Refer to Appendix Q for complete Checklist of Requirements

Navy Requirements

In order to maintain the absolute minimum standards of compliance within the SSOF; IRR SSOs you must do the following:

- Maintain an Active Common Access Card (renew every 3 years)
  - The Member must maintain an Active CAC to access the majority of the US Navy Websites, NMCI Email, etc.
- Complete a Periodic Health Assessment (PHA) (each Calendar Year)
  - The Member must have a current PHA in order to participate in the physical portion of the PFA which is the PRT. It is possible to satisfy this requirement on the same drill weekend as the PFA.
- Complete a Physical Fitness Assessment (PFA) (each Calendar Year)
  - The Member must have completed a PRT in the previous or current Calendar Year in order for your ADT to be approved.
- Attend a minimum of 2-weeks of Active Duty for Training (ADT) (each Fiscal Year)

- Maintain your official Navy Email address (NMCI)

REMEMBER: Being compliant with the SSOF Program does **NOT** guarantee you a "Qualifying Year of Service" for retirement, only earning 50 points does.

Types of Orders

Ref: (A) IDT: RESPERSMAN 1570-020
        (B) IRR Muster: DoD Directive 1200.7
        (C) ADT: BUPERSINST 1001.39
        (D) ADSW: OPNAVINST 1001.20
Web: https://www.nsips.navy.mil
CAC: Not required

REMINDER:
There are several types of orders available for members of the SSOF to attend. They are all mutually exclusive, meaning you cannot be both on Active Duty for Training orders and Inactive Duty Training Orders.

In-Active Duty Training (IDT) Orders

IDT periods (drills) are conducted to provide operational support and to enhance the members' readiness for mobilization. IDT periods are performed **without pay** for members of the SSOF IRR and **with or without pay** for members of the SSOF SELRES unit.

SSOF members can be on IDT periods to complete PHA and/or PRT requests, in addition to other administrative requirements to maintain mobilization readiness. Most NOSC's require that a member be on orders of some kind in order to participate in the PRT for liability reasons. IDT orders will meet this requirement as well ADT orders.

IDT orders are not populated via NROWS, instead they are requested by the member through NSIPS in the Electronic Drill Management (EDM) system module. The following are some considerations and guidelines for IDT orders requests:

- IDT drills will not be conducted in designated imminent danger areas. This also applies to members living OCONUS.
- No more than two IDT periods may be performed in one day.
- The minimum duration of a single non-pay drill by a member in a non-pay status is three hours.
- If two non-pay IDT periods are performed in the same day, the minimum drill time is four hours each.
- The maximum duration of an IDT period is 24-hours.
- Time allotted for meals cannot be credited towards the required length of IDT periods, but the meal period must be included as part of the drill period. For example, the morning IDT period commences at 0730 and expires at 1230. The afternoon IDT period commences at 1230 and expires at 1630. A one hour meal period was included during the morning IDT period. Hence, two 4-hour IDT periods were performed.
- IDT period credit: All members reporting for their IDT period at the scheduled time and place will be mustered for the purposes of drill accounting and establishing Uniform Code of Military Justice (UCMJ) authority.
- A member who is present for the prescribed IDT period will be authorized one retirement point credit for each satisfactory drill period performed.

When performing an IDT drill period you must be mustered by an approved individual in order to gain credit for the drill period. If you are completing a PHA / PFA at a NOSC, this is typically the Admin office at the NOSC. If you are attending an IRR Muster, then the individual conducting the muster will fill this roll. Anyone with a rank of E6 or above can muster you in the Electronic Drill Management (EDM) system. Scheduling IDT orders is discussed in the *NSIPS IDT Orders Scheduling* section of this handbook.

IRR Muster Orders

IRR Muster orders are created and issued to the member through NROWS by the SSOF Program Office. These are short term orders that provide you with a fixed amount of pay and no points to attend an IRR Muster for screening purposes.

Active Duty for Training (ADT)

You are required to do a minimum of 12 days of ADT each fiscal year.

You must be in compliance with the SSOF Program in order to go on ADT orders.

Contact the Area Operations Officer of the location you are interested in attending. Please see the section on SSOF Program Compliance.

These orders are created in NROWS by the Area Operations officer or the gaining command once you have your orders scheduled.

The member is required to review and select options for travel once the requirement has been created by the gaining command.

The SSOF Program office will book flights and rental cars as required.

The Member is required to book a hotel if required at a Navy Facility near the duty station. If lodging is unavailable at the navy facility the member must ask for a Certificate of Non Availability (CNA) from the Navy lodging. They will then be able to book commercial lodging. Please see the ADT travel section for more information.

Please see the NROWS section for more information about this process.

Prior 2020 orders generated in NROWS needed a hard copy to be endorsed at the gaining command in order to be processed for pay. Now, all NROWS orders are endorsed electronically by the gaining command via NSIPS. This electronic muster process is explained in a later section.

Active Duty for Special Work (ADOS)

Active Duty for special work or ADOS orders are a type of long term orders which exceed 180-days and a member is considered to be on Active Duty. ADOS orders are limited to the fiscal year, but can exceed once funds are approved for the next fiscal year.

Mobilization (MOB)

MOBs are one year orders that can be voluntary or involuntary. These orders are not bound by the fiscal year. In order to take MOB orders, you will out-process from 2525M and become a gaining member of the command you are assigned to. This will be done through the MOB processing site.

RECALL

Recall orders usually last anywhere between 1-3 years; typical length is 2-years with the option to extend for 3 years total.

Managing a Navy Marine Corps Intranet (NMCI) Email Address

Ref: COMNAVRESFORINST 5300.5

Web: East: https://webmail.east.nmci.navy.mil/

         West: https://webmail.west.nmci.navy.mil/

CAC: Required

Your NMCI email address is your digital link to the Navy and the Program office. All Navy business should be conducted using your official Navy email address.

- You must have an active security clearance in order to obtain an official navy email address.
- You must log into your official navy email from an NMCI computer for the first time
    - **Once you have logged on through an NMCI computer, all future log-ins can be completed using the R2S app on your mobile device(s). Utilizing this, you can stay plugged in and check your email anywhere there reliable signal.**
- You must log into your official navy email eat least every 60 days or it will be locked
- If you do not log into your official navy email in 180 days, your account will be deleted
- **See APPENDIX P for further information on the NMCI Dormancy process**

NMCI unlocks are processed by the N14 program office, please see the N14 website for more information and the process for unlocking.

Managing a Common Access Card (CAC)

Ref: DODI 1000.13

Web: https://www.cac.mil/Common-Access-Card/Managing-Your-CAC/

CAC: Required for ALL reservists

Once you have your CAC, you'll need to handle it with care because you'll be using it often. The information on this page should help you with the most common scenarios. The Common Access Card is your gateway to remaining compliant with the SSOF Program. It grants you access to Military Facilities and more importantly US Navy Websites. This CAC is US Government property and you should treat it as such.

Using Your Card

Your CAC will offer a variety of functions depending on your component/Command. While each component/Command can tailor the functions of the card to meet its specific needs, the CAC is primarily for authentication. While specific information related to food service, training, dental, medical, physical/logistical access is not stored on the card, the credential can be used to enable such systems.

Keeping your CAC Secure

You will need a personal identification number (PIN) to access information stored on a CAC. Only those authorized personnel who are granted access to the applications and secret keys can modify or delete the data added on the chip, and then only with your PIN.

To protect the information on your CAC, you should never tell anyone your PIN or write it down where it can be easily found. Your PIN should be kept secure at all times, just like your Social Security Number. If you enter the incorrect PIN three times consecutively, the card is designed to lock you out so you cannot access your information.

Any person willfully altering, damaging, lending, counterfeiting, or using these cards in any unauthorized manner is subject to a fine or imprisonment or both. Unauthorized or fraudulent use of ID cards would exist if you used the card to obtain benefits and privileges to which you are not entitled. Examples of authorized photocopying include photocopying of DoD ID cards to facilitate medical care processing, check cashing, voting, tax matters, compliance with appendix 501 of title 50, U.S.C. (also known as "The Servicemembers Civil Relief Act"), or administering other military-related benefits to eligible beneficiaries.

Maintaining your CAC

You can safely keep your CAC in a wallet or purse. You cannot, however, amend, modify, or overprint your CAC. No stickers or other adhesive materials are to be placed on either side of an ID card as well. You can also photocopy a CAC without damaging it, but any person willfully altering, damaging, lending, counterfeiting, or using these cards in any unauthorized manner is subject to a fine or imprisonment or both.

Replacing your CAC

If you lose your card, you shall be required to present documentation from the local security office or CAC sponsor confirming that the CAC has been reported lost or stolen. This documentation must be scanned and stored in the Defense Enrollment Eligibility Reporting System (DEERS).

Changing your PIN

If you forget your PIN, go to the nearest issuance site, where you will be given the opportunity to prove that you are the owner of the CAC by matching your fingerprint against the fingerprint that was stored in DEERS when you were issued the card. If your fingerprint matches successfully, you can select a new PIN. Currently, there is no capability to reset your PIN remotely.

Renewing your CAC

If your CAC expires and you are eligible for a new CAC, you should go to the nearest RAPIDS site and obtain your new CAC. For your convenience, CACs can be brought in for renewal up to 90 days in advance of the expiration date.

Returning your CAC

All ID cards are property of the U.S. Government and shall be returned upon separation, resignation, firing, termination of contract or affiliation with the DoD, or upon any other event in which the individual no longer requires the use of an ID card. The ID card may be returned to your nearest RAPIDS Site, which can be found using the RAPIDS Site Locator, or via mail to DMDC - DSC, ATTN: CAC Returns, 2102 E 21st Street N, Wichita, Kansas 67214.

To prevent unauthorized use, ID cards that are expired, invalidated, stolen, lost, or otherwise suspected of potential or actual unauthorized use shall be revoked in DEERS, and the Public Key Infrastructure (PKI) certificates on the CACs will be immediately revoked.

Periodic Health Assessment (PHA)

Ref: SECNAVINST 6120.3
Web: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/CNRFC(N14)-SSOF.aspx
CAC: Required

SSOF officers are required to obtain Periodic Health Assessments (PHAs) every calendar year and notify CNRFC N14 whenever there is a change in physical condition that may interfere with fulfillment of their Reserve obligations. The PHA consists of two parts: Medical and Dental, both of which can be completed at your local NOSC by scheduling an appointment. If you are going on orders, you must have a current PHA that extends past the end date of your orders.

Medical

This part of your PHA must be completed at a Military Treatment Facility (MTF) aka Navy facility or NOSC; civilian providers are no longer authorized to complete this portion of the PHA. Please refer to the section below "Steps to Complete" for step-by-step procedure. Forms needed are listed below:

- eForm: ePHA online questionnaire (additional forms will be provided by MTF)

    - The ePHA **MUST** be completed first before completing any in person/over the phone PHAs with a military medical provider.

- Members can NO LONGER use a civilian provider to perform the Medical portion of PHA.

Additional Medical Reminders

- **Immunizations (this is not inclusive of all the immunizations needed)**
    - Influenza: REQUIRED beginning 1 SEP and 1 JAN of the current FLU season (Beginning of the fiscal year)
    - COVID-19: REQUIRED in order to take part in any ADT/IDT orders
        - Booster: Recommended, but currently not required (subject to change)
    - Anthrax - required when going to certain AORs

- Typhoid - required only if member is going to an endemic area

- **Labs**
  - RH Factor, Sickle Cell, G6PD, DNA - **one-time only**
  - HIV blood work - completed once **every 2 years**
    - ❏ PER SECNAVINST 5300.3F paragraph 3RC Policy can only be completed at a MTF/NOSC
  - Tuberculosis (TB)
    - ❏ Only required if:
      - ❏ Instructed to complete by your Command or Civilian job
      - ❏ If you are deemed at risk with the Tuberculosis Risk Assessment

Dental

This part may be completed by a civilian provider no more than 2 years in a row. You must provide your civilian dentist with a DD2813 form for them to fill out.

- Form: NAVMED Form 6600/13, DD Form 2813 or SF 603-A

> **NOTE:** Check the form number at the bottom left-hand corner of the document and check for the latest version.

Steps to Complete a PHA

- Complete the e-PHA questionnaire within 30 days of scheduling your PHA
  - o Log on to https://data.nmcphc.med.navy.mil/PHA/index.aspx ,
  - o Complete online registration (CAC required)
  - o Begin a new questionnaire and make sure you submit!
  - o Email the SSO Program Office's Medical Department to complete the review
  - o Once the SSO Medical Department ePHA review is completed, they will email back confirmation.

- Schedule PHA
  - o After completing ePHA and waiting for the review, contact your local NOSC to schedule face-to-face PHA (possibly on a NOSC drill weekend).
  - o Other options to perform a PHA include:
    - ▪ Navy Active Duty Clinic (MTF)
      - \- RC members are eligible to access NAVY MTFs for the purpose of completing their IMR requirements (must be on orders IDT/ADT)
    - ▪ Active Duty Clinic (with other service; case-by-case)
    - ▪ Over the phone consultation (NOSC/MTF specific)
- Once you have your scheduled PHA, you are required to put in for IDT orders (at least 1 week prior.) Please refer to the section *Type of Orders - Inactive Duty for Training (IDT) Orders* for IDT guidelines.

Miscellaneous Requirements

- Eye Wear
  - Members who require vision correction **must** have 2 pairs of prescription spectacles / eyeglasses
  - Should be verified **annually**
  - Email the SSO Medical Department verifying that you own two pairs of prescription spectacles / eyeglasses

- Warning Tags

  - Similar to Dog Tags

  - Identifies permanent illnesses and/or allergies that may cause a treatment to be more harmful than beneficial

    - Ex. Allergic reactions to drugs or insect bites, sensitivity to biological products or immunizing agents, convulsive disorders, diabetes mellitus, congenital heart disease, G6PD deficiencies, etc.

  - Contact local NOSC to inquire about their specific procedures needed to obtain a warning tag. May require paperwork.

Physical Fitness Assessment (PFA)

Ref: OPNAVINST 6110.1
Web: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/CNRFC(N14)-SSOF.aspx
CAC: Required

SSOF assesses personal physical fitness via an annual PFA. You must complete one PFA per **Calendar Year**. SSOs in the IRR are required to perform one PFA per Calendar Year. The PFA consists of the Physical Activity Risk Factor Questionnaire (PARFQ), the Body Composition Assessment (BCA), and the Physical Readiness Test (PRT).

Physical Activity Risk Factor Questionnaire (PARFQ)
You must complete your PARFQ prior to performing the PRT. This must be filled out online via PRIMS 24-hours prior to your PRT. You must print it out and present it to the CFL who is running the PRT.

Physical Readiness Information Management System (PRIMS)
PRIMS is a module located within BUPERS, it is where all of your PRT information is located. Once you have logged into BUPERS locate the link for PRIMS and navigate to the PARFQ tab. Please see the BUPERS Section for more detailed information.

Steps to complete PFA
- Can be scheduled during a NOSC drill weekend (typically, the PHA/BCA is held on Saturday and the PRT is held on Sunday)
- Can be on IDT/ADT orders **(CFLs will not let you perform PFA unless on orders for liability reasons)**
- After completion of PFA, the NOSC CFL should email your PFA results. It is a good idea to either get a snapshot or copy of your PFA results for your records. **You will also need a copy of the CFL credentials of the individual who conducted your PRT, or you may not get credit for the PRT.**

- **PT Gear:** please refer to *Appendix G: Additional Uniform Requirements* for details requirements.

Retirement Points

Ref: (a) OPNAVINST 1534.1 Series
        (b) COMNAVRESFORCOMINST 1534 Series
        (c) MILPERSMAN 1820-050
Web: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/CNRFC(N14)-SSOF.aspx
CAC: Required (for submission of documents on the Virtual NOSC drop box)

SSOF Officers are eligible to retire at age 60, with pay upon completion of a minimum of 20 qualifying years of naval service. A qualifying year is one in which 50 or more retirement points have been earned and credited to the individual.

The qualifying year is based on the individual's **Anniversary Year**, which is the 365 (or 366 for leap year) day period that starts from their commissioning date.

Officers with less than or equal to 20 years of qualifying service (computed as of the date of the screening) must earn a minimum of 27 points, including membership points, each anniversary year to remain in an active reserve status.

Officers with greater than 20 years of qualifying service (computed as of the date of the screening) must earn a minimum of 50 points, including membership points each anniversary year, or they will be processed for retirement.

> **REMEMBER**: If you are an IRR SSO member you can typically only earn 1 point per day. The only way to earn 2 points in one day is to have worked two 4-hour drill periods on IDT orders in a single work day.

Per MILPERSMAN 1820-050, retirement points are earned in the following ways:

- Participation/ Membership of SSOF - 15 in-active points per Anniversary Year
- IDT Orders - Up to 2 in-active points per calendar year for a PHA / PRT
- IDT Orders - Voluntary Drill Periods 1 in-active point/drill period (max 2 periods/day)
- ADT Orders - 1 Active point per day of ADT or ADOS
- ADSW - 1 Active point per day
- Additional ADT - 1 Active point per day (second ADT, extended ADT)
- Voluntary/Involuntary Mobilization - 1 Active point per day
- USCG License Renewal OR Upgrade - 35 inactive points per **Anniversary Yea**r
- Sea Time - 35 inactive points for 180 or more Sea Days in a **Anniversary Year**
- Correspondence courses - reference annual correspondence course list for guidance

> **NOTE:** Up to 130 In-Active (inclusive of 15 membership points) points may be earned in an Anniversary Year.

Credit for Extended Sea Service

Ref: OPNAVINST 1534.1 Series

IRR SSOs who are actively sailing on their Merchant Mariner's license may be at sea for extended periods of time and will be limited in their ability to perform ADTs. The SSOF Program Manager may credit 35 Retirement Points for service over 180 days (6 months) at sea in the previous year.

- Above days of discharge must be documented by USCG discharge papers or equivalent appropriate documentation.

- Time employed aboard Ready Reserve Force ships (even in ROS) count.

- Requests for credit of extended sea service points for sea time earned prior to 01 JAN 2006 will not be considered.

- Credit for extended sea service does not release an Officer from their requirement to perform two-weeks of Active Duty for Training (ADT), unless a written waiver is issued by the SSOF Manager. The ADT Waiver process is discussed in a future section.

USCG Approved STCW & Non-STCW 95 Professional Training Courses

STCW 95 Professional Training Courses: SSOF Officers may earn 1 Retirement Point / 4-hours of USCG approved instructional hours. No more than **35 points** total may be credited in any anniversary year.

- Both STCW & Non-STCW Courses attended while on orders are not eligible for points. **Reminder:** Max 1 point per day is earned on each day of your ADT orders.

Non-STCW 95 Professional Training Courses: SSOF Officers may earn 1 Retirement Point/Day for each day of Non-STCW Professional Training. No more than **5 total points** for Non-STCW Professional Training may be awarded in a single **Anniversary Year**.

All submitted Non-STCW Professional Training must be directly related to the SSOF mission in order to be considered.

> **NOTE:** Non-STCW Courses attended while on orders are not eligible for points.
> You are getting points for being on orders.

> **NOTE:** STCW & Non-STCW Courses attended prior to 10 JUL 1998 are not eligible for points.

Formal Navy Training Courses

SSOF Officers may earn 1 Retirement Point/4-hours of approved instructional hours. No more than 35 points total may be credited in any anniversary year. Course completion certificates for military courses must have a DOD Course Identification Number (CIN) printed on them to be eligible for consideration.

> **NOTE:** Formal Military Training Courses attended while on orders are not eligible for points.
> You are getting points for being on orders.

Waivers

Ref: CNRFC N14 SSOF Program Office Homeport
Web: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/CNRFC(N14)-SSOF.aspx
CAC: Required (for submission of waiver at virtual NOSC drop box)

Listed below are the common waivers that SSOs can apply for. It is very important to follow the exact guidelines for the respective waivers, otherwise it will be rejected. Waivers take the form of a standard Navy letter with the member submitting their justification and supporting documentation for the type of waiver that they are requesting.

> **IMPORTANT :**
> All waivers are approved by the SSOF Program Manager on a case-by-case basis.
> Waivers are not guaranteed to be granted to any member.

ADT Waivers

ADT Waivers are submitted by members of the SSOF when they are unable to attend an ADT in a fiscal year. They are used to waive the requirement for completing an ADT in a **Fiscal Year**. Sailing for 240 or more sea days in a **Fiscal Year** is a valid reason for submitting an ADT Waiver.

License Waiver

License waivers are submitted by members when they are unable to maintain their license in a given **Calendar Year**. They are used to waive the compliance requirement for maintaining a member's sailing credentials. This is a one-time waiver.

Medical Waivers

Medical waivers are submitted by members when they are unable to get a PHA in a given calendar year. They are used to waive the compliance requirement for getting a PHA in a **Calendar Year**.

PRT Waiver

PRT waivers are submitted by members of the SSOF when they are unable to do a PRT and have a valid reason for not doing so. They are used to waive the compliance requirement for doing a PRT in that **Calendar Year**.

PART IV: Navy Websites

SSOF Program Office (N14) Website

Web: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/CNRFC(N14)-SSOF.aspx
CAC: Required

The CNRFC N14 Program office website is your primary method of submitting documents to be reviewed by the N14 Staff. It is also the source for many documents that are needed for maintaining your Navy career throughout the years.

Document Submission is handled through the Virtual NOSC Dropbox located on the N14 site. This is a secure and encrypted document submission method that is based around your CAC certificates.

NSIPS - Navy Standard Integrated Personnel System

Ref: DOD DIRECTIVE 7730.54: RESERVE COMPONENTS COMMON PERSONNEL DATA (15 MAR 99) SYSTEM (RCCPDS)
Web: https://www.nsips.navy.mil
CAC: Required

NSIPS is the primary way that you keep the US Navy up to date on your current status. This includes, your dependency data, your current address, and your civilian employment. NSIPS is also the method by which members can request IDT orders as well as view their ADT orders endorsements.

Scheduling IDT Orders for PHA / PFA

In the following images you will see how to properly submit a request for IDT orders. You must request IDT orders **NO LATER THAN one week prior** to the date you are requesting orders

Click Accept, and you will be prompted to enter your CAC PIN. Next click Logon, and Accept, and you will be brought to the NSIPS Home Page. Then Click on EDM Home Page
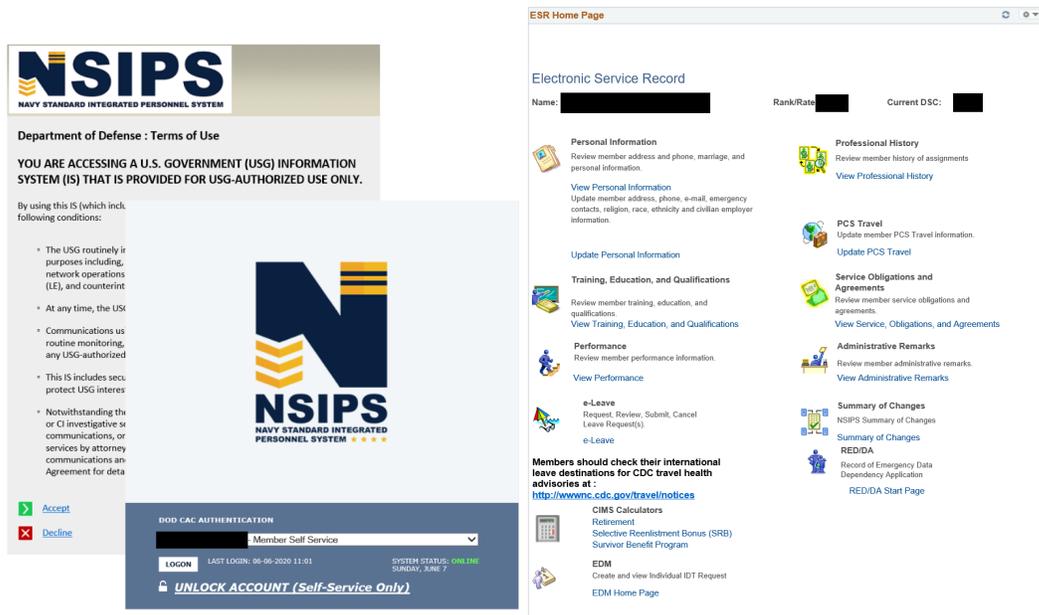
Click on "Create New IDT Request". Then fill out the sections as appropriate for the task you are performing. All IRR SSOs IDT requests are non-pay, only SELRES may apply for paid IDT.

Additional IDT Date: The date you will be completing your task

Period: For PHA / PRT this will be Period 1 ONLY. Other tasks may allow period 1 and period 2.

Compensation Type: Without Pay

Additional Type: Non-Pay Additional

Tasks and Accomplishments: Enter what you plan to achieve.

Point of Contact: A Suitable individual at the NOSC or Mustering official

IDT Location: Where you are performing your task

Updating Personal Information

It is essential to keep your information in NSIPS up to date as this is the primary means by which the SSOF program vets and screens individuals. This also affects your travel estimates as your Home address is pulled from NSIPS for your orders. Your civilian employer information is also important. Finally your dependency data is crucial as this affects what happens to your dependents if something should happen to you while on orders.

- Contact info / Address
- Civilian Employment
- RED/DA (a.k.a. Page 2, or dependency data)

On the NSIPS home page in the electronics service record, scroll down to the bottom of the page. Click on RED/DA Start Page. Next click on Verify Dependency Data.
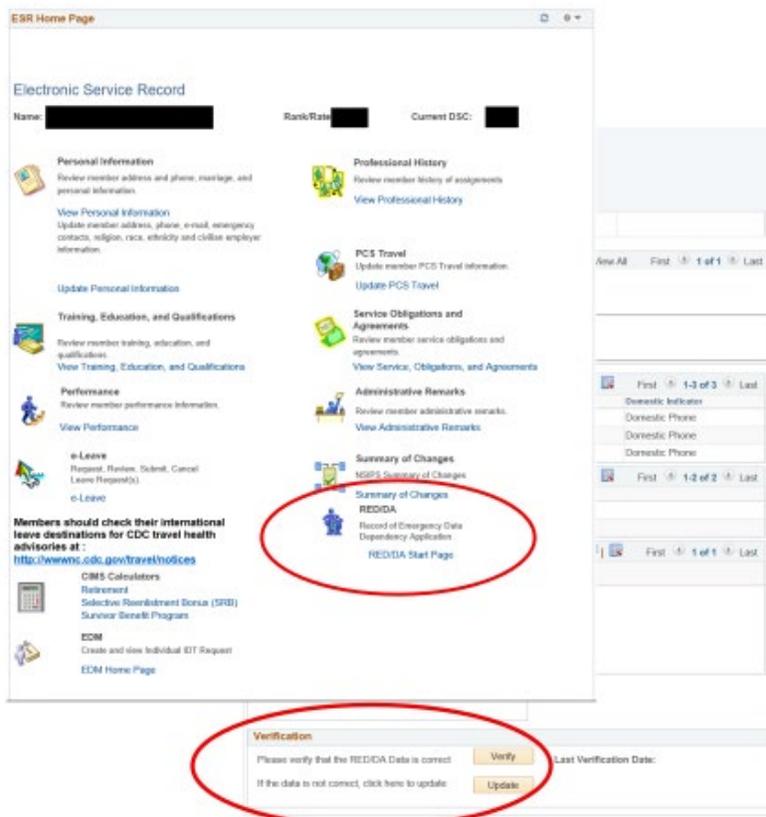
If all of your information is correct, then click "Verify".
If your information is not correct, click "Update" and update the relevant information.

Finding your Statement of Service (Total Qualifying Years)
- Access NSIPS Electronic Service Record
- Go to Employee Self Service
- Select Retirements and Separations module
- Select Check Eligibility
- Select Statement of Service
- Select Generate New Unofficial Statement of Service
- Click "Open" to create an Adobe PDF

NSIPS Self-Service Electronic Service Record (ESR) is the official source for the Statement of Service. The Annual Retirement Point Record (ARPR)/Annual Statement of Service History (ASOSH) is found on Bupers/BOL.

NSIPS

BOL
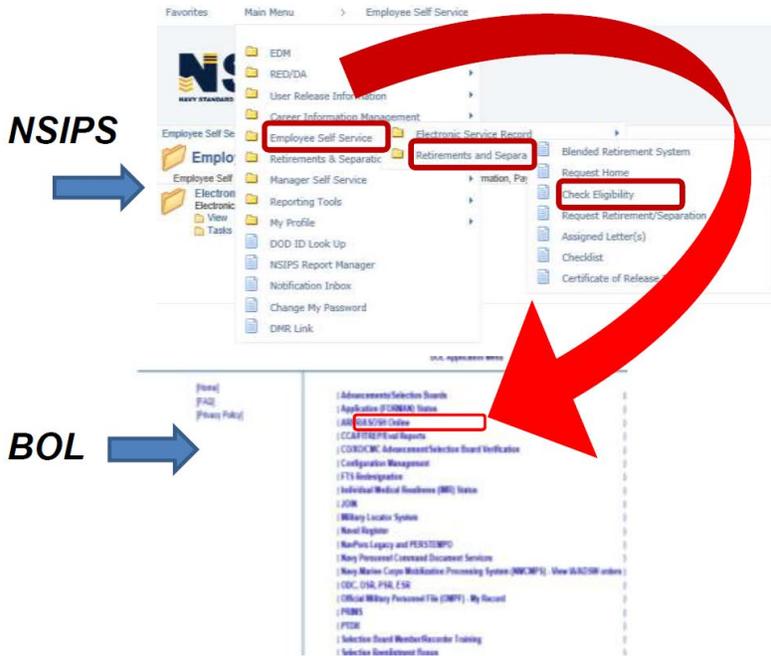
Sailors are responsible for their own Annual Retirement Point Record (ARPR) / Annual Statement of Service History (ASOSH), and should review the document at least twice each year

1 Employee Self Service

Employee Self Service transactions; includes Time Reporting, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Training and Development, and employee Recruiting Activities.

Electronic Service Record
- View
- Tasks

Retirements and Separations
Retirements and Separation Self Service
- Blended Retirement System
- Request Home
- Check Eligibility
- Request Retirement/Separation
- Assigned Letter(s)
- Checklist
- Certificate of Release DD214

2 Retirements and Separations - Check Eligibility

Statement Of Service   When Will I be Eligible?

3 Statement of Service

Non-Regular Retirement/Separation

Generate New Unofficial Statement of Service

No Official Statement of Service Uploaded

Return

4 Internet Explorer

What do you want to do with N_RNS_SOS.pdf?

From: nsipsprod-sdni.nmci.navy.mil

→ Open
The file won't be saved automatically

→ Save

→ Save as

Cancel

Electronic Muster (eMuster) - All NROWS Orders

Ref: MyNavy Career center (MNCC): 1-833-330-6622
Email: ASKMNCC@navy.mil

1. New electronic Muster (eMuster) is automating the orders process for AT/ADT. The eMuster capability replaces the manual workflow and paper signing process with mustering and workflow performed in Navy Standard Information Personnel System (NSIPS).

2. New Automated Process

    a. Checking-in
        i. When performing AT/ADT, you will no longer be required to print hard copies of your orders from the Navy Reserve Order Writing System (NROWS) and deliver them to your supported command for check-in signatures.
   ii. Check-in at your supported command is performed in NSIPS by the Command Pay and Personnel Administrator (CPPA).
        iii. CPPAs will no longer manually transmit your AT/ADT orders to a supporting Personnel Support Detachment (PSD) for processing.
        iv. Pay Clerks and Pay Supervisors at the assigned PSD are notified within NSIPS of your check-in and alerted to begin processing your orders for pay.

    b. Checking out
        i. Upon completion of AT/ADT, the CPPA completes your checkout in NSIPS.
        ii. You are no longer required to submit hard copies of orders to your Navy Reserve Activity when you return from AT/ADT.
        iii. After AT/ADT is completed, you can view and retrieve the Orders Signature Page electronically through your Member Self Service account.

3. New Self Service Capabilities
    a. The capability to identify a CPPA at your Supported Command has been added to your NSIPS Employee Self Service account (View>CPPA Lookup). This feature allows you to contact your CPPA at the supported command for coordination.
4. **It is important to note:** your RED/DA PG2 Information must be verified/updated within the last 180 days. If your RED/DA is out of date you cannot be mustered and, consequently, paid until this is completed. It is good practice to verify/update your RED/DA in NSIPS prior to going on orders.

> **Note:** If your orders are for 31 days or longer, the new automated process requires the CPPA to upload a copy of the full set of orders into NSIPS eMuster. In this case, you should send an email to your CPPA with your NROWS orders attached prior to arrival.
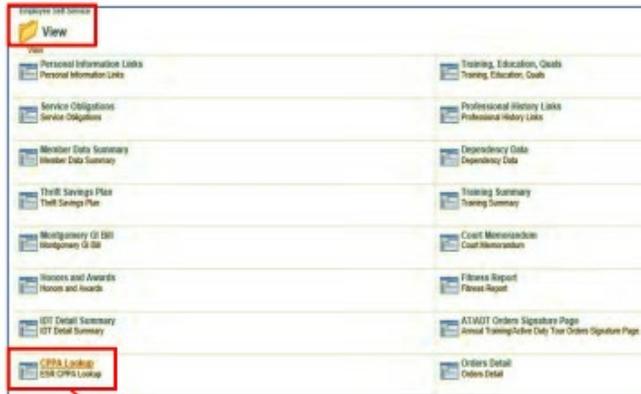
5. Online Access to Orders Signature Page
    a. Upon completion of AT/ ADT, you can access and download a copy of the orders signature page from your NSIPS Employee Self Service account (View>AT/ADT Orders Signature Page). Also, you can view the non-standard paragraph on your orders.
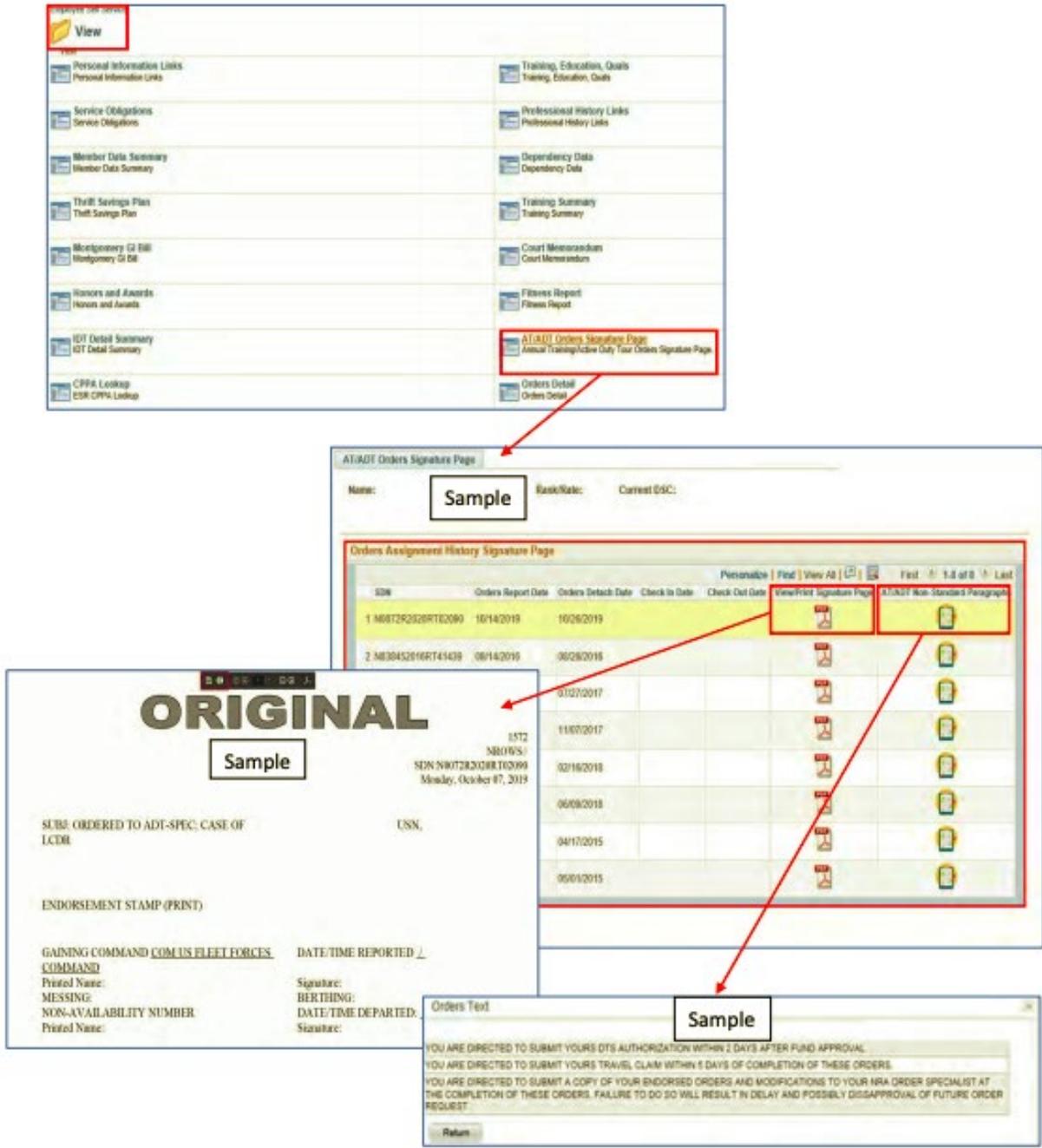
6. Future Improvements
    a. Automatic transfer of full orders from NROWS into NSIPS will be delivered, eliminating the need to email a copy of your orders to the support command CPPA.
7. Training & Help
    a. Step-by-step instructions to complete required AT/ADT eMuster business processes in NSIPS are available in User Productivity Kits, accessed via the Interactive Training link on the NSIPS homepage.

BOL - Bureau of Naval Personnel

Ref: www.bol.navy.mil or
        https://www.public.navy.mil/nrh/Pages/default.aspx> Navy Links >Bupers Online (BOL)
CAC: Required

The BUPERS organization serves to provide administrative leadership, policy planning, and general oversight of the Active and Reserve Components. Several BUPERS sub-codes are involved in the administration of the reserves.

Community Manager: BUPERS-318 Reserve Officer Community

The BUPERS-3 Reserve Officer Community Manager Reserve Branch is responsible for the community management of 26 SELRES Communities and eight FTS communities. This responsibility extends to issues that are Reserve and FTS-wide, (not community specific) as well as being a source for general information about IRR, SELRES and FTS officer communities.

BUPERS is a website which hosts a number of tools for you to review and manage a variety of important things related to your US Navy career. A majority of these items are already included in NSIPS, but the items that are not are listed below.

BUPERS Online (BOL)
BOL is the online access portal for members to view and in some cases update information.

Click CAC Login to gain access to the information within BUPERS

Once you have logged in to BUPERS you will be presented with a series of links as shown below. The most relevant links will be explained below.

BOL Application Menu

[Home]
[FAQ]
[Privacy Policy]

[Advancements/Selection Boards
[Application (FORMAN) Status
[ARPR/ASOSH Online
[CCA/FITREP/Eval Reports
[CO/XO/CMC Advancement/Selection Board Verification
[CWAY - Sailor Self-Service
[ESSBD (Submit letter to SelBoard)
[Individual Medical Readiness (IMR) Status
[JOIN
[Military Locator System
[Name Change
[Naval Register
[NavPers Legacy and PERSTEMPO
[Navy Personnel Command Document Services
[Navy-Marine Corps Mobilization Processing System (NMCMPS) - View IA/ADSW orders]
[ODC, OSR, PSR, ESR
[Officer Photo
[Official Military Personnel File (OMPF) - My Record
[PARFQ
[PRIMS
[PTDR
[Selective Reenlistment Bonus

Click on any information icon to the right of a menu item to see additional information about that application.

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

This is where you can see your retirement points, your anniversary year dates and "Good" years of service for retirement. You cannot personally make changes to this section, but you can submit documentation to the SSOF Program office Virtual Drop Box for approval for things like correspondence courses, License Upgrades / Renewals.

ANNUAL STATEMENT OF SERVICE HISTORY

PERIOD		INACTIVE POINTS					ACTIVE POINTS		QUALIFYING PTS / SERVICE	
FROM DATE (MM/DD/YY)	TO DATE (MM/DD/YY)	W/H DRILLS FUNERAL HONORS DUTY	DRILLS FUNERAL HONORS DUTY	CORRES COURSES	MEMBER SHIP	INACTIVE SUBTOTAL	ACTIVE DUTY	AT/ADT	TOTAL POINTS	SERVICE (YY/MM/DD)
07/03/93	05/22/97	3	000	000	00	000	0000	000	00000	000000
05/23/97	05/22/98	0	000	000	15	015	0365	000	00365	010000
05/23/98	05/22/99	0	000	000	15	015	0365	000	00365	010000
05/23/99	05/22/00	0	000	000	15	015	0366	000	00366	010000
05/23/00	05/22/01	0	000	000	15	015	0365	000	00365	010000
05/23/01	05/22/02	0	000	000	15	015	0365	000	00365	010000
05/23/02	05/22/03	0	057	000	15	072	0101	000	00173	010000
05/23/03	05/22/04	0	053	000	15	068	0000	034	00102	010000
05/23/04	05/22/05	0	000	000	15	015	0000	000	00015	000000
05/23/05	05/22/06	0	000	000	15	015	0000	000	00015	000000
05/23/06	08/29/06	0	000	000	04	004	0000	000	00004	000000
08/30/06	02/20/07	4	000	000	00	000	0000	000	00000	000000
02/21/07	02/20/08	0	046	009	15	070	0000	020	00090	010000
02/21/08	02/30/09	0	052	000	15	067	0000	027	00094	010000
02/21/09	02/20/10	0	050	001	15	066	0000	021	00087	010000
02/21/10	02/20/11	0	080	012	15	107	0039	035	00181	010000
02/21/11	02/20/12	0	036	008	15	059	0075	073	00207	010000
02/21/12	02/20/13	0	035	060	15	110	0290	009	00365	010000
02/21/13	02/20/14	0	069	005	15	089	0107	022	00218	010000
02/21/14	02/20/15	0	061	049	15	125	0000	049	00174	010000
02/21/15	02/20/16	0	123	000	15	130	0000	026	00156	010000

INACTIVE POINTS			ACTIVE POINTS	
3=DRILL	4=CORRESPONDENCE COURSE	5=FUNERAL HONORS	1=ACTIVE DUTY	2=AT/ADT
3 - MAR 09 11 11 13 13 15 27 29				
3 - APR 05 17 24 26				
3 - MAY 05 06 06 07 07 17 22 22				
3 - JUN 09 09 13 14 19 19 26				
3 - JUL 14				
3 - SEP 06 08 20 25 27				
3 - OCT 03 13 13 14 14 17 22 23 24 25 28 29				
3 - NOV 27 27 28 28				
3 - NOV 01 02 02 03 03 04 04 06 13 17 23 26				
3 - DEC 03				
3 - JAN 06 09 10 10 11 11 12 12 13 13 14 14				
3 - JAN 15 17 20 24 26 26 28 29 30 31				
3 - FEB 03 06 10 13 17 19				

- **Anniversary Year (blue)**
  - Member's defined 12-month period in which Retirement Points are earned

- **Reserve Retirement Points (yellow)**
  - Quantitative means of accounting for Active and Reserve periods of service to determine eligibility for non-regular (Reserve) retirement

- **Qualifying Year (green)**
  - A "Good Year" for non-regular retirement from the Navy Reserve is reflected in YYMMDD format (Years/Months/Days) if the member earned at least 50 points or sufficient points for a pro-rated partial anniversary year (i.e. 25 points in 6 months)

- **ARPR – (Annual Retirement Point Record) (red)**
  - Detailed view showing Reserve Retirement Points earned by a member, by day and category, within a given anniversary year

Individual Medical Readiness (IMR) Status

This is where you can view your medical readiness, which includes your last PHA Medical and Dental completion dates as well as the status of your immunizations and lab work. You cannot personally make any changes to this section, but you can submit documentation to the SSOF Program Office - Medical Department via the Virtual Drop Box.

Naval Register

The Naval Register is the place where you can go to look up individuals in the Navy by name, rank, and community. Other useful information provided is the Date of Rank, and Precedence number which will help you determine if you are in-zone for promotion.

Officer Personnel Summary Records (ODC, OSR, PSR, ESR)

Quick reference

ODC: Officer Data Card
OSR: Officer Service Record
PSR: Performance Summary Record
ESR: Electronic Service Record

For OSR: click on "Generate PDF"

SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF. SERV. DATE	FOR BOARD USE
▮▮▮		1665	▮▮▮	▮▮▮		

HIGHEST FLAG	CAPT	CDR	LCDR	LT	LTJG	ENS	HIGHEST CWO
			170701	110601	090525	070525	

PRESENT DUTY STATION: NR CAPE HENRY
PRESENT BILLET

EDUCATION

COLLEGE	DATE/LEVEL	MAJOR	L.CMP. PROF.	SUB-SPEC
USMMA	07 BACH/1 PR	BUS ADM		

SERVICE SCHOOLS ATTENDED

COURSE: DATE/WEEKS:

COURSE: DATE/WEEKS:

COURSE: DATE/WEEKS:

ACTIVE DUTY BASE DATE	PREVIOUS MILITARY SERVICE	YEAR	MONTHS	HIGHEST RATE/GRADE
	ACTIVE	06	04	

PERSONAL DECORATIONS: NAV COM 03

REMARKS
BRANCH AND CLASS- READY RESERVE
PAY STATUS- NP
TOTAL YEARS FEDERAL SERVICE- 11 00
ADDRESS ▮▮▮

SPECIAL QUALIFICATIONS

1	INST NAV SCI	7	SSO WARFARE
2	TRAINING	8	DO THRDMATE
3	INST GEN	9	
4	OPS SUP OFF	10	
5	OPS SUP ASST	11	
6	2PT - CFL	12	

This link contains two parts, your Officer Summary Record, and your Officer FITREP Summary. This is what a board sees when you are up for promotion. You should periodically check these sections to make sure that all of your information is up to date. If there are any issues you can use the Virtual NOSC drop box on the N14 website.

In addition to your OMPF, selection boards review the Officer Summary Record (OSR) and Performance Summary Record (PSR). These documents are the only sources of information available to selection boards other than your OMPF and any correspondence from you to the Board President.

The fitness report section (PSR) is generated from a database within BUPERS that is separate from your OMPF record. Since these two databases are created from different copies of the FITREP, there could be discrepancies. The OSR/PSR is simply a computer-generated summary record that assists selection boards in reviewing an Officer's record. This is an important part of your official record and should be reviewed by you prior to any selection board. You can view your OSR/PSR by logging into BUPERS Online.

The Reserve Officer OSR/PSR is actually three separate sections compiled from different databases:

- Part I - also known as the Inactive OSR, Inactive OSR 'Top Sheet' or NAVPERS 1070/123. This report is generated from the Inactive Manpower and Personnel Management Information System (IMAPMIS).

- Part II - also known as the Inactive Officer OSR 'Bottom Sheet', Pre-96 PSR or NAVPERS 1070/50. This document contains performance fitness and evaluation history prior to 1 January 1996.
- Part III - also known as the PSR. This document contains performance fitness and evaluation history since 1 January 1996.

NOTE: Whenever an RC Officer is on some form of active duty (IA, ADOS, mobilization, recall), an Officer Data Card (ODC), NAVPERS 1301/51, is automatically generated and can be viewed by logging into BOL. The ODC is an active duty personnel record containing general personal and career data. However, once the Officer returns to a drilling status, the ODC disappears along with any updates that may have been erroneously made into the active ODC. Do not try to update your ODC if one temporarily exists for you, as entering data onto the active ODC will only cause duplicated or deleted record entries in the official record. Continue to enter your OSR updates correctly via the Reserve Corporate databases. Boards **do not** view the ODC so there is no reason to be concerned about incomplete or incorrect entries.

IND SUM: Individual Summary Averages
R/S CUM: Reporting Senior Cumulative Average
It is beneficial to have your IND SUM **above** R/S CUM. All Reporting Seniors will have a cumulative averages of all the FITREPS s/he have reviewed of that respective rank. *Traits, Averages IND SUM, R/S CUM, Promotion Rec, PRT, RPT Type are found on your* **FITREP** .

IMPORTANT: *Promotion Recommendation* - this is where you will be ranked against your peers of the same designator and rank. If you are not ranked against anyone, you **should** qualify for Early Promote (EP).

IMPORTANT: If you receive several Observed Fitness Reports (OBS FITREPS) for the same set of orders and command, you will want to make sure that your averages trend upwards to show the board that you have progressed accordingly as one would expect. Reversely, if the averages show a downward trend, it will show the Review Board that your performance declined.

Officer Photo

Ref: (A) NAVADMIN 265/18
          (B) MILPERSMAN 1070-180
          (C) NAVPERS 1070/884

All officers are required to have a full-length color photograph in their official military file, according to NAVADMIN 265/18.

The preferred uniform is service khaki without a cover. When service khaki is unavailable, any regulation uniform is acceptable. Officers should have their photo taken at a Navy or Department of Defense facility. Contact your local NOSC or DoD facility for availability.

When official facilities are not available, officers are authorized to use commercial sources. If commercial sources are unavailable, officer may submit any color photograph that complies with the requirements outlined in MILPERSMAN 1070-180.

Once the photo is taken, it may be submitted online via BUPERS Online by following the officer photograph link, or by attaching your photo to a NAVPERS 1070/884 form and mailing it to the following address:

Navy Personnel Command
Pers-313
5720 Integrity Dr.
Millington, TN 38055-3120

Official Military Personnel File (OMPF) - My Record

OMPF Overview
This is where all documents that you have sent (or were sent on your behalf) to PERS are located. Among other documents, all of your submitted FITREPs will show up here.

Navy Personnel Command (NPC) maintains all official records in a digitized format. You can view your OMPF at BUPERS Online (BOL). Access to BOL requires the use of a Common Access Card (CAC) and a CAC reader, along with a PKI root certificate that can be downloaded from a link on the left side of the My Navy Reserve Homeport website (https://www.mynrh.navy.mil/#/).

Additionally, you may access your Electronic Service Record (ESR) via the Navy Standard Integrated Personnel System (NSIPS), which is a web-based repository for both personnel and pay data for all active-duty and Reserve Sailors in the Navy. Similar to BOL, you must use a CAC and CAC reader to access NSIPS. Once at the NSIPS website, you would need to select the "ESR Self-Service (New Users)" link and follow the individual steps presented. Once an individual account is created, access your ESR by clicking on the "Login" button from the main web page, again using a CAC/CAC reader.

Each Reservist is responsible for the contents of his/her official record. Your record should be complete and clearly present your qualifications for promotion, or billet selection in the case of the APPLY Board. It is your responsibility to ensure your record is complete. Maintaining a complete record, which properly reflects all of your accomplishments, requires on-going attention. Periodically checking your record is highly recommended. **Know your Record!** You must ensure that everything of importance is documented. The completeness of your record is an expected condition – do not allow an incomplete record to become a negative factor in the Board's consideration of your fitness for promotion or billet selection. The officer who assumes his or her record is being properly maintained is playing "Russian Roulette" with his/her Navy Reserve career. Any one or more of the following common service record discrepancies could put you at a serious disadvantage with your contemporaries when in keen competition for selection:

- Missing Fitness Reports
- Photo in current rank (see MILPERSMAN 1070-180 for guidance)
- Unexplained broken service
- Missing data on special qualifications, awards, experience, education, NRQQs, etc.

It is recommended that you maintain throughout your career a personal file of all important hardcopy documents for verification purposes in order to enable you to submit missing documentation should it become necessary. Since your official record is the principle instrument

used during selection board deliberations and billet fills, make sure your record is current, complete, and accurate. Remember, you are responsible for making sure all fitness reports and other important documents are in your record.

Records no longer require a copy of the Merchant Mariner Credential (MMC) and STCW. This has been replaced by AQDs and is maintained by the N14 Program Office. However, it is important that each officer maintain current MMC and STCW documents and ensure submission of the same to the N14 Program Office. Once an MMC and STCW is upgraded, send a copy to the N14 Program Office and keep track of your record to ensure the AQD has also been upgraded.

For administrative errors, it is recommended that you refer to the latest revision of the Navy Officer Manpower and Personnel Classifications Manual (NAVPERS 15839I).

Submitting Missing Documents to Your OMPF
The procedures for submitting OMPF documents are contained on the NPC OMPF website. The NPC Records Support Division (PERS-31) controls the official personnel records of current and former members of the U.S. Navy and Navy Reserve and maintains these records in electronic format via EMPRS. Your servicing PSD or Personnel Office is the primary source for submitting documents to the Navy Personnel Command for updating your OMPF. Some of the most common documents that need to be forwarded to an office other than PERS-31 are:

■ Transcripts, where a degree/certificate was achieved, awarded or conferred. Submit only Transcripts (diploma/certificates will not be accepted) to NPC (PERS-45E).
■ Fitness Reports and any documents that pertain to them such as extension letters and statements must be sent to NPC (PERS-32).
■ Awards: See paragraph 3. below.
■ When submitting documents to be included into your OMPF record, it is important to ensure the following:
■ The document is the "Original Signed" service record copy of the document if required by the regulation directing the documents filing in the OMPF, i.e., Original Record of Emergency Data, Original NAVPERS 1070/604 or 1070/613 from the Field Service Record.
■ The document is of actual size – no reduction or enlargement.
■ If the document is a copy, such as an Award Citation or Course Completion Certificate, ensure it is of good quality with black lettering and white background – no fuzziness or light print.
■ The document does not contain Privacy Act information on another service member.
■ The full SSN is recorded on the document – if not, handwrite it in the upper right corner.
Forward documents for direct filing into your permanent record to:

Navy Personnel Command
PERS-313
5720 Integrity Drive
Millington, TN 38055-3130

Physical Readiness Information Management System (PRIMS)

This system tracks your PFA participation and scores.

You can view past PRT information as well as complete your PARFQ here. As of the writing of this guide, you are no longer able to complete a paper PARFQ and submit to the CFL on the day of your PRT. You must do so by logging into this site and completing the questionnaire here 24 hours before your BCA.

Physical Activity Risk Factor Questionnaire (PARFQ)

The PARFQ link will take you directly to the PARFQ section of PRIMS.

NROWS - Navy Reserve Orders Writing System

ADT orders are created and approved through the Navy Reserve Orders Writing System(NROWS) and will require a CAC to gain access. Orders will be eMustered through NSIPS - Please refer to NSIPS. Once a member receives approved NROWS orders notification, members should print a copy (if traveling) and read through each page to make sure there are no errors because Modifications (MODs) are easier to apply before orders begin. Make sure to print hard copies of your orders before you execute your orders, orders are now mustered electronically via eMuster, however it is good practice to have a hard copy on hand for travel purposes and for reporting. You can ask your gaining command to endorse your hardcopy, always better to have more documentation than not enough.

Steps for routing your orders through NROWS:
1. Log into your NROWS profile. Use your PIV CAC certificate.
   https://nrows.dc3n.navy.mil/nrows/secure/login.jsp
2. Click on "Sailor" from the dropdown menu or on the menu bar
3. To find new orders, click on "Create Application from Approved Requirement"
4. Click on the Requirement number to open the new orders.
5. You will be taken to your orders shell, this is where you will begin the routing process
   a. **Overview:** this is the general overview of your orders. Click "Next" to proceed to the next section
   b. **Personnel Info:**
      i. Ensure your contact information is correct. You can use an email address that is not a Navy email. **Do not** use the Program Office number (800-535-2580). The Program Office needs to be able to call you if necessary. If there's a problem and your contact info is not correct, you will not get on orders.

    ii. Ensure that your Primary Residence is correct. If it is not, you will need to log into NSIPS and update your address. Click **NO** for the "Does Sailor request to start/end travel at a location other than Primary residence". Even if you are traveling from another location other than your HOR (i.e. work) this will **ALWAYS** be no. IRR members are not given GTCCs on Program Office funding. If you have a GTCC through your civilian employer, this will still be **NO.**

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

    iv. Click "Next" to proceed to the next section

c. **Duty Period:** there is nothing for you to do on this page. Click "Next" to proceed to the next section.

d. **Duty Locations:**

    i. **Travel/Start date**

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

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

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

    ii. **Initial Report Date/Time: change report time to 07:30**

    iii. **Is this a PCS Move?**

        1. PCS Moves (order length >139 days)

        2. CONUS: Partial or Full

        3. OCONUS: None

    iv. **ITEMPO Information:**

        1. <u>Permanent training site:</u> Always No.

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

        3. <u>ITEMPO Category and Purpose</u>: Always Individual training and Unknown.

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

    v. **Per Diem & Travel Information**

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

            a. Local (<50 miles): Yes

            b. Non-Local (>50 miles): No

        2. Commuting Distance:

a. No, unless in and around mileage is authorized.
3. Commute vice Billeting:
   a. Always No.
4. Field Duty Date:
   a. **ALWAYS** leave blank

vi. **Click "Next" to proceed to the next section**

vii. **Mode of Transportation (Part 1)**
1. No travel authorized: choose this if you are starting and ending your orders on station
2. Commercial airline: Non-local orders: change date to match travel day (regardless of CONUS or OCONUS orders). Time will always be 0000 unless there is a good reason why you must have a flight during a specific time range. Please type it into the text box. Select your departure and arrival airport.
3. Personal Car – Adv to Govt: You can drive your POV if you live less than 400 miles from the duty location. You will be reimbursed for mileage to and from duty location. If you are local (<50 miles) you will be expected to provide your own transportation to and from the duty location. If you live too far away, N14 will fly you to the duty location.
4. Commercial Rental Car: you can request to travel to duty location in a rental car if you live less than 400 miles away. The time will always be 0000. Locations must be airports. N14 cannot book rentals from anywhere else. Class will always be compact. Unless there's a reason you need something else. If so, type it in the rental car justification box to let the Program Office know.

viii. **Click "Next" to proceed to the next section**

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

x. **Mode of Transportation (Part 2)**
1. This page is for your return travel home. However you arrived is going to be the same way that you will return. If you have specific times that you must travel home at, be sure to explain it in the Special instructions to Travel box. If you wish to end your orders in place (stay in the area) click No Travel Authorized.

        xi. **Click "Next" to proceed to the next section**

    e. **Tour:**

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

        ii. If it says yes, you will need to remove the GTCC from your NROWS profile. The Program Office does not give GTCCs to members of the SSOF.

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

        iv. Click "Next" to proceed to the next section

    f. **Paragraphs:** there is nothing for you to do on this page. Click "Next" to proceed to the next section

    g. **Funding Information**

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

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

        iii. Click "Next" to proceed to the next section

    h. **Justification:**

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

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

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

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

        iv. You will be taken to a final page where you will be prompted to click **"Route Application Forward"** , click on this and it will send your order to the Program Office for further routing and processing.

6. Once you click "SAVE & ROUTE" the Program Office will have your orders in their queue for action. They will work on your orders and route it through their chain in order to fund approve the orders. If they need anything further from you they will reach out before fund approving the orders.

7. Once orders are fund approved, the orders will be in your Sailor "Inbox" in NROWS. From here you can print your orders.

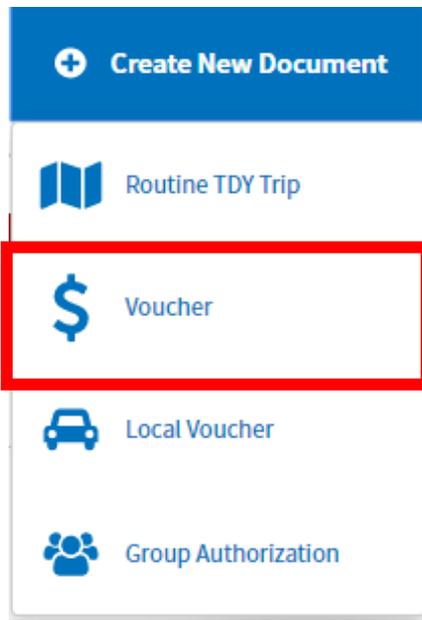## DTS - Defense Travel System (Travel Claims)

Travel Claims must be completed and filed no later than 5 days after your ADT has ended.

How to Create and Complete a Voucher

1. Log into DTS: https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view
2. Click on "Create New Document"
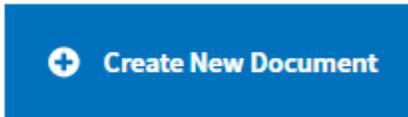
2a. Click on Voucher

2b. Create a Voucher from the Authorization that pops up in the box.

3. Once the voucher has been created it will automatically take you to the Review Trip Voucher page. From this page, click on the **Expenses** tab on the left side of the page.

This is where you will upload all of your documents. The following documents are required in order to process your voucher. If you do not have one or several of these in your voucher than it will be returned to you:
- **All** pages of your fully **Endorsed Orders** (including any Mods, also endorsed)
- **Official SATO Itinerary**. The SATO itinerary we are looking for will say: "THIS IS YOUR OFFICIAL RECEIPT FOR TRAVEL PLEASE RETAIN FOR VOUCHERING OR REIMBURSEMENT PURPOSES." If you do not have your official receipt you can request an invoice from the CWT SATO website.
- **Receipts:** Rental Car, Lodging, Fuel, CNA (Certificate of Non-Availability), Parking, Taxi, Tolls, etc
- *****FOR PCI ENS ONLY***:** Please ensure you update your banking information in your DTS profile, as well as upload a copy of your EFT information to the Expenses tab.

After you have uploaded your documents you can begin adding expenses in the Other Expenses tab. Here you can input your fuel expenses, tolls, parking, Lodging Taxes, etc.

**NOTE: for Lodging Taxes, click on Lodging Expenses-Lodging CONUS non Foreign. If you choose Resort Fees the voucher will error and will not let you sign it until that is removed. Please add up all your lodging taxes as one lump sum and attach your receipt to that expense.

4. Once you have uploaded all your documents and added all expenses you wish to be reimbursed for click Continue
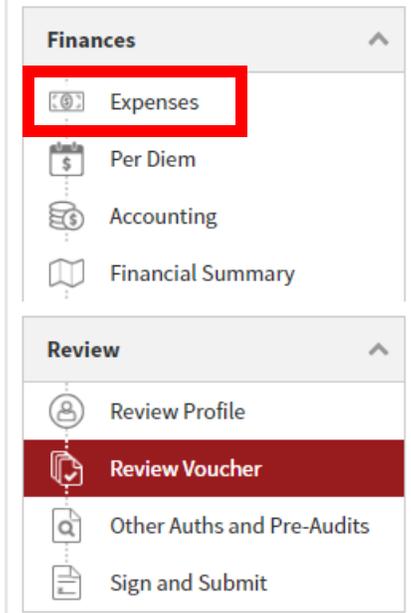
5. You are now on the Per Diem and Entitlements Page. This is where you can adjust the daily lodging that you paid. To change the cost per day click on the vertical three dots (this is the new EDIT tab.

Review Per Diem Amounts

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the GSA State Tax Exempt List ↗ to find out if your lodging costs are exempt from state sales tax.

Group similar days   Expand all | Collapse all

TDY: JEB LITTLE CREEK-FT. STORY, VA (13 days)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED	
> 01/28/2018 First Day Code: ADQM B L D	$70.00	$70.00	$44.25	⋮
> 01/29/2018 - 02/08/2018 Code: SPEC	$70.00	$70.00	$18.25	⋮
> 02/09/2018 Last Day Code: SPEC	$0.00	$0.00	$44.25	⋮

Once you have been redirected, filter the dates from start of ADT to end of ADT, and input the cost paid per day in Lodging Cost:

Note: If you did not incur the same lodging costs throughout the period of your ADT, simply filter the dates to correspond with the price(s) incurred for that specific day(s)

Once this is complete, scroll down and click Save These Entitlements. You will be routed back to the Per Diem and Entitlements page. Click Continue.

Click Continue until you are routed back to the Review Trip Voucher page.

6. Scroll down to the bottom of the page and click on Continue

7. **Other Authorizations and Pre-Audits Page.** With the new update they combined these two pages into one. If any of the boxes are blank, type AUTH and then scroll down to the bottom and click Continue.

8. **Digital Signature Page.** This is the final step. Make sure the Document Status drop down reads Signed and then sign the voucher by clicking on Submit Completed Document. This will route the voucher to the program office, where we will review/approve your voucher.

This should say Signed

If at any time you run into any problems/issues, or have questions, call the Strategic Sealift Officer Force Program Office

Security Clearance

Ref: (A) SECNAV M-5510.36
          (B) SECNAVINST 5510.30B
          (C) SECNAV M-5510.3
Web: NSIPS: https://www.nsips.navy.mil
          TWMS: https://mytwms.navy.mil/
CAC: Required

There are three types of security clearance that are available, each of them has different periods of renewal as seen below:

Confidential	Secret	Top Secret
15 year renewal	10 year renewal	5 Year renewal

Total Workforce Management System (TWMS)

In order to be in the SSOF, you must have a valid Security Clearance upon entering the SSOF. Members can view their clearance type and issue date in both NSIPS and TWMS. TWMS has further information such as when the investigation / background check was conducted.

To access your information and training in TWMS:

1. Go to TWMS Self-Service/myTWMS.

2. First time users may need to perform a Check-In by clicking the "Check-In" option in the left-hand menu.

Check-In

3. Verify or correct your report date, select your supervisor and verify or correct your base information.

General Information

4. Select "Complete Check-In" at bottom of page.

Complete Check-In

Electronic Questionnaires for Investigations Processing (e-QIP)

e-QIP is a web-based automated system that was designed to facilitate the processing of standard investigative forms used when conducting background investigations for Federal security, suitability, fitness and credentialing purposes. e-QIP allows the user to electronically enter, update and transmit their personal investigative data over a secure internet connection to a requesting agency.

The e-QIP process is the investigation that is required for renewing your security clearance. The N14 program office will initiate your clearance renewal process. The member should check their security clearance expiration date periodically. Six months before the clearance expiration the member should reach out to the N14 program office security department for instructions.

Additional Uniform Requirements

Ref: NAVPERS 15665, Chapter 3
Web: https://private.navyreserve.navy.mil/cnrfc/NCodes/N1/CNRFC_14/Pages/Admin.aspx
- Scroll down to the bottom of the page and click on the folder labeled: **Clothing Allowance.** Once on the next page, scroll down again and the necessary forms are available for download

Add'l Info: Appendix F - Additional Uniform Requirements

Naval Uniforms: Chapter 3 of the U.S. Navy Uniform Regulations describes the components, manner, and wear of U.S. Navy Uniforms for male and female Officers.

Responsibility: All SSOs are responsible for buying and maintaining uniforms appropriate to their assigned duties and as required by their prescribing authority. Although there is no minimum number of uniforms required to be in their possession, a sufficient type and quantity of uniform items shall be procured and maintained to ensure high standards of personal hygiene and appearance. Due to high visibility in leadership positions; high standards of neatness and cleanliness are expected and must be maintained.

> **NOTE**: In all circumstances, check with your gaining command prior to reporting to ensure that you have the appropriate seasonal working and/or dress uniforms.

Required Uniforms: At a minimum, all SSOs should have and maintain in a serviceable condition an adequate number of the following types of uniforms:

- **Summer Whites**: Worn in Summer/Winter for office work, watch standing, liberty, or business ashore when prescribed as uniform of the day.

- **Service Khaki**: CNT or Poly-wool. Worn in Summer/Winter for office work, watch standing, liberty, or business ashore when prescribed as uniform of the day.

- **Working Khaki**: Wash cotton khakis. Worn while shipboard.

- **Service Dress Blue**: May be prescribed for wear year-round for all official functions when formal dress, dinner dress or full dress uniforms are not prescribed and the civilian equivalent dress is coat and tie.

- **Navy Working Uniform (NWU)**: Designed to be worn in environments (at sea and ashore) that do not require special clothing (e.g. flight, flight deck, engine room, etc.). SSOF Officers should have the NWU uniform with rank, name, U.S. Navy tag, and the Strategic Sealift insignia sewn on.

- **Navy Boots:** There are two styles available:
    - Black plain steel (safety) toe **smooth** all leather high-top safety boot with oil resistant rubber outsoles and speed-lace eyelet closures.

- Black plain steel (safety) toe **rough-side-out** leather high-top safety boot with oil resistant rubber outsoles and speed-lace eyelet closures.

    - **NOTE:** The optional 9-inch rough-side-out leather safety boot (steel toed) is authorized for wearing afloat at the <u>discretion of the commanding officer and ashore</u>.

- **Navy Coveralls**: Designed to be the principal underway uniform of the day. SSOF Officers should have Official Navy Coveralls with rank, name, U.S. Navy tag, and the Strategic Sealift insignia sewn on.

- **Navy Physical Training Uniform (PTU)**: Designed primarily for group/unit physical training (PT) activities and the semi-annual physical fitness test. The PTU consists of a gold shirt with reflective navy lettering and navy blue shorts with navy lettering and reflective markings.

- **Identification:** An ID badge holder that will attach to your arm and a reflective belt are highly encouraged for your use during PT while on a DoD facility, and are mandatory requirements of other Service Branches [i.e. Army, USMC].

- **Prescription Eye-glasses:** No eccentric or faddish glasses are permitted. Retainer straps are authorized for FOD prevention and safety only. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

- **SunGlasses:** Conservative sunglasses are permitted, except in military formations. Retainer straps are authorized for FOD prevention and safety only. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

Sources of Uniforms: Navy uniforms can be purchased at the Navy Exchange on/near a military facility, ordered online at https://www.navy-nex.com/ [click "Uniforms On Line"], or ordered by phone 24/7 at 1-800-368-4088 (CONUS). If purchasing online, you will need the DOD ID number from the back of your CAC at the time of purchase.

Uniform Allowance: All SSOs are entitled to an initial, one-time uniform allowance of $400 provided the following requirements have been met:

- The SSOF Officer has completed a minimum total of 14 days of ADT [not including IDT orders].
- A Direct Deposit account has been established.
- The Officer has not previously received any type of military clothing allowance.
- Detailed application instructions and a sample request letter format are available on the N14 SSOF Website under the **"SSOF Training Plan & Program Guidance"** link.
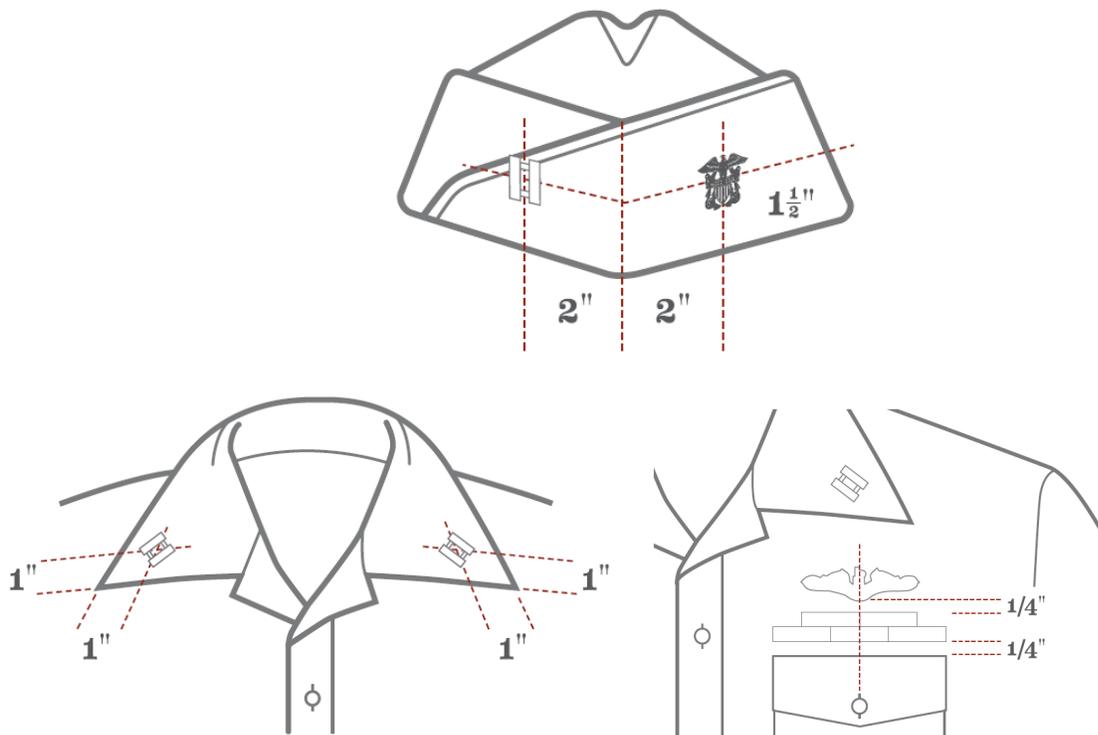
Uniform Allowance How to:

- You will need to provide the following documentation in order to have a complete package:
    1. Uniform Allowance Request Letter (found in checklist in the dropbox) must be wet signed by you
    2. Officer Allowance Claim Form (need both pages and you must wet sign the first page)
    3. All pages of Endorsed Orders. Orders MUST total to 14 days or more. If you upload orders for only 13 days you must upload another set of orders to bring the total to over 14 days.
    4. Corresponding LES(s) found in MyPay
- Once you have compiled all the necessary paperwork go to the N14 SharePoint
    o From the N14 SharePoint homepage, click on **Virtual NOSC Dropbox**
    o You will be routed to a fillable form where you will input the following info:
        ▪ Rank
        ▪ Last and First Name
        ▪ Subject (This should be a short sentence on what you are submitting; ie: Uniform Allowance)
        ▪ Choose a Department from the drop down menu
            ➢ Admin/Personnel: choose this department for submitting the following
                - Uniform Allowance Requests

- - o Fill out the submission in its entirety and submit. Once you submit your uniform allowance request will be in the queue for the Manpower team to review and process
  - It typically takes 2-3 weeks from process date to receive the direct deposit

Ready2Serve (R2S) / ZipServe App

Website: https://private.navyreserve.navy.mil/cnrfc/N-Codes/N6/R2S/Pages/default.aspx
CAC: Required

Ready-2-Serve (R2S) account status has been set to <u>inactive</u> and you risk your account being disabled if you do not log into R2S within the next 30 days.

Why is my account inactive?

To maintain an active R2S account, you need to access R2S at least once every 60 calendar days as per the R2S Access Policy. After 60 days of inactivity, the R2S system sets your account status to inactive and if not re-enabled within 30 calendar days, you risk deactivation and loss of access to R2S.

How do I re-enable my account so I don't lose access to R2S?

Just log into R2S! You have 30 calendar days (from notification email) to re-enable your account.

Note: After 90 consecutive calendar days of inactivity, your account will be deactivated and you will no longer have access to R2S. Authorized users simply need to access the R2S website https://r2s.private.navyreserve.navy.mil) where they will see a link to reactivate their account.

If you have any questions or would like to contact the R2S team, please visit the R2S site on the Navy Reserve Homeport for more information. https://private.navyreserve.navy.mil/cnrfc/N-Codes/N6/R2S/Pages/default.aspx

PART V: Career Management

Introduction

Strategic Sealift Officers and members of the Strategic Sealift Officer Force benefit from professional training and development programs in addition to on-going support to meet individual needs and career growth. It is important to note that CNRFC N14 is the only virtual NOSC in the U.S. Navy. While CNRFC N14 is physically located in Norfolk, VA, as the Program Manager, it manages the administrative duties for all Strategic Sealift Officers that are located CONUS & OCONUS. Due to the nature of this IRR community, SSOs have a wider scope of opportunities that exist due to our skill sets and backgrounds. Therefore, providing many avenues of career opportunities.

SSOF Career Path

	ENS-LTJG Entry Level Assignments	LT / DH Level Assignments		LCDR Staff / Leadership Assignments		CDR Staff / Leadership Assignments		CAPT Staff / Leadership Assignments	
SB = Selection Board			O4 SB			O5 SB			O6 SB			
0-2 yrs	2-4	4-6	6-8	8-10	10-12	12-14	14-16	16-18	18-20	20-22	22-24	24-26	26-30

	Military Service Obligation	Voluntary Service

SELRES

Career Expectation	DIVO Tour	DH / XO		MAJOR COMMAND / Staff	
				CO/OIC/XO	
Qualifications	SSO Warfare Pin	NOBC 9473 MSC Rep TACAD	NOBC: 9471 XO MSCO **AQD: NRAU 2N1**	NOBC: 9470 CO - MSCO	

SSO Force (SELRES and IRR)

Billets/Recalls	N14	MSC Area OSO	MSC ADC (Flag Aid)	Dept N14, USTC CAG, XO MSCO, N42, XO MSCO, USTC J3 GOC	MSCO, MSC Mil Det OIC at USTC, Area Deputy Commodore, MSC AO		SSO Commodore
Navy Courses	PCI / RDIVOLC			RILC	NRUM	SOLC / 2N1	SOLC	SOLC
JPME				JPME I / MSOC	AJPME / JPME II		NSLS	RCNSC
SME	Discipline building			Professional Marine Industry Cert			
Professional Education	Bachelors degree before LCDR Board			Masters degree before CDR / CAPT Board			
Continuing Ed	STCW IAW with Maintenance of License						
MOB/ADSW/ADT > 90 days	Valued throughout Career						
SSO C2 Billets	AOIC / OIC Ship Unit / Battalion / Flotilla Commander						

IRR

USCG License	3rd Mate / 3rd AE		Captain/ Chief Engineer (CO/OIC Equivalent)		
			Chief Mate / 1st AE (XO Equivalent)		
		2nd Mate / 2nd AE (DH Equivalent)			
Qualifications	SSO Warfare Pin	AQD: TD2 - 2/M TE2- 2A/E	AQD: TD1 - C/M TE1- 1AE	AQD: TDM- Master AQD: TEE - C/E	

Voyage Plan for a Successful SSOF Career

Maintaining Program Compliance

The information contained in this section has been compiled and broken down by career milestones. It has been designed to serve as guidelines for career progression, or a "voyage plan." You should frequently refer to these guidelines in the planning, execution and evaluation of your participation with the SSOF. Use of this progression plan will not only enhance your Navy Reserve career, but will serve to strengthen the SSOF mission readiness and flexibility.

Requirement	IRR	SELRES
Maintain USCG Merchant Mariner Credential	With STCW Endorsement	With STCW Encouraged, currently not required
Complete 12 days of ADT/AT each fiscal year	12 ADT	12 ADT
Complete a PHA annually	1	1
Complete PFA	1	2
Report contact information and Civilian Employment Information	Annually NSIPS	Annually NSIPS
Maintain secret security clearance eligibility	Yes	Yes
Participation in Drill Status	N/A	48 DP
Mobilization Status	Voluntary	Voluntary / Involuntary
Naval Reserve Activity	CNRFC *Virtual NOSC*	NOSC

Career Progression and Promotion

Your progression in rank will be based upon the success of your Navy career as well as your civilian employment. The Voyage Plan contains a "SSOF Annual Compliance Checklist" that can be used to ensure that all program requirements have been met. Following the checklist are rank-specific sections containing tailored guidance and considerations aimed at providing the most comprehensive and appropriate information possible based upon your current rank.

- **Annual Training Guidance**: This section lists mandatory and/or suggested ADT assignments. Mandatory assignments are listed first, followed by additional suggestions and general guidance listed in order of priority based upon the mission focus of the SSOF. The scope of suggested assignments increases with rank.

- **Recurrent and Mandatory Training:** This section lists MyNavy Portal (MNP) / eLearning courses that all SSOF Officers must complete. Refer to *Appendix H* of this handbook for more detailed information and instructions on how to enroll.

- **Additional Program Requirements**: This section includes notes, suggestions and reminders of requirements and an Officer's recurrent responsibilities.

- **Navy Professional Reading Program**: The suggested books in these collections have been categorized by experience level as well as the nature of the subject matter. Refer to *Appendix L* of this document or http://www.navyreading.navy.mil/ for additional information.

Improving your Navy Record

Awards

The APPLY Board strongly considers an individual's tendency to be awarded for sustained superior performance, particularly when the board is selecting an officer from two or more similarly ranked individuals. Awards should be accurately reflected and available in an Officer's record. There are five separate areas where your awards data is maintained:

(1) The Navy Department Awards Web Service (NDAWS) website
(2) OSR/PSR on BUPERS Online (BOL)
(3) Electronic Service Record (ESR) in NSIPS
(4) Electronic Training Jacket in the Navy Training Management and Planning System (NTMPS)
(5) Official Military Personnel File (OMPF) via BUPERS

It is important that all of these systems, several of which are independent from one another, accurately present the same information. Dependent upon which system is incorrect, different procedures would be taken to correct the error:

If an award is missing from a search conducted via NDAWS:
1) Make a copy of your missing award certificate (the one with the embossed, color picture of the award).

2) Write your SSN at the top right-hand corner of the copy.

3) If your award is a Meritorious Service Medal or higher (excluding the Purple Heart), also submit the citation that came with the certificate. The citation usually has 18-22 lines of text. Write your SSN at the top right-hand corner of a copy of the citation.

4) Send the copies of your certificates/citations to the NDAWS Authority/ Administrator IN YOUR CHAIN-OF-COMMAND. A list of these commands, including mailing information will be posted at the NDAWS web site under the "NDAWS Authorities" button at the left.

5) NOTE: Once NDAWS has been updated, awards should reflect in the other electronic systems (PSR/ESR/ETJ) in approximately 1-2 weeks.

If a copy of your certificate/citation is missing from your OMPF/OSR/PSR/ETJ:
Mail a legible, clean copy of the signed citation, with your SSN printed in the upper right-hand corner and what system the award is missing from at the top (for example: "NOT IN OSR/PSR"), to the PERS-312C address previously listed above.

NOTE: For SELRES, if you cannot find an NDAWS Authority/Administrator in your Chain of Command, call the contact number below for current fax/email directions or mail the award to:

Commander Naval Reserve Forces Command
N01A – Attention: Awards 1915 Forrestal Drive
Norfolk, VA 23551 (757) 322-5630
Email: CNRFC_CommandServices@navy.mil

Navy Officer Billet Codes (NOBC)
NOBCs are specific qualifications gained through experience and time in specific billets. NOBCs can also be attributable to certain skills, credentials, and training. For any billet, you should determine which NOBC is required or applicable to that billet and strive to obtain the NOBC.

Your NOBCs show on your Officer Summary Record and are considered when you are being evaluated for billets and promotions. Some billets are so specialized that they require/highly prefer a NOBC as a condition of assignment. In those specific cases, Officers who do not have the NOBC will find it difficult to select for the billet. NOBCs are considered as valuable screening criteria for selection in both APPLY and Promotion Boards.

NOBCs may be earned in three ways:
- While on active duty, NOBCs are automatically posted to the Officers' record after completion of their tour. Active duty billets are coded for NOBCs by the Navy Manpower Analysis Center (NAVMAC).
- For Selected Reserve (SELRES) Officers, NOBCs may be attained through Reserve participation in certain billets and when evaluated and certified by NPC.
- NOBCs may be assigned based on civilian occupational experience and education.

NOBCs earned through Reserve participation or civilian experience must be requested on an individual basis by the member via the chain of command to Navy Personnel Command using the format and criteria contained in Chapter 9 of BUPERSINST 1001.39F and NAVPERS 15839I.

Additional Qualification Designators (AQD)
Additional Qualification Designators (AQDs) are similar to NOBCs in that they document special skills based upon qualified military experience and education. AQDs are also reflected on Officer Summary Records and may be used as valuable screening criteria by selection boards. The most common AQDs are warfare qualifications, which are not only associated with a billet, but also a warfare community. (For example, "TP1" – SSO Warfare Qualified). The list of AQDs can be found in Volume I, Part D of the Navy Officer Manpower and Personnel Classifications Manual (NAVPERS 158391).

AQDs are assigned based upon qualified military experience and education. Officers may request an AQD by submitting a letter, with supporting documentation, as specified in BUPERSINST 1001.39F and NAVPERS 15839I, Volume I, to Navy Personnel Command.

Promotion

Board Types

While there are a number of different types of Boards (Statutory Promotion, APPLY, Administrative, Retention, and Screening), the most common to the Strategic Sealift Officer (SSO) Force are **Statutory Promotion Selection Boards**. This type of board is applicable to both Selective Reserve (SELRES) and Individual Ready Reserve (IRR), and determines whether one is promoted.

APPLY Boards are for SELRES only, and they determine which SELRES billet an SSO will fill. APPLY Boards will be discussed in a later section regarding SELRES.

Statutory Promotion Selection Boards

Selection boards are convened at Navy Personnel Command (NPC) by the Secretary of the Navy each fiscal year for each grade in Millington, TN. A specific promotion plan is developed for each grade annually. Officers senior to, and in the same grade as, the senior officer in the Promotion zone are considered "above-zone". In most cases, above-zone officers were not selected for promotion by a previous selection board. As long as above-zone officers are permitted to continue their Navy Reserve participation, their records will be presented to every successive selection board for consideration.

The selection board carefully reviews each record, often more than one time, and evaluates each officer's record. Primary considerations include documented professional background, breadth of experience, responsibilities carried, and most importantly, reporting senior evaluations of performance and potential for success in positions of increased responsibility. Each promotion board determines its own methods of operation within the guidelines provided; but, each works logically and thoroughly, with fairness, and with clear awareness since the decisions to be made are vital both to the individuals under consideration and to the Navy.

The selection board system emphasizes the independence of board members, each of whom votes secretly. Selection board proceedings are entirely confidential and known only to the board members. Procedures are used to effectively nullify outside pressure and any attempts to influence the board. You can be confident that selection board decisions will be based on the records under review and logical conclusions that can be drawn from an analysis of the records.

Eligibility for Promotion

You can determine your eligibility for consideration by a selection board by checking the annual NAVADMIN message on promotion zones, which normally is released in the first quarter of the fiscal year (December).

NAVPERS 15009 (Registry of Commissioned and Warrant Officers of the U.S. Naval Reserve) indicates your relative seniority by a six-digit register number and a two-digit sub-number, combined this is known as the **precedence number**. You can find your own **precedence number** from this link (the search will list everyone alphabetically at your rank and you will need to scroll through to find your name) by logging into BUPERS Online (https://www.bol.navy.mil/) and selecting the Naval Registry option. Generally, officers become eligible for promotion at the following times after commissioning:

Promoted to the grade of:	Years after commissioning:
LTJG	2 year
LT	4 years
LCDR	9-11 years
CDR	15-17 years
CAPT	21-23 years

To be eligible for promotion "in zone" an Officer must have the following MINIMUM years in grade:

Promoted to the grade of:	Years in grade:
LT	2 years as LTJG
LCDR	~3 years as LT
CDR	~3 years as LCDR
CAPT	~3 years as CDR

The Reserve Officer Personnel Management Act (ROPMA) mandates promotion percentages by paygrade. The promotion percentage is multiplied by the number of officers "in zone" for promotion. Officers who are in zone are those who are eligible for the first time that year in a particular paygrade (e.g., if the promotion percentage for promotion to CDR is 70%, and the number of officers in zone for the first time is 100, then the board may select up to 70 officers for promotion). However, the board also considers officers who were not selected in the prior years (above zone).

Any officer previously passed over but is now selected count towards the maximum number that can be selected for that year. Thus, in our example, if 10 officers above the zone are selected, only 60 officers "in zone" for the first time may be selected. It is important to note that a Board

does not have to select the maximum number if it considers there to be an insufficient number of records (officers) that meet the criteria for promotion.

Convening Order and Board Precept

Before the Board convenes, the President of the Board issues a Convening Order that provides guidance and informs board members of their responsibilities and a Board Precept that contains community specific competency and skills that are highly valued which serves to uphold the "best and fully qualified" selection standard for that community. The convening order will be published as a NAVADMIN message and accessible on the Navy Personnel Command (NPC) website: www.npc.navy.mil.

Record Review for Upcoming Promotion Selection Board

If you are eligible to be considered for promotion by a selection board, the Board membership will determine your qualifications and promotability based on what is documented in your BUPERS record. The accuracy and completeness of your record directly affects how the board views your competitiveness. PERFORMANCE OF DUTY is the primary factor for getting promoted; however, an excellent performer with an incomplete record may get passed over if he/she is competing one-on-one with an equally excellent performer with a complete record.

The Navy Reserve Promotion Selection Board considers the DIGITAL service record: the Officer Summary Record (OSR), the Performance Summary Record (PSR), as well as official correspondence submitted to the board by the officer. No other material is permitted. Therefore, you should review your record at least 9-12 months before it is considered by a board and obtain/submit any missing documentation at least three months prior to the Board convening date. You can review your OSR(s) and PSR by logging in to BUPERS Online: www.bol.navy.mil.

The Association of the United States Navy (AUSN) also provides a fee-for-service review of promotion records. Queries on this service may be sent to recordreview@ausn.org. Reviews typically have a timeline of 45 days. **Plan ahead!** Consider planning your records review six months in advance to ensure that guidance that is given is in time to effect changes needed in a record. If you go to sea, plan even farther ahead!

Correspondence to the Board

If there are items missing from your record and it will not be updated in time prior to the Board convening, or you would like to explain a situation (gap in service), you may need to write a "Letter to the Board". Typical items submitted can include missing FITREPs, awards, college/graduate school transcripts, or professional qualifications. Briefers typically spend 40-60 seconds briefing your record to the board and are required to discuss ALL items you send to the board.

> **NOTE:** DO NOT DISRUPT THE BRIEFING PROCESS BY SENDING SUPERFLUOUS DOCUMENTS TO THE BOARD

The board does not want to see unit citations, weapon qualifications, five years of training certificates, orders, or college diplomas where a transcript already indicates degree completion. Make sure that both your OSR/PSR and permanent record contain all your FITREPs and that they are consistent with each other. Also, keep in mind that submitting documents to the board does not update your permanent record. The Reserve Officer Board pages on the NPC website contain the format for submitting a letter to the board as well as FAQs. You must have in the "To:" line: President, FY-xx Reserve (Grade, e.g., LCDR) Line Promotion Selection Board (enter board number) (Board # may be found by clicking on your specific board link on the left side of the screen on the main Reserve Line Officer Board page.

MAIL YOUR PACKAGE EARLY!!! Correspondence for a statutory promotion selection board MUST arrive in the board spaces (not the base mail facility) no later than 10 days BEFORE the board convenes. Next Day or Express Mail does NOT guarantee that your package will make it to the Board if you wait until the last minute to send it. It will take approximately two to three days for correspondence to be logged in, sorted, and forwarded by the Customer Service Center to the appropriate Board. Certified and registered mail is NOT recommended as they can add several days to a letter's processing time by the US Postal Service.

Correspondence from third parties (letters of recommendation from a CO) must be submitted by you. No other individual can submit information directly to a board. It does not matter how positive it may be. Third parties must give documents to you and then you may include them as an enclosure in your letter to the Board.

Details: Make sure you include your full name, SSN, designator, and board number in your letter. Use either a binder clip or paper clip (no staples) to fasten your documents together. It is unnecessary, and a waste of everyone's time and your money, to place your letter in special covers, folders or notebooks (i.e. documents must be removed to scan into your record).

Email is the preferred method of submitting board packages. Please email packages to CSCSELBOARD@navy.mil. To ensure more efficient processing and for internal tracking purposes, a recommended subject line of your email is "FOUO: Board Package: Reserve [Rank] [Line/Staff] Board, FY-YYXXX" (where YY represents the last two digits of the fiscal year of the selection board and XXX represents the actual 3-digit board number and you insert the appropriate parenthetical information). You must encrypt your email due to PII policy.

If you sent a letter to a board, you may check on its status by logging in to this web site: Check on your letter to the board. You may check on-line at the Customer Service Center site to confirm receipt of your package for Selection Boards (login required). You may also call (whether you emailed or mailed your package) the NPC Customer Service Center at 1-866-U ASK NPC (1-866-827-5672) or DSN 882-5672.

Taking Action: ADT opportunities after earning the SSOWI

Once a member has earned their SSOWI there are many career paths open to them. These opportunities often allow for additional ADT's to be completed once you have finished the initial training and can be a good way to advance your Navy Career in interesting ways. This list is not

exhaustive, but rather meant to highlight some career paths that are currently, as of the writing of this guide, in demand, and which also provide a tangible, high visibility benefit to the United States Navy.

Tactical Advisor (TACAD)

Ref: COMSCINST 3120.21

An increase in the contested nature of the environment in which Military Sealift Command (MSC) vessels operate has exposed potential vulnerabilities in MSC's ability to seamlessly operate vessels in a tactical environment. Recent developments and joint exercises revealed the importance for MSC ships to achieve full interoperability with United States Navy and Coalition ships at a time when there are fewer military members present on MSC ships.

An essential element of this measure will be the employment of Tactical Advisors (TACAD), a Navy reserve component program established using Strategic Sealift Officers (SSO) and Surface Warfare Officers (SWO) to serve on ships under NAVTRANS operational control.

The TACAD program is more than a single ADT, it is a series of qualifications and training that will span multiple ADT's and put an individual on a path for career success. If you are interested in the TACAD Program, speak with your OIC or an Area Operations Officer.

Naval Cooperation and Guidance for Shipping (NCAGS)

Naval Cooperation and Guidance for Shipping (NCAGS) is a data collection and communications framework serving to link and share information between forward deployed military units and merchant shipping. NCAGS advises the MOC and serves as the interface between naval forces and international commercial shipping to assure safe passage and the free flow of maritime commerce. The NCAGS mission is guided by US Navy and NATO doctrine specified in SECNAVINST 3052.1, OPNAVINST 3450.18(C), NTTP 3-07.12, NGA Pub No. 117, ATP 2(B) VOL II, and ATP-2.1(A).

This reserve component only capability is comprised of a mix of Line officer designators and enlisted ratings. Strategic Sealift Officers (SSOs) are a critical enabler of this specialized mission given their USCG Merchant Mariner credentials and extensive maritime trade operations experience, and knowledge of market structure and supply chain systems.

NCAGS personnel are employed in support of the following Global exercises:

USFF HQ	GLOBAL THUNDER VIGILANT SHIELD	
C2F		
C3F	PACIFIC FURY PACIFIC SENTRY LSE KEEN EDGE BELL BUOY RIMPAC	
C4F	PANAMAX	
C5F	IMX	
C6F	BALTOPS DYNAMIC MARINER TRIDENT JUPITER	OBANGAME EXPRESS CUTLASS EXPRESS PHOENIX EXPRESS
C7F	CCPT KEEN EDGE LSE TALISMAN SABRE	

NCAGS personnel also participate in several theater security cooperation and partnership programs, as well as interagency and industry working groups that are key to information sharing to detect anomalies and risks to the sea lines of communication.

NCAGS opportunities are available for both deck and engine officers and are regularly advertised to the SSO community. SSOF detailers will have the latest information regarding ADTs with NCAGS.

- ☐ Most NCAGS ADTs to NAVCENT/C5F are extended 90-to-120-day orders.
- ☐ Many opportunities are OCONUS.
- ☐ Open to officers, O1 to O4, deck or engine.

Bridge Resource Management - Watchstanding (BRM-W)

The Bridge Resource Management Mission is: *"to provide the Commanding Officer with outside expertise in Bridge Resource Management and Safe Navigation of the vessel through the lens of the International Maritime Industry Standards"*.

The SSOF provides trained officers to offer guidance and advice regarding Bridge Resource Management to Active Duty Navy CO's aboard ships in the form of a workshop. The program has completed more than 56 underway workshops to date. These workshops are now a requirement for every USN ship entering the Basic Phase of their lifecycle to complete as codified in the Surface Training and Readiness Manual (SFTRM).
- ■ The workshop takes place place during a 4-5 day underway period
- ■ Support every platform including LCS, PC, and MCM
- ■ Team consists of an SSO lead, and another 1-2 SSO's
- ■ Observe watch rotations on the bridge and the CIC

- After observing, share our perspective of how situations appear on the bridges of merchant ships
- Provide training to watchstanders on specific topics:
    - Merchant ships, their operations and what you can expect from them
    - VHF Communications
    - RADAR/ARPA/AIS
    - Rules of the Road
    - Bridge Resource Management

Requirements for Consideration
- O3-O5 only
- Chief Mate (Unlimited) or Master (Unlimited)
- Actively employed and sailing as a 2nd Mate or higher
- Consideration may be given to members teaching at a Maritime School with recent sailing experience

Harbor Pilots

Ref: OPNAVINST 1534.1 Series

IRR SSOs that are employed as harbor pilots obtain ship handling experience on commercial vessels provide the SSOF with officers possessing critical unlimited tonnage pilotage skills. Harbor pilots do not obtain discharges, but serve onboard ships during times of pilotage. CNRFC N14 may credit harbor pilots with up to 20 retirement points provided that:

- the harbor pilot is compliant with all other SSOP requirements
- the officer is a current member of a recognized pilot organization and an active member of the SSRG
- pilotage for any of the time is obtained onboard an unlimited tonnage vessel; and be determined by days on board or trips completed while piloting a vessel, as documented by the member and verified by CNRFC N14
- standby time will not count
- 20 points per anniversary year may be issued for qualifying service of at least 100 days or 180 trips completed
- each request for pilotage retirement points is accompanied by a letter from the pilot organization stating that the individual is a member in good standing and a copy of the State issued license or certification is provided, as applicable
- final determination as to the amount of time to be recognized per each request for pilotage will be made by CNRFC N14

Naval Sea Systems Command (NAVSEA)

Naval Sea Systems Command, the largest systems command in the Navy, engineers, purchases, builds, and maintains the ships, submarines, and combat systems required for all current and future Navy Fleet operations. SSO experience in shipboard operations, marine engineering, shipyard management, and other areas of the maritime industry can be an asset for many NAVSEA applications and projects. SSO opportunities with NAVSEA are routinely advertised

to the community and SSOF detailers will have the latest information regarding potential placement.

- NAVSEA ADTs tend to be marine engineering related, but there are many deck officer opportunities as well.
- ADTs range from traditional 2-week rotational opportunities to longer term, project specific opportunities.
- Most NAVSEA ADTs are open to officers, O1 to O4.

Fitness Reports (FITREP)

Ref: BUPERSINST 1610 Series - Navy Performance Evaluation System instruction
Web: https://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Documents/1610.10.pdf
CAC: Required (for getting into BUPERS)

No, this is not a report on just your physical fitness, but rather an overall measurement of your performance for the timeframe of your active duty orders (which also includes a section of your physical fitness assessment). This is a tool used heavily during a promotion board.

How are FITREPS used in Boards?

This document provides some introductory guidance on FITREPS and it will allow junior officers to better manage their own records, especially when selection boards are concerned.

It is certainly not all inclusive. We recommend reviewing the Navy Performance Evaluation System instruction (BUPERSINST 1610.10D), and speaking with senior officers regarding FITREPS.

BLUF - Your FITREP is not a counseling tool. It is a report of your fitness in your current job and an assessment of your ability to succeed at the next level. Specific feedback on your job performance is provided through several other means. Some other facts:

1) If it's not in your record, it didn't happen.
2) Maintain copies of your FITREPS
3) Review your record before every board.
4) Get recommended for the next rank and milestone.

Types of FITREPS

1) Regular Reports. Submitted periodically and reports on day-to-day performance and activities. Includes detachment of reporting senior reports and detachment of individual reports.

2) Concurrent Reports. A secondary FITREP provided when a member has performed additional duties or temporary additional duties. Often submitted when an officer does a ride on another ship for qualification or experience.

3) Operational Commander reports for COs and OICs during AOR chops.

Block 5.
Duty Status.

Block 1.
Must have a comma after the last name.

Blocks 6/7.
Member's activity

Block 8.
Regular, Frocked, Selected, or Spot.

Blocks 9, 14, and 15.
YYMMMDD format.

Block 21.
Usually NA but **MUST** have an entry.

FITNESS REPORT & COUNSELING RECORD (W2...

| 1. Name (Last, First MI Suffix) SAMPLE, HARVEY J | | | | | | | 2. Grade/Rate LT | |
| 5. ACT [X] | FTS | INACT | AT/ADSW/265 | 6. UIC 12345 | 7. Ship/Station DESRON 82 | | Promotion Status REGULAR | 9. Date Reported 08APR06 |

Occasion for Report.
10. Periodic [X] 11. Detachment of Individual 12. Detachment of Reporting Senior 13. Special — Period of Report 14. From: 09FEB01 15. To: 10JAN31

16. Not Observed Report — Type of Report 17. Regular [X] 18. Concurrent 19. Ops Cdr — 20. Physical Readiness PP 21. Billet Subcategory (if any) NA

| 22. Reporting Senior (Last, FI MI) SENIOR, R R | 23. Grade CAPT | 24. Desig 1110 | 25. Title COMMODORE | 26. UIC 12345 | 27 |

Block 26.
Delegated Reporting Seniors use CO's UIC.

28. Command employment and command achievements.
Readiness support for four DDG-51 class and two DD-963 class destroyers. S...
COMNAVSURFLANT Letter of Commendation for outstanding response during Oper...
Eagle/Enduring Freedom. Upkeep/Training-8 Deployed Noble Eagle-3

29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.)
ADMIN OFFICER Administrative Officer-12. Responsible for all staff administrative personnel and PAO functions. Leads 4 officers and 6 enlisted personnel. COLL: Executive Steering Committee-7. Watch: Staff Watch Officer. PFA:09-1/09-2

For Mid-term Counseling Use. (When completing FITREP enter 30 and 31 from counseling worksheet, sign 32.) 30. Date Counseled 09JUL15 31. Counselor SMITH, J J 32. Signature of Individual Counseled

Block 29 (inside box).
Up to 14 characters or spaces.

Block 29.
Shore commands include job scope statement. Job scope statement is optional for operational billets.

Block 28.
Large shore commands enter employment of member's DEPT/DIV, etc.

Blocks 30-32. Copy date and name from counseling worksheet. If not counseled during period, enter NOT REQ or NOT PERF in block 30.

94

FITNESS REPORT AND COUNSELING RECORD (W2-O6) (cont'd)

Blocks 1-4.
Repeat from front.

| 1. Name (Last, First MI Suffix) SAMPLE, HARVEY J | | 2. Grade/Rate LT | 3. Desig 1110 |

Block 39.
Must be NOB if not a warfare qualified officer and must have an entry in NOB if trait not graded).

Block 41.
-Include required admin comments (e.g., Comment from Block 34)), reason for Special Report, etc.).
-Specifically justify 1.0 comments.
-Comment on all performance in general.
-Consider special interest items.
-Ranking is authorized.

38. LEADERSHIP

39. TACTICAL PERFORMANCE

40. I recommend screening this individual for next career milestone(s) as follows: (maximum of two) ... PG SCHOOL   XO AFLOAT

41. COMMENTS ON PERFORMANCE:
#2 of 5. There is virtually no difference between my number 1 and 2 Lieu Early Promotes. The rules force me to make him a Must Promote. He woul any other setting.
-Exceptionally creative and innovative officer. His success in filling manning deficiencies enabled the squadron to deploy in the highest state readiness.
-Obtained $206,000 in approved CNETS funding for Learning Resource Cente ships and assisted COMNAVBASE in obtaining similar funding ashore.
-Brilliant coordinator. Impressively coordinated 5 VIP and flag officer
-Under his direction, ADMIN Department showed marked improvement in all administrative supports to the squadron and its units.
-Mentored 4 JOs through engineering and deck qualifications. Conducted s reviews and had several discrepancies corrected in these officers' offic Provided training on officer programs and SWO qualification requirements staff: 3 individuals applied and were accepted for STA 21. His division retention rate throughout this reporting period.
-Completed Joint Professional Military Education (Phase 1) through the N Continuing Education Non-Resident Seminar Program.

Block 43.
Observe distribution rules.

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	
42					X	
			0	3	1	

Member Trait Average. NAVFIT will auto populate or handwrite average of Blocks 33-39.

46. Signature of Individual Evaluated. "I have seen this report, been apprised of my performance, and understand my right to make a statement."
I intend to submit a statement [ ]   do not intend to submit a statement [X]

| Member Trait Average: 4.00 | Summary Group Average: 4.00 |

47. Typed name, grade, command, UIC, and signature of Regular Reporting

Block 47.
Use for concurrent reports ONLY.

Summary Group Average: NAVFIT98 will auto-populate this field. To do a manual calculation of the Summary Group, sum all graded Individual Trait Grades (Blks 33-39) and then divide by the number of graded Individual Traits. Note: a trait with an NOB grade is not considered a graded trait.

Continuity

For SELRES or individuals holding continuous billets FITREP continuity is of vital importance to your record. Each FITREP should start the day after a previous FITREP ends.

For IRR or individuals who do not hold continuous billets FITREP continuity is still of importance, but the continuity shifts to that of continuity between years and the FITREPS do not need to start the day after the previous one ends. A member should avoid having gaps between

the years on their record if possible.

Missing FITREPS

SSOF members are required to obtain a Non-Observed (NOB) Fitness Report (FITREP) for Active Duty for Training (ADT) periods of ten (10) days or longer. Continuity of FITREPs is considered for both SELRES and SSOF. SELRES should not have any gaps in time between FITREPs. SSOF should have at least one NOB each Anniversary Year. If there are missing FITREPS or any gaps in service a Letter to the Board should be written providing an explanation and accompanied by any approved waivers (SSOF may obtain an ADT waiver every other year if there are circumstances, like extensive sailing periods, that prevent the officer from completing their annual ADT requirement).

Missing items should be mailed to:
Navy Personnel Command PERS-32
5720 Integrity Drive
Millington, TN 38055-3200

Continuing Education: Civilian Education

Continuing education is important for your civilian life as well as your navy career. Any certifications, Licenses, or degrees that you possess make you more valuable to the US Navy and as such will increase your chances for promotion, and in some cases may open doors for ADT or ADSW opportunities.

USCG License
It is important to upgrade your USCG license and maintain recency on your skillsets.
USCG National Maritime Center Link for license renewals and upgrades
https://www.dco.uscg.mil/national_maritime_center/

Professional Certifications/Licenses
Engineer in Training (EIT) Certification a.k.a. Fundamentals of Engineering (FE)
Professional Engineer (PE)

Civilian Master's Degree
Looked on favorably for career progression and promotion. Excellent for career development.

Continuing Education: Joint Professional Military Education (JPME)

Joint Professional Military Education (JPME) Phase I
Strategic Sealift Officers are highly encouraged to pursue completion of JPME I prior to screening for promotion to Commander and to taking on difficult Navy Reserve assignments. One of the requirements to qualify under the new Joint Qualification System (JQS) program is to complete Joint Professional Military Education (JPME) Phases I and II. JPME has become a

valuable selection trait for promotion at the senior level for Navy Reserve Officers, including SSOs. NAVADMIN 263/04 established the Professional Military Education (PME) continuum for all naval Officers as an essential part of Sea Warrior and the Navy's transformation initiatives. Strategic Sealift Officers are highly encouraged to pursue completion of JPME I prior to screening for promotion to Commander and to taking on difficult Navy Reserve assignments.

An officer can attain JPME I through several methods. Make sure to review the listed program's respective website, the NPC Joint Qualification System website and the CNRFC JPME page for current JPME I granting programs and opportunities. Traditional venues for JPME Phase I include the U.S. War Colleges and Joint Command and Staff Colleges. Attendance at one of these is usually limited to only active duty Officers who have been individually selected. In order to accommodate other potential students as well as RC Officers, other venues are available such as:

- The Naval War College (NWC) College of Distance Education offers the highly popular Fleet Seminar Program (FSP) at several of the larger Navy installations across the United States and provides a traditional classroom environment. The FSP program consists of three core courses – Joint Maritime Operations (JMO), Strategy and War (S&W), and Theater Security Decision Making (TSDM) – and nine credits of electives. The electives may be taken in online format from an approved list, or students may apply for limited in-residence electives. Students meet one night per week per course for this three-year program. Once originally enrolled, students have seven years to complete the program to earn both the JPME I certification and the master's degree. Each core course is also credited 48 retirement points.

- In addition to JPME Phase I certification through the FSP, students may apply for and earn a Master of Arts degree in National Security and Strategic Studies or a Masters of Arts in Defense and Strategic Studies. Students may apply to enroll in the Graduate Degree Program (GDP) after successfully completing one of the three core courses with a B average or higher. Additional information regarding the NWC distance education programs is available at the Naval War College website: https://www.usnwc.edu/.

- The NWC web-enabled program is also available to Strategic Sealift Officers. It is an 18-month curriculum and provides a greater degree of interaction between individual students and the course professor.

> **NOTE:** For the web-enabled programs, the Navy Reserve offers three different 2-week training opportunities that are designed to be preparatory for each of the three core courses of JPME I: Strategy and War (S&W), Joint Military Operations (JMO), and Theater Security Decision Making (TSDM). Although these 2-week AT opportunities do provide credit, completion of the follow-on Web-enabled program is required for JPME I certification.

- US Air Force Air Command and Staff College (ACSC) - The ACSC distance learning curriculum consists of course material and a compilation of Web courses and Online seminars. To receive a completion certificate, participants must complete the course within an 18-month period by passing seven multiple-choice exams (1 per course) with a

minimum score of 70 percent on each. They must also complete four exercises, including a Commander's Perspective "written exercise. More information is available at http://www.acsc.au.af.mil/distance-learning.asp#Info

Army Command and General Staff College (ACGSC) - the non-resident ACGSC program is offered as two options: a three phase web-based course that must be completed within 18 months (Intermediate Level Education-Common Core or ILE-CC) and as a three phase classroom-style course offered at Army Battalion locations throughout the world that must be completed in 13 months. Army War College - Selected Reserve (SELRES) Officers in paygrades O-5 and O-6 to participate in the U. S. Army War College Department of Distance Education (AWCDDE) Joint Professional Military Education Program. This is a two-year, blended learning program that consists of online courses and two summer in-residence courses taken over a two-year period. The first session will begin in April 2018 and concludes in June 2019 with two weeks in-resident. The second session will begin in July 2019 and conclude in July 2020 with the final two weeks in-resident (graduation).

Upon successful completion of the program students will receive credit for JPME I and JPME II, an Army War College Graduate Certificate, and the same fully-accredited Master of Strategic Studies degree awarded to graduates of the in-resident program. Visit https://dde.carlisle.army.mil/ for additional information.

The CNRFC N7 JPME page can be accessed here (CAC login required): https://private.navyreserve.navy.mil/CNRFC/N-Codes/N7/Pages/default.aspx

Joint Professional Military Education (JPME) II and Advanced Joint Professional Military Education (AJPME)

JPME II is offered as an in-residence program through several institutions. This is a time-intensive program. Occasionally CNRFC N7 will announce opportunities for SELRES to attend a JPME-II granting program. Completion of JPME II earns the AQD of JS8. Another route to obtain the Phase II credit is through the JCWS-H Joint and Combined Warfighting School-Hybrid program, which is designed specifically for the SELRES community. JCWS-His a 40-week blended learning course for RC Officers (grades O-4 to O-6) similar in content to the in-residence JFSC Phase II. JCWS-H satisfies the educational requirement for qualification as JQO level III (RC Officers only). Quotas are obtained through CNRFC N7.
The JCWS-H http://jfsc.ndu.edu/Academics/Joint-Continuing-and-Distance-Education-School/AJPME-Overview/

Continuing Education: Other Military Leadership Training

Maritime Staff Operators Course (MSOC)

MSOC is the first course in a series of three Professional Military Education courses. MSOC prepares officers and senior enlisted personnel to effectively serve in operational staff assignments in Maritime Operations Centers (MOC), or represent maritime planning efforts while serving in other Service/Joint/Combined liaison billets. MSOC is a five-week course held at the Naval War College in Newport, RI. The course is conducted in a seminar format and

culminates with practical planning and execution application using a complex scenario, including a 4 1/2-day Battle Lab experience. Officers receive an AQD upon completing the course and enlisted personnel (E-7 and above) receive an NEC (831A). MSOC graduates after 01 July 2012 receive credit for Blocks 4 and 5 of the NWC College of Distance Education's (CDE) Web-enabled or CD-ROM based JMO course; once graduates have successfully completed CDE JMO Blocks 1, 2, and 3, they have completed CDE JMO. CNRFC N7 ADT-Schools is available annually. For more information refer the Student Information located at:

https://usnwc.edu/college-of-maritime-operational-warfare/Professional-Military-Education/Maritime-Staff-Operators-Course

Navy Senior Leader Seminar (NSLS)

NSLS provides students with an intensive eight-and-a-half-day executive education program that introduces the latest "best practices" in strategic planning, goal setting, strategic communication, risk management, financial management, and leadership. The program is designed to provide participants with the knowledge and abilities to more effectively manage and lead complex organizations. Learning is enhanced by the use of case studies, small-team exercises, practical applications, seminar-style discussions, and peer-learning among participants. Solicitations for applications are distributed annually via GovDelivery announcements. For more information on this and other Executive Leadership opportunities, please visit:

https://private.navyreserve.navy.mil/cnrfc/N-Codes/N7/Promiled/APME/default.aspx

Navy Reserve Unit Management (NRUM)

NRUM covers basic professional managerial, administration, and leadership knowledge to prepare selected personnel to lead all aspects of an effective Reserve Unit at the Echelon V and VI Command level. Unit or projected unit Commanding Officers, Executive Officers, Officers in Charge, and Senior Enlisted Leadership assigned to Navy Reserve Units are encouraged to attend; prospective Commanding Officers are typically prescribed to complete in their IDT orders. For more information, visit:

https://private.navyreserve.navy.mil/NRPDC/welcomeva/officercourses/nrum/SitePages/Home.aspx

Mentorship

Navigating the perils of a developing career as a Strategic Sealift Officer and merchant mariner can be confusing and even overwhelming. Solid and supportive mentorship is a key to success. Seeking out a mentor should start with reaching out to your OIC. Staying in contact with instructors and peers from PCI and other development courses is highly encouraged. Mentorship is a two-way street. As your career progresses and your experience increases, be sure to share your knowledge and assist younger shipmates. The success and strength of the SSOF community hinges on mentorship.

SELRES Affiliation

Intro

SELRES provide SSOs the opportunity to join a Unit and provide real world leadership while using their maritime subject matter expertise towards assigned missions for the Navy and Joint Force.

Apply Board

The National Command and Senior Officer (CDR/CAPT) Non-Command Billet Screening and Assignment (a.k.a. APPLY) Board is an administrative selection board that is convened under the administrative authority of the Navy. Essentially, the APPLY Board places all Captains and Commanders in competition for a limited number of pay billet assignments. Unlike a statutory promotion board, there is no automatic process for being considered on the APPLY Board. Senior officers seeking a pay billet MUST register through the on-line application process to be considered. The APPLY link can be found by logging in to the private side of the Navy Reserve website. Select the "Applications" menu and then select "RFMT (JO/SO APPLY/IDT)". Once on that webpage, scroll down the page to the section that relates to the particular fiscal year of the board that you are interested in to find any specific information. Senior officers not selected for a billet will normally be transferred to Voluntary Training Units (VTU) to drill for retirement points only, although they may have the opportunity to re-submit for any billets that were not filled by the APPLY process via the Interim Fill (IF) process.

While professional Navy qualifications and education are becoming more of a discriminating factor for CDRs and CAPTs, the Augment CO/OIC 2N1 Additional Qualification Designator (AQD) is one of great importance, particularly when selecting for Command billets. In FY 2020, the CO/OIC 2N1 AQD will be a prerequisite for officers applying for CO/OIC billets.

All LT/LCDRs are encouraged to compete for Command billets in Junior Officer APPLY (JO APPLY) as long as they meet the Reserve Functional Area and Sex (RFAS) code eligibility requirements for a particular billet (RFAS codes are listed in COMNAVRESFORINST 1001.5F - login required). Speak with your mentors about these requirements. Selection to a Command billet as a JO is a significant career accomplishment and is considered favorably by promotion boards. There is no "black mark" for failing to select for a Command billet and those who compete will gain valuable insight into the process. Those not selected may remain in their current billet, with pay, if they have time remaining on their Periodic Rotation Date (PRD) or select another vacant billet through JO APPLY.

During the APPLY Board process, each officer record is reviewed and briefed by one Board member. As always, performance is the overriding factor during this phase of the review. Based on the review of the official record (briefed to the full Board by the reviewing officer from the OSR/PSR only), the Board assigns a "Confidence Factor" (0 – 100) to each applicant. Each Board member can assign a "grade" of 0, 25, 50, 75 or 100 to each record. [Note: a grade of 0 means "do not select." Board procedures typically dictate that any record receiving a 0 grade is

considered twice]. The average of all the assigned grades then becomes the confidence factor for the officer being reviewed.

The Board will then "slate" officers into billets. Billet assignments usually occur in confidence factor order, i.e., the higher your confidence factor, the earlier you will be considered for assignment to a billet. When your name comes up for slating, the Board is shown the remaining open billets you selected on your "Dream Sheet." You will then be considered against other officers at an equal or lower confidence factor requesting the billet and, based upon a variety of criteria including your fit to the billet, gaining Command comments, and the qualities of other officers also requesting the billet, you will either be assigned to your top choice billet, or another officer will be assigned to that billet and you will be considered for the next billet on your Dream Sheet. The process repeats itself until you are either assigned a billet or deplete your billet selection choices. If you deplete your billet selection choices, and you advised the Board you would be willing to consider billets other than those identified on your Dream Sheet, and you were willing to travel, you may still be assigned a "suggested" billet by the Board. Otherwise, your record is removed from consideration by the Board. If you accept the suggested billet, you get the full term of the billet (3 years). You also have the option of declining a suggested billet without reprisal.

Officers not selected in JO APPLY or APPLY can apply for an "Interim Fill" of remaining unfilled APPLY billets after the member's PRD expires. Interim Fill billets customarily are for a limited period of time, normally not exceeding one year. Once the next APPLY cycle opens, officers in an IF billet must apply for a new billet. SSOs may only not fill back-to-back interim fill billets.

A) SSOs shall list all paygrade-eligible SSO billets first on their dream sheet, regardless of travel distance prior to listing any non-SSO billets. If travel distance is a limiting factor, it is recommended that you order those billets lower on the dream sheet within the required series of SSO billets.

B) Officers may not serve in more than two CO/OIC positions in any one paygrade (defined as the paygrade of the billet)

C) Officers may not apply for their current or previously held CO/OIC position unless they were/are an IF to the CO/OIC billet

D) Officers are not eligible to apply for non-command billets in units that they have previously commanded (excluding IF CO/OIC assignment)

E) Failure to comply will result in the SSO's application being cancelled by COMNAVRESFORCOM (N12) prior to the APPLY Board, thus making the SSO ineligible for the IF process.

This guidance applies to both senior and junior SELRES and is promulgated by RESFOR and should be carried out by all Commands. The guidance is simple, with no exceptions. SSOs will list all available 1665 billets, relative to their paygrade, on their dream sheet before any other

billets. RMFT search capabilities will help you know which billets are available. If you choose not to place all the SSO billets that are available (and/or do not place them first) on your dream sheet, then your application for all billets will be rejected and you will be sent to the VTU once the results of the FY19 APPLY Board have been published.

Additionally, FY19 will be the last year that an SSO who fails to obtain a billet during the APPLY Board will be able to take a consecutive interim fill (i.e.: If you take an interim fill in FY19, then you need to obtain a billet via the FY20 APPLY Board, otherwise you will be placed in the VTU and not listed on the FY20 Interim Fill eligible list). In lieu of going to the VTU, if you have a current unlimited tonnage United States Coast Guard (USCG) license and possess the required Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 10 endorsements, you might be able to be regained into the Strategic Sealift Reserve Force (SRF). If your STCW credentials are not up to date, there is funding from CNRFC N7 to pay for orders, travel and per diem to attend STCW and License required courses.

Resignation

At some point before you reach the qualifying years of service for retirement you may no longer wish to be a part of the United States Navy Reserve. Whatever your reasons may be, if you wish to leave the program you may fill out a resignation form and submit it to the program office via the Virtual NOSC Drop Box.

Closing

We hope that you were able to navigate through your career a bit more easily with our guidance. We understand that it is overwhelming, hence the development of this handbook. Keep in mind that there is a great deal of information out there and to persevere through the obstacles because it will be an achievement you won't forget.

Fair winds and following seas.

PART VI: Appendices

Appendix A - Important Internet Resources

Navy Reserve Public Website
No CAC Required
https://www.public.navy.mil/nrh/Pages/default.aspx/

RAPIDS - ID Card Offices
No CAC Required
https://idco.dmdc.osd.mil/idco/

N14 website
CAC Enabled
https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_14/Pages/CNRFC(N14)-SSOF.aspx

NSIPS
https://www.nsips.navy.mil
CAC Enabled

Navy eLearning
CAC Enabled put-a-website-here-for-later-once-you-have found it

Catalog of Navy Training Courses (CANTRAC) -

BUPERS Online
CAC Enabled
https://www.bol.navy.mil/bam/

Navy Standard Integrated Personnel System (NSIPS)
CAC Enabled
https://www.nsips.navy.mil/nsipsclo/jsp/index.jsp

Defense Travel System (DTS)
CAC Enabled
https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/

Defense Finance Account Services (DFAS) - myPay
- **CAC Enabled**
https://mypay.dfas.mil/#/

Navy Reserve Orders Writing System (NROWS) -
CAC Enabled
https://nrows.sscno.nmci.navy.mil/nrows/secure/dod_consent.do

Total Workforce Management System (TWMS) -
CAC Enabled
https://twms.dc3n.navy.mil/selfservice/login.asp

Navy Marine Corps Intranet (NMCI) Email
CAC Enabled
https://webmail.east.nmci.navy.mil/
https://webmail.west.nmci.navy.mil/

Appendix B - Acronym List

2N1 - PQS for Navy Reserve Augment Unit Commanding Officer/Officer-in-Charge
3-M - Maintenance and Material Management
AAs - Authorized Absences
ABQTS - Automated Billet Qualification Training System
ABSC - Active Billet Sequence Code
AC - Active Component
ACD - Aviation Commission Date
ACIP - Aviation Career Incentive Pay
ACTDU - Active Duty (Unit Type/Pool)
ACU - Assault Craft Unit
AD - Active Duty (Formerly ACDU)
ADCON – Administrative Control

ADDU - Additional Duty
ADESIG - Active Designator Code
ADP - Automated Data Processing
ADOS - Active Duty for Special Work (Formerly ADSW)
ADT - Active Duty Training (Formerly SPECACDUTRA)
ADV - Advancement/Frocking (ADV) Reports
ADVMAN - Advancement Manual
ADVON – Advanced Echelon
AECP - Aviation Enlisted Commissioning Program
AEL - Advancement/Eligibility Listing
AFTP - Additional Flying and Flight Training Period
AGR - Active Guard/Reserve
AIS - Automated Information Systems

ALNAV - Message to all the Navy
ALNAVRES - Message to all the Naval Reserve
ALNAVRESFOR - All Navy Reserve Force
AN - Airman
AN/FN/SN - Airman/Fireman/Seaman
ANTP - Area Navy Training Plan
AO – Area of Operations
AOIC - Assistant Officer in Charge
AOR – Area of Responsibility
APC - Activity Processing Code
APC - Agency Program Coordinator (Government Travel Charge Card)
APG - Advanced Pay Grade
ARG – Amphibious Ready Group
ARATE - Active Rate
ASD (RA) - Assistant Secretary of Defense (Reserve Affairs)
ASED - Aviation Service Entry Date
ASN - Assistant Secretary of the Navy
ASN (M&RA) - Assistant Secretary of the Navy (Manpower and Reserve Affairs)
ASP - Air Systems Program
ASVAB - Armed Forces Vocational Aptitude Battery
ASW - Anti-Submarine Warfare
AT - Annual Training
AT/ADT - Annual Training/Active Duty Training
ATF – Amphibious Task Force
ATM - Automated Teller Machine
ATP - Additional Training Periods
ATS - Aviation Training Series
AUIC - Active Unit Identification Code
BAQ - Basic Allowance for Quarters
BDATE - Date Assigned to Billet
BI - Background Investigations
BIB - Bibliography for Advancement-in-Rate Exam Study
BIN - Billet Information Number
BLUF - Bottom Line Up Front
BMR - Basic Military Requirements
BOOST - Broadened Opportunity for Officer Selection and Training
BSC - Billet Sequence Code
BUMED - Bureau of Medicine and Surgery
BUPERS - Bureau of Naval Personnel
BUPERSINST - Bureau of Naval Personnel Instruction
BUPERSMAN - Bureau of Naval Personnel Manual
C2 – Command and Control
C3 – Command, Control and Communications
C4I – Command, Control, Communications, Computers and Intelligence
C4ISR – Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance
CAI - Cross-Assigned In
CACP - Casualty Assistance Calls Program

CANTRAC - Catalog of Navy Training Courses
CAO - Cross Assigned Out
CAT - Civilian Augmented Training
CBRD - Chemical, Biological, Radiological Defense
CCC - Command Career Counselor
CDB - Career Development Board
CDP - Course Data Processing Code
CD-ROM - Compact Disc Read-Only Memory
CEB - CNO Executive Board
CEC - Civil Engineering Corp.
CHAPGRU – Navy Cargo Handling and Port Group
CHNAVPERS - Chief of Naval Personnel
CHOP – Change of Operational Control
CI – Counter Intelligence
CIS – Communication and Information Systems
CIN - Course Identification Number
CINC - Commander-in-Chief
CIPM - Career Information Program Management
CITC - Career Information Training Course
CIV - Civil Service Employee
CIVPERS - Civilian Personnel
CIVTRAIN - Civilian Training Inventory
CJCS - Chairman of the Joint Chiefs of Staff
CJTF – Commander, Joint Task Force
CMC - Command Master Chief
CME - Continuing Medical Education
CMEO - Command Managed Equal Opportunity
CMPF – Commander, Maritime Prepositioning Force
CNARF - Commander, Naval Air Reserve Force
CNET - Chief of Naval Education and Training
CNO - Chief of Naval Operations
CNP - Chief of Naval Personnel
CNPC - Commander, Navy Personnel Command
CNRF - Commander, Naval Reserve Force
CNRFC - Commander, Naval Reserve Forces Command
CNSE – Commander, Navy Support Element
CO - Commanding Officer
COCI - Civilian Occupational Skills Indicator
CO/CO – Commercially owned and Commercially Operated Vessel
COI - Course of Instruction
COMNAVAIRESFOR - Commander, Naval Air Reserve Force
COMNAVMILPERSCOM - Commander, Naval Military Personnel Command
COMNAVRESCRUITCOM - Commander, Naval Reserve Recruiting Command
COMNAVRESFOR - Commander, Naval Reserve Force
COMNAVRESFORCOM - Commander, Naval Reserve Forces Command
COMPA - Completed Active Duty for Training
COMPHIBRON – Commander, Amphibious Squadron

COMPSRON – Commander, Maritime Prepositioning Ship Squadron
COMSC – Commander, Military Sealift Command
COMRNCF - Commander, Reserve Naval Construction Force
COMSC – Commander, Military Sealift Command
COMSEC - Communications Security
COMTAC - Communications/Tactical
COMTRALANT - Commander, Training Command, US Atlantic Fleet
COMTRAPAC - Commander, Training Command, US Pacific Fleet
CONOPS – Concept of Operations
CONPLAN – Contingency Plan
CONUS - Continental United States
COOP - Craft of Opportunity
COSAL - Consolidated Shipboard Allowance List
CPI - Consumer Price Index
CPM - Component Program Manager
CPO - Chief Petty Officer
CPR - Cardio-Pulmonary Resuscitation
CPSD - Civil Preparedness Support Detachment
CQS - Command Qualification Standard
CRC - CONUS Replacement Center
CREO - Career Reenlistment Objectives
CSD - Customer Service Desk
CSP - Career Sea Pay
CSSC - Consolidated Shipboard Simulator Crew
CTS - Consolidated Training Schedule
CTT - Command Training Team
CWO - Chief Warrant Officer
DAAR - Drug and Alcohol Abuse Report
DAPA - Drug/Alcohol Program Advisor
DC - Damage Control
DCASR - Defense Contract Administrative Services Region
DCNO - Deputy Chief of Naval Operations
DCT - Damage Control Trainer/Training
DDS - Direct Deposit System
DEERS - Defense Enrollment Eligibility Reporting System
DEPN - Dependent
DESIG - Designator
DFAS-CL - Defense and Accounting Service – Cleveland
DG - Defense Grouping
DG NEC - Defense Grouping Navy Enlisted Code
DIC - Dependency and Indemnity Compensation
DIS - Defense Investigation Service
DISCH - Discharge (DISCH) Reports
DJMS-RC - Defense Joint Military Pay System-Reserve Component
DLA - Defense Logistic Agency
DOD - Department of Defense
DODPM - Department of Defense Military Pay and Allowances Entitlements Manual

DON - Department of the Navy
DOR - Date of Rank
DOT - Department of Transportation
DP - Drill Pay
DPA - Drill Participation Authorization
DRCD - Date Received
DSIP - Drill Service in Paygrade
DSM - Diagnostic and Statistical Manual of Mental Disorders
DSPG - Drill Service in Paygrade
DTG - Date Time Group
EAGLS - Electronic Account Government Ledger System
EAWS - Enlisted Aviation Warfare Specialist
ECMO - Enlisted Career Management Objectives
ECP - Enlisted Commissioning Program
ECP-CEC - Enlisted Commissioning Program Civil Engineering Corps
EEO - Equal Employment Opportunity
EGL - Equipment Guide List
EMF - Enlisted Master File
EMI - Extra Military Instruction
ENTNAC - Entrance National Agency Check
EO - Equal opportunity
EOS - Expiration of Service
EPMAC - Enlisted Personnel Management Center
E-QIP - Electronic Questionnaires for Investigations Processing
ERC - Emergency Response Cell
ESO - Educational Services Officer
ESWS - Enlisted Surface Warfare Specialist
ET - Equivalent Training
EVAL - Counseling Record
EVALs - Performance Evaluations
EXPT - Exportable Training
FAS – Fueling At Sea
FAST – Fleet Anti-terrorism Security Team
FASTDATA - Fund and Administration Standardized Document Automation System
FEMA - Federal Emergency Management Agency
FF - Fire Fighting
FFA/FFT - For Further Assignment or Transfer
FITREP - Report of Fitness
FLETAP - Fleet/Training Appraisal Program
FMS - Final Multiple Score
FN - Fireman
FOS – Full Operational Status
FSC - Family Service Center
FSS – Fast Sealift Ship (SL-7 Class)
FTR - Federal Travel Regulations
FTS - Fleet Training Series
FTS - Full Time Support
FURAS - Further Assignment
FY - Fiscal Year
FYTRP - Fiscal Year Training Resource Plan
GENADMIN – General Administration Message

GCLO - Gaining Command Liaison Officer
GCMCA - General Court Martial Convening Authority
GCSU - Bank of America Government Card Services Unit
GIBSD - GI Bill Start Date
GMATS – Global Maritime & Transportation School (USMMA)
GMT - General Military Training
GNT - General Navy Training
GO/GO – Government Owned and Government Operated Vessel
GO/CO – Government Owned and Commercially Operated Vessel
GPOA - General Power of Attorney
GSA - General Services Administration
GTN – Global Transportation Network (USTRANSCOM)
GTR - Government Transportation Request
HHG – Household Goods
HR - Health Record
HSV – High Speed Vessel
IADT - Initial Active Duty for Training
IAP - In Assignment Processing
ICW - Interactive Courseware
IDC - Independent Duty Corpsman
IDESG - Individual Designator
IDT - Inactive Duty Training (Weekend Drill)
IDTT - Inactive Duty Training Travel
IG - Instructor Guide (Same as lesson topic guide)
IMA - Individual Mobilization Augmentee/Intermediate Maintenance Activity
IMAPMIS - Inactive Manpower and Personnel Management Information System
IMS - Individual Mobilization Status
INCONUS - Within Continental United States
IPR - Individual Participation Record
IRAD - Individual Readiness Assessment Designator
IRATE - Individual Rate
IRM - Information Resource Management
IRR - Individual Ready Reserve
ISIC - Immediate Superior in Command
IT - Instructor Training
ITAP - Internal Training Assessment Program
ITC - Individual Training Cycle
ITJ - Individual Training Jacket
ITP - Individual Training Plan
IUWGRU - Inshore Undersea Warfare Group
IVD - Interactive Video Device
JAG - Judge Advocate General
JAGMAN - Manual of the Judge Advocate General
JCN - Job Control Number
JCS - Joint Chiefs of Staff
JFTR - Joint Federal Travel Regulation
JHSV – Joint High Speed Vessel

JINTACCS - Joint Interoperability of Tactical Command and Control System
JOPES - Joint Operation Planning and Execution System
JOPS - Joint Operational Planning System
JPOM - Joint Preparation & Onward Movement
JP-5 – Jet Fuel
JQR - Job Qualification Requirement
JSN - Job Sequence Number
JTAP - Job Training Analysis Program
JTF – Joint Task Force
JUMPS - Joint Uniform Military Pay System
LACMOB - Local Area Coordinator for Mobilization
LCC – Command Ship
LCDR - Lieutenant Commander
LCPO - Leading Chief Petty Officer
LDO - Limited Duty Officer
LERTCON - Alert Condition (an exercise)
LNO – Liaison Officer
LO/LO – Lift On/Lift Off
LOTS – Logistics Over the Shore
LRAD - Last Released from Active Duty
LTB - Letter to the Board
LTG - Lesson Topic Guide (same as instructor guide)
LVB - Local Vacant Billets
MACG - Mobilization Assignment Control Group
MAGTF – Marine Air-Ground Task Force
MANMED - Manual of the Medical Department
MAPMIS - Manpower and Personnel Management Information System
MARDIV - Marine Division
MAS - Mobilization Availability Status
MATTS - Mobilization Assignment Trainee Tracking System
MBO - Management by Objectives
MCAT - Medical Civilian Augmented Training
MCM - Manual for Courts Martial
MDC - Mandatory Drill Code
MDS - Maintenance Data System
ME - Military Essentiality Code
MECP - Medical Enlisted Commissioning Program
MEDEXPT - Medical Exportable Training
MEF – Marine Expeditionary Force
MEO - Military Equal Opportunity
MEXP - Medical Exportable Training
MEU(SOC) – Marine Expeditionary Unit (Special Operations Capable)
MGIB - Montgomery GI Bill
MGIB-SR - Montgomery GI Bill- Selected Reserve
MIDTP - Multiple IDT Period
MILPERSMAN - Military Personnel Manual
MIP - Management of Information Programs
MIUWU - Mobile Inshore Undersea Warfare Unit
MMA – Maine Maritime Academy
MMPA - Military Master Pay Account
MMR – Merchant Marine Reserve

MMSP - Manpower Mobilization Support Plan
MOA – Memorandum of Agreement
MOB - Mobilization
MOBA - Mobilization Assignment
MOBEVAL - Mobilization Readiness Evaluation
MOBEX - Mobilization Exercise
MOBTAC - Mobilization Transaction Code
MOMAG - Mobile Mine Assembly Group
MOS - Months
MOU – Memorandum of Understanding
MP - Manpower and Personnel
MPF – Maritime Prepositioning Force
MPF(E) – Maritime Prepositioning Force (Enhanced)
MPF(F)- Maritime Prepositioning Force (Future)
MPS – Maritime Prepositioning Ship
MPSRON – Maritime Prepositioning Ship Squadron
MPT - Manpower, Personnel and Training
MSC – Military Sealift Command
MSC IPP - Medical Service Corps In-service Procurement Program
MSCO – Military Sealift Command Office
MSO - Military Service Obligation
MSP – Maritime Security Program (MARAD)
MT - Meal Ticket
MTIP - Maintenance Training Improvement Program
MTMC - Military Traffic Management Command
MTP - Master Training Plan
N-1 – Staff and Administration (Navy)
N-2 – Staff Intelligence Section (Navy)
N-3 – Staff Operations Section (Navy)
N-4 – Staff Logistics Section (Navy)
N-6 – Staff Communications Section
N/MCAM - Navy/Marine Corps Achievement Medal
N/MCCM - Navy/Marine Corps Commendation Medal
NAC - National Agency Check
NAC - Navy Advancement Center
NACI - National Agency Check with Inquiries
NAF - Naval Air Facility
NAM - Navy Achievement Medal
NAPS - Naval Preparatory School
NATO - North Atlantic Treaty Organization
NATOPS - Naval Aviation Training, Operations
NAVACT - Naval Activities
NAVADMIN - Navy Administration
NAVAIRES - Naval Air Reserve
NAVAIRESCEN - Naval Air Reserve Center
NAVBEACHGRU – Naval Beach Group
NAVCHAPGRU – Navy Cargo Handling and Port Group
NAVCOMPTMAN - Navy Comptroller's Manual
NAVEDTRA - Naval Education Training
NAVEDTRAPRODEVCEN - Naval Education Training Professional Development Center
NAVET - Navy Veteran
NAVFAC - Naval Facility

NAVFINCEN - Naval Finance Center
NAVFIT '98 - Navy Fitness and Evaluation Report Generator
NAVHOSP - Navy Hospital
NAVLEAD - Navy Leader Development
NAVMARCORESCEN - Naval and Marine Corps Reserve Center
NAVPERS - Naval Personnel
NAVPERSCOM - Naval Personnel Command
NAVPTO - Navy Passenger Transportation Office
NAVREGS - Navy Regulations
NAVRES - Naval Reserve
NAVRESCEN - Naval Reserve Center
NAVRESPERCEN - Naval Reserve Personnel Center
NAVRESREDCOM - Naval Reserve Readiness Command
NAVSECGRU - Naval Security Group
NAVSUP - Naval Supply Systems Command
NAVTAG - Navy Tactical Game
NCA - National Command Authority
NCIS - Naval Criminal Investigative Service
NCM - Naval Commendation Medal
NDRF – National Defense Reserve Fleet
NDSL - Navy Drug Screening Laboratory
NEAS - Navy Enlisted Advancement System
NEC - Navy Enlisted Classification Code
NEDOC - Navy Expanded Drill Opportunity Clinical
NEETS - Naval Electricity and Electronics Training Series
NEL - Navy eLearning (replaced NKO)
NETPDTC - Naval Education and Training Professional Development and Technology Center
NETPMSA - Naval Education and Training Program Management Support
NFAF – Naval Fleet Auxiliary Force (Military Sealift Command)
NFO - Naval Flight Officer
NGIBE - Naval GI Bill Eligibility
NITRAS - Navy Integrated Training Resources and Administration Systems
NJP - Non-judicial Punishment
NLDP - Naval Leadership Development Program
NLSO - The Navy Legal Services Office
NMPS - Navy Mobilization Processing Site
NMT - Navy Military Training
NOB - Non-Observed (FITREP)
NOBC - Naval Officer Billet Classification
NOBE - Notice of Basic Eligibility
NOE - Notice of Eligibility
NOTE - Notice
NOWS - New Order Writing System
NPC - Navy Personnel Command (now BUPERS)
NPQ - Not Physically Qualified
NPS - Non-prior Service
NPSAC - Non-prior Service Accession Course

NRA - Naval Reserve Activity
NRCHB - Naval Reserve Cargo Handling Battalion
NRDP - Naval Reserve Drill Pay
NRF - Naval Reserve Force
NRFH - Naval Reserve Fleet Hospital
NRFSC - Naval Reserve Fleet Support Commands
NROTC - Naval Reserve Officers Training Corps
NRPC - Naval Reserve Personnel Center
NRSTP - Naval Reserve Surface Training Program
NSIPS - Navy Standard Integrated Personnel System
NSS - Navy Standard Score
NTFS - Navy Training Feedback System
NTP - Navy Training Plan
NWP - Naval Warfare Publication
OBLISERV - Obligated Service
OCONUS – Outside the Continental United States
OCS - Officer Candidate School
OIC - Officer in Charge
OJCS - Organization of the Joint Chiefs of Staff
OJT - On the Job Training
OPDS – Offshore Petroleum Distribution System
OPLAN - Operational Plan
OPNAV - Office of the Chief of Naval Operations
OPNAVINST - Office of the Chief of Naval Operations Instruction
OPORD – Operational Order
OPSEC – Operational Security
OQQ - Officer Qualifications Questionnaire
ORAMOS - Officer Recruiting and Manning Objectives System
OSAM - Officer, Sea and Air Marines
OSD - Office of the Secretary of Defense
OSR - Officer Summary Record
OSVET - Other Service Veteran
OTE - Overall Training Effectiveness
OCONUS - Outside Continental United States
OYR - One-Year Recall
P/S NEC - Primary/Secondary Navy Enlisted Classification Code
PAR - Personnel Advancement Requirement
PASS - Pay/Personnel Activity Support System
PBFT - Planning Board for Training
PC - Personal Computer
PCS - Permanent Change of Station
PDB - Professional Development Board
PEBD - Pay Entry Base Date
PERSMOBTEAM - Personnel Mobilization Team
PERSUPPACT - Personnel Support Activity
PERSUPPDET - Personnel Support Detachment
PFR - Personal Financial Record (pay record)
PIM - Performance Input Memorandum
PIM - Pretrained Individual Manpower
PIMMS - Pre Trained Individual Manpower Management System
PIN - Personal Identification Number
PJT - Prescribed Job Training

PLR - Pass Liaison Representative
PM1 – MSC's Fleet Oilers
PM2 – MSC's Special Mission Ships
PM3 – MSC's Prepositioning and Seabase Ships
PM4 - MSC's Service Support Ships
PM5 – MSC's Sealift Ships
PM6 - MSC's Fleet Ordnance and Dry Cargo Ships
PM8 - MSC's Expeditionary Fast Transport Ships
PMA - Performance Mark Average
PMS - Planned Maintenance Schedule
PMT - Personnel Mobilization Team
PMT - Professional Military Training
PMT - Professional Mobilization Training
PNA - Passed, Not Advanced
PNEC - Primary Navy Enlisted Code
PNOBC - Primary Naval Officer Billet Code
PNTP - Program Navy Training Plan
POA - Power of Attorney
POA&M - Plan of Action and Milestones
POD - Plan of the Day
POE - Point of Embarkation
POG – Port Operations Group
POM - Program Objective Memorandum
POV - Privately Owned Vehicle
PQS - Personnel Qualification Standards
PR - Peacetime Requirement
PRC - Presidential Recall
PRD - Projected Rotation Date
PRIMUS - Physician Reservists in Medical Universities & Schools
PRT - Physical Readiness Test
PSD - Personnel Support Detachment
PSD - Professional Service Date
PSR - Performance Summary Record
PSR/OSR - Performance Summary Records/Officer Summary Records
PSRC - Presidential Selected Reserve Call-up
PUT - Professional Update Training
QSP - Qualification Study Package
RAD - Released from Active Duty (date)
RADCO - Regional Active Duty Cryptologic Officer
RAMOS - Reserve Recruiting & Manning Objective System
RAMP - Reserve Allied Medical Program
RAP - Retired Augmentation Program
RAS – Replenishment At Sea
RBSC - Reserve Billet Sequence Code
RBTP - Reserve Billet Training Program
RBTR - Reserve Billet Training Plan
RC - Reserve Component
RCC - Reserve Component Category
RCHB - Reserve Cargo Handling Battalion
REDCOM - Readiness Command
REGA - Rating Entry for General Apprentices
RESCEN - Reserve Center
RESTO - Reserve Transportation Office

RFAS - Reserve Functional Area and Sex (code)
RFR - Reserve Feeder Report
RJQRs - Reserve Job Qualification Requirements
RMEC - Regional Military Emergency Coordinator
RMGIB - Reserve Montgomery GI Bill
RMP - Readiness Management Period
RNCF - Reserve Naval Construction Force
ROA - Reserve Officers Association
RO/RO – Roll-on/Roll-off
ROS – Reduced Operational Status
ROTC - Reserve Officer Training Corps
RPC - Reserve Program Sponsor Code
RRDF – Roll-on/Roll-off Discharge Facility
RSCA - Reporting Senior's Cumulative Average
RTM - Rate Training Manual
RTMP - Reserve Training Management Plan
RTSS - Reserve Training Support System
RUAD - Reserve Unit Assignment Document
RUIC - Reserve Unit Identification Code
S/R - Service Record
SAM - Sea and Air Mariner
SATO - Scheduled Airline Ticket Office
SBE - Selection Board Eligible
SBS - Shipboard Simulator
SBU - Special Boat Unit
SCB - Special Cases Board
SDDC – Military Surface Deployment & Distribution Command (Army)
SDN - Standard Document Number
SDS - Source Data System
SECDEF - Secretary of Defense
SECGRU - Security Group
SECNAV - Secretary of the Navy
SECTYP - Type of Security Clearance
SELRES - Selected Reserve
SERB - Selective Early Retirement Board
SG - Student Guide (same as Trainee guide)
SGLI - Service Member's and Veterans' Group Life Insurance
SH - Sexual Harassment
SII - Special Interest Item
SIPG - Service in Paygrade
SLOCS - Sea Lines of Communication
SME - Subject Matter Expert
SMTP - Surface Master Training Plan
SN - Seaman
SNDL - Standard Navy Distribution List
SNEC - Secondary Navy Enlisted Code
SNOBC - Secondary Naval Officer Billet Code
SOQ - Sailor of the Quarter
SORM - Ship's Organizational Manual
SORTS - Status of Resources and Training System
SOURCE DOC - Source Document for Security
SOY - Sailor of the Year
SPEC - Special (SPEC) Reports
SPOA - Special Power of Attorney

SQIP - Shop Qualification Improvement Program Training
SRA - Senior Reserve Advisor
SRTP - Surface Reserve Training Program
SSN - Social Security Number
SSO – Strategic Sealift Officer
SSOF – Strategic Sealift Officer Force
SSS - Selective Service System
STA-21 - Seaman to Admiral
STARC - State Area Command
STEP - Self-Teaching Exportable Package
STI - Surface Training Initiative
STREAM – Standard Tensioned Replenishment Alongside Method
STS - Surface Training Series
SWO - Surface Warfare Officer
SYDP - Six Year Defense Plan
T-ACS – Crane Ship, Auxiliary
T-AE – Ammunition Ship, Auxiliary
T-AFS – Combat Stores Ship, Auxiliary
T-AG – OPDS Tanker, Auxiliary
T-AGM – Missile Range Instrumentation Ship, Auxiliary
T-AGOS – Ocean Surveillance Ship, Auxiliary
T-AGS – Survey Ship, Auxiliary
T-AH – Hospital Ship, Auxiliary
T-AK – Dry Cargo Ship, Auxiliary
T-AKE – Dry Cargo/Ammunition Ship, Auxiliary
T-AKR – Dry Cargo/Ro-Ro Ship, Auxiliary
T-AO – Oiler, Auxiliary
T-AOE – Fast Combat Support Ship, Auxiliary
T-AOT – Common Use Tanker, Auxiliary
T-ARC – Cable Ship, Auxiliary
T-ARS – Rescue/Salvage Ship, Auxiliary
T-AS – Submarine Tender, Auxiliary
T-ATF – Fleet Ocean Tug, Auxiliary
T-AVB – Aviation Maintenance and Logistics Ship, Auxiliary
T/UIA - Trained/Untrained in billet
TAD - Temporary Additional Duty
TAP - Transition Assistance Program
TAPF - Tentative Annual Planning Figures
TAR - Training and Administration of the Reserve
TAT - Training Assistance Team
TBD - To be Determined
TCPMO - Travel Card Program Management Office
TD - Training Devices
TD/TTE - Training Devices/Technical Training Equipment
TEB/TPEB - Training Examining Board/Training Performance Examining Board
TED - Terminal Eligibility Date
TEF - Training Experience Factor
TG - Trainee Guide
TIR - Time in Rate
TNPQ - Temporary Not Physically Qualified

TO - Training Officer
TPFDD - Time Phase Force Deployment Data
TRACAT - Training Category
TRC - Training and/or Retired Category
TRR - Training Resource Request
TRUIC - Training Unit Identification Code
TSN - Training Sequence Numbers
TTE - Technical Training Equipment
TTT - Train the Trainer
UCMJ - Uniform Code of Military Justice
UIC - Unit Identification Code
UMA - Uniform Maintenance Allowance
UMUIC - Unit Mobilization Unit Identification Code
UNSAT - Unsatisfactory
UPC - Urinalysis Program Coordinator
USC - United States Code
USERRA - Uniformed Services Employment &
Reemployment Rights Act
USMC – United States Marine Corps
USMMA – United States Merchant Marine Academy
(Kings Point)

USNA - U.S. Naval Academy
USNR - United States Naval Reserve
USNR-R - United States Naval Reserve Inactive
USTRANSCOM - U.S. Transportation Command
UTO - Unit Training Objectives
UTS - Unit Training Schedule
UTTS - Unit Training Tracking System
VA - Veterans Administration
VEAP - Veteran's Educational Assistance Program
VERTREP – Vertical Replenishment
VISA – Voluntary Intermodal Sealift Agreement
(MARAD)
VGLI - Veterans Group Life Insurance
VOTECH - Vocational/Technical
VTU - Volunteer Training Unit
WARNORD - Warning Order
WST - Weapons System Trainer
XO - Executive Officer
XOI - Executive Officer's Investigation

New Acronyms:

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Appendix C - Additional Qualification Designation (AQD) Codes

Ref: NAVPERS 15839: MANUAL OF NAVY OFFICER MANPOWER AND PERSONNEL
CLASSIFICATIONS
Web:
CAC:

Introduction: ADQs are a great way to demonstrate diversity. ADQs come in many shapes and
sizes and are annotated in your OSR. The most relevant AQD for SSOs is your license. There
are several other opportunities to obtain AQDs and SSOs are encouraged to enhance their naval
skills to obtain such as applicable throughout one's career. As an SSO, you are required to
ALWAYS have a current license in your Official Military Personnel File, thus ensuring you
always have a minimum of one AQD in your record.

AQD's are codes assigned and recorded in an Officer's service record based upon qualified
military or civilian experience and education. They identify unique qualifications, skills and
knowledge that an individual may possess beyond what is represented by their Officer Data Card

or that may be required to perform the duties and/or functions of a billet beyond those implicit in the billet designator, grade, NOBC, or subspecialty.

AQD codes also document specific skills of record of qualifications. With the consolidation of all SSP Officers under the designator of 1665, ADQ's will be the primary means of distinguishing between professional qualifications such as Deck and Engineering licenses.

Application and request procedures: Officers may request an AQD by submitting a letter, with supporting documentation and endorsements, as specified in references (a) and (b) to PERS-911 [a sample formatted letter is included below].

Mail or Fax your request to:

>Commander Navy Personnel Command (Pers-911)
>5720 Integrity Drive
>Millington, TN 38055
>Fax: (901)874-2753

NOTE: While the format is identical, NOBC's and AQD's should be requested in separate correspondence. No more than five NOBC's/AQD's should be requested at a time.

- Upon approval, the AQD will be entered into the Officer's permanent record by PERS-911C.

- For more detailed information, refer to http://www.npc.navy.mil/CareerInfo/ReservePersonnelManagement/Officers/CareerProgression/ or call PERS-911 at 1-800-535-2699.

Additional Qualification Designators (AQD) Codes for SSO's

MERCHANT MARINE First Character: T

AQD codes having the first character "T" are used to indicate an Officer of any designator in any grade holding a current U.S. Coast Guard license as a deck or engine Officer of the merchant marine. Deck Officer licenses are for oceans, unlimited tonnage, except as noted. Engine Officer licenses are unlimited horsepower, except as noted.

CHARACTER					CRITERIA		PRIMARY CONSULTANT	CONSULTANTS
1ST	2ND		3RD					
T	CODE	TITLE	CODE	TITLE	BILLET	OFFICER		
T	D	Deck Officer	L	Master, Limited	N/A	Licensed Master, Limited tonnage.	N42, N131E	CNSRF, COMSC
T	D	Deck Officer	M	Master	Requires an Officer with TDM code.	Licensed Master	N42, N131E	CNSRF, COMSC

T	D	Deck Officer	1	Chief Mate	Requires an Officer with TDM or TD1 code.	Licensed Chief Mate	N42, N131E	CNSRF, COMSC
T	D	Deck Officer	2	Second Mate	Requires an Officer with TDM, TD1 or TD2 code.	Licensed Second Mate	N42, N131E	CNSRF, COMSC
T	D	Deck Officer	3	Third Mate	Requires an Officer with TDM, TD1, TD2, or TD3 code.	Licensed Third Mate	N42, N131E	CNSRF, COMSC
T	E	Engineer Officer, Steam	E	Chief Engineer	Requires an Officer with TEE code.	Licensed Chief Engineer, steam	N42, N131E	CNSRF, COMSC
T	E	Engineer Officer, Steam	L	Chief Engineer Limited	N/A	Licensed Chief Engineer, steam, limited	N42, N131E	CNSRF, COMSC
T	E	Engineer Officer, Steam	1	First Assistant Engineer	Requires an Officer with TEE or TE1 code.	Licensed First Assistant Engineer, steam	N42, N131E	CNSRF, COMSC
T	E	Engineer Officer, Steam	2	Second Assistant Engineer	Requires an Officer with TEE, TE1 or TE2 code.	Licensed Second Assistant Engineer, steam	N42, N131E	CNSRF, COMSC
T	E	Engineer Officer, Steam	3	Third Assistant Engineer	Requires an Officer with TEE, TE1, TE2, or TE3 code.	Licensed Third Assistant Engineer, steam	N42, N131E	CNSRF, COMSC
T	F	Engineer Officer, Steam	E	Chief Engineer	Requires an Officer with TFE code.	Licensed Chief Engineer, motor	N42, N131E	CNSRF, COMSC
T	F	Engineer Officer, Steam	L	Chief Engineer, limited	N/A	Licensed Chief Engineer, motor, limited	N42, N131E	CNSRF, COMSC
T	F	Engineer Officer, Steam	1	First Assistant Engineer	Requires an Officer with TFE or TF1 code.	Licensed First Assistant Engineer, motor	N42, N131E	CNSRF, COMSC
T	F	Engineer Officer, Steam	2	Second Assistant Engineer	Requires an Officer with TFE, TF1 or TF2 code.	Licensed Second Assistant Engineer, motor	N42, N131E	CNSRF, COMSC
T	F	Engineer Officer, Steam	3	Third Assistant Engineer	Requires an Officer with TFE, TF1, TF2, or TF3 code.	Licensed Third Assistant Engineer, motor	N42, N131E	CNSRF, COMSC

Format for Requesting Assignment of an AQD

Font: Courier New
Size: 12 pt

```
08 Feb XX

From: Rank, Name, USN, SSN/1665

To: Commander, Navy Personnel Command (PERS-911)

Via: (1) Commander Navy Reserve Forces Command (N14)
        (2) OPNAV N42E

Subj: APPLICATION FOR ASSIGNMENT OF ADDITIONAL QUALIFICATION DESIGNATION
(AQD)

Ref:  (a) BUPERSINST 1001.39F
      (b) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel
Classifications

Encl: (1) Supporting Documentation [Copy of License, etc].
   1. Per references (a) and (b), I request assignment of Additional
      Qualification Designation (AQD) [specify number and description from
      reference (b)] (See NOTE).
          a. TD2 / 26NOV02-PRESENT / Merchant Marine, Deck Officer, Second
             Mate:
   2. Military schooling appropriate to this AQD: (If applicable; provide
      course title, number, dates, and location, both Active Duty and
      active points credited.)
   3. Military correspondence courses appropriate to this AQD: (If
      applicable; provide title, number, date completed, and number of
      retirement points credited.)
   4. Practical experience appropriate to this AQD:
          a. Active Duty: (Provide dates, locations, billets, or duties that
             are appropriate to this AQD.)
          b. Annual Training (AT)/Active Duty Training (ADT): (Provide
             dates, locations, and duties appropriate to this AQD).
          c. Inactive Duty experience: (Indicate experience gained during
             drills, Inactive Duty Training Travel, etc., relating to this
             AQD.)
   5. Other information supporting the request, as appropriate.
                                      (4 spaces down)
                                      (Signature of Member)
```

Appendix D - Navy Officer Billet Classification (NOBC)

Ref: (a) NAVPERS 15839I, Vol. I, Part C
      (b) BUPERSINST 1001.39, Chapter 9
Web: http://www.npc.navy.mil/CareerInfo/ReservePersonnelManagement/Officers/CareerProgression/
Contact: PERS-911: 1-800-535-2699

Introduction: Much like AQDs, NOBCs are a great way to capture your diversity of skills, knowledge, and experience offered to the Navy. NOBCs are reflected on your official naval record and are used during competitive processes such as promotion boards, APPLY boards, and even education boards as opportunities to differentiate one sailor's value to the Navy vice another. NOBCs are not required, but strongly encouraged an SSO gains new skill sets and or knowledge from one's civilian career or Navy career.

Navy Officer Billet Classifications (NOBC's): These codes identify Officer Billet requirements and Officer occupational experience acquired through experience obtained while serving on duty in a coded billet, or through a combination of education and experience.

An NOBC provides a general description of duties performed while serving in a coded billet. It is not meant to cover every duty required of the job nor is every duty listed necessarily a requirement of the billet. Similarly, an NOBC in an Officer's record does not necessarily indicate that the Officer has experience in every duty listed in the definition. The NOBC identifies a group of Officer Billets which are similar but not necessarily identical in scope and nature of duties.

- Each NOBC consists of a four-digit code, a long title, an ADP short title and a definition. The first digit identifies the field, the second digit identifies the group within the field and the third and fourth digits indicate the specific billet classification within the group. NOBC titles and definitions reflect billet titles and several representative duties.
- NOBC's earned on Active Duty are automatically transferred to the IMAPMIS data file for Reserve Officers.
- Reserve Officers on Inactive Duty may request a new NOBC using a standardized NOBC request letter. If applying for an NOBC related to a current billet, documentation must be provided that shows the member is filling that billet (e.g., RUAD or FITREP). If applying for an NOBC not related to a current billet requirement, supporting documentation (e.g., FITREP, designation letter, course completion certificate) must be included with the request. Certain NOBC's require specific criteria to be met before assignment can be made.

Application and request procedures: Officers may request an NOBC by submitting a letter, with supporting documentation and endorsements, as specified in references (a) and (b) to PERS-911 [a sample formatted letter is included below]. Mail or Fax your request to:

> Commander Navy Personnel Command (Pers-911)
> 5720 Integrity Drive
> Millington, TN 38055
> Fax: (901)874-2753
>
> **NOTE:** While the format is identical, NOBC's and AQD's should be requested in separate correspondence. No more than five NOBC's/AQD's should be requested at a time.

Upon approval, the NOBC will be entered into the Officer's permanent record by PERS-911C.

Appendix E - Mobilization

Ref: (a) 10 U.S.C.
    (b) 46 U.S.C. 1132
    (c) OPNAVINSTR 3060.7B
    (d) CNO N1 MOB Guidance (CNO //N1// 032120DEC01)
        (e) Uniformed Services Employment and Reemployment Rights Act of 1994
    (USERRA, 38 U.S.C. § 4301 – 4335)
        Web:
        https://wwwa.nko.navy.mil/portal/individualreadyreserve/home/irrmobilization
  http://www.esgr.org/userra.asp

Mobilization Authority: In accordance with federal law (Title 10 US Code) and DoD Directives, all Individual Ready Reserve (IRR) members are eligible for involuntary recall to Active Duty.

Definition: Mobilization is the process of bringing the Armed Services to a state of readiness for operational missions, contingencies, emergencies, or war. Mobilization includes getting reservists on active duty following either total/full/partial/selective or Presidential Recall (PRC) and Active Duty for Special Work (ADOS).

The Uniformed Services Employment and Reemployment Rights Act of 1994: This is a federal law intended to ensure that persons who serve or have served in the Armed Forces, Reserves, National Guard or other "uniformed services:" (1) are not disadvantaged in their civilian careers because of their service; (2) are promptly reemployed in their civilian jobs upon their return from duty; and (3) are not discriminated against in employment based on past, present, or future military service. The federal government is to be a "model employer" under USERRA (38 U.S.C. § 4301).

■ A requirement of USERRA (38 U.S.C. 4334) is for Employers to "provide to persons entitled to rights and benefits under this chapter a notice of the rights, benefits, and obligations of such persons and such employers under this chapter.

■ Contact Information: Ombudsman Services 1-800-336-4590 [opt 1]; USERRA@osd.mil; or ATTN: Ombudsman Services, 1555 Wilson Blvd, Arlington, VA 22209

Mobilization Checklist

For: Mobilization Preparedness
    Contact: 1-800-535-2699
    Email: MILL_IRRMOBCELL@navy.mil

Activation/Mobilization Checklist: While not all-encompassing, this checklist identifies the basic measures that all SSO Officers should take proactively in order to ensure that they are prepared to respond to a short notice mobilization order.

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).
- ❏ Current valid (unexpired) U.S. Merchant Marine License, Merchant Mariner's Document (MMD/Z-Card), STCW Letter and Transportation Worker's Identification Credential (TWIC).

Service Record/PSD:

- ❏ Certification of discharge/separation (DD-214) for all former periods of active duty.
- ❏ Your birth certificate or passport (for those deploying OCONUS).
- ❏ 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).
- ❏ Updated Emergency Contact Information (Page 2).

Security Clearance: If you currently or previously held a security clearance, always maintain a copy of your completed SF-86 form.

- ❏ Certified copy of naturalization papers (if applicable).
- ❏ 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.

Legal Documents: Advance planning is key. There will likely not be time to get all of the necessary legal documents in place once an Officer has been notified of impending activation/mobilization. Time spent in advance will ensure that your family is appropriately protected in the event of an incident.

- ❏ Location of current valid Will, Advanced Medical Directive, Living Will, etc.
- ❏ Copy of current power(s) of attorney (business arrangements/tax filing/child care/real estate/family medical emergency care/household goods and POV storage).

❏ Documentation to support potential legal issues, such as loss of college tuition assistance, loss of security deposit on lease, loss of employee medical benefits.

Medical:
❏ Military Medical and Dental Records are up to date and available. Include copies of significant civilian medical and dental records which may not be reflected by your military records.
❏ Verify Defense Eligibility Enrollment Reporting System (DEERS) information for self and family members DEERS.
❏ 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(s) in available Navy/DOD programs.
❏ Documentation of enrollment in TRICARE SELRES Dental Program (TSRDP).

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)).

Appendix F - Additional Uniform Requirements

Ref: Navy Personnel Command > Uniform Regulations
Web: https://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/Pages/default.aspx
CAC: Not required

It is very important to respect the uniform that we don. There are times that we may forget what can and cannot wear, so here is a synopsis of the common additional uniform requirements. Do not make up your own uniform. Always carry extra items with you on orders.

1. Black gloves may be worn with all authorized Navy outerwear during inclement weather.

2. For male and females, socks color shall match service shoes, except khaki socks shall be worn with brown shoes. For females, when wearing slacks with dress or formal shoes (pumps or flat), hosiery is required. When wearing slacks with service shoes (oxford), socks are

required. When wearing skirts, hosiery is required instead of socks and a slip if the skirt worn is unlined.

3. Navy black relaxed fit jacket (55/45% poly/wool with stand-up knit collar and knit cuffs/bottom) is authorized for wear in lieu of the Service Dress Blue coat. The black V-Neck sweater is an optional item which may be worn with this combination. The black relax fit jacket is authorized for daily wear to and from work, in public places and for attending working level meetings/briefings, but is not authorized for ceremonies, high level meetings/briefings, or when conducting business on Capitol Hill. The navy blue garrison cap may be worn optionally when the Navy black relaxed fit jacket and/or black V-neck sweater is worn in lieu of the Service Dress Blue coat.

4. Navy black V-Neck sweater is authorized for wear in lieu of the Service Dress Blue coat. The sweater is authorized for daily wear to and from work, in public places and for attending working level meetings/briefings, but is not authorized for ceremonies, high level meetings/briefings, or when conducting business on Capitol Hill. The only outer garments authorized when wearing the sweater are those outer garments authorized with the basic uniform. The navy blue garrison cap may be worn optionally when the black V-neck sweater is worn in lieu of the Service Dress Blue coat.

5. Must be uniform throughout the command.

6. Cufflinks and studs are worn on women's new pleated style formal white shirt.

7. The wearing of Navy headgear with Working Coveralls is optional. When doing so in a designated covered area, salutes are required to be rendered. Headgear worn with Working Coveralls will be per current Navy uniform policy guidelines.

8. The Knit Watch Cap is worn with the following outerwear only: reefer, overcoat/bridge coat, peacoat, All Weather Coat, Cold Weather Parka and NWU Parka.

9. Commencing 1 October 2018, the black cold weather parka transitions to standard Navy outerwear worn with Service and Service Dress Uniforms. The Navy all weather coat, peacoat and reefer will be optional outerwear garments worn with uniforms per current uniform policy guidelines.

10. The logo on the Navy sweatshirt and pants is silver reflective lettering. The current designed sweat pant and shirt with official US Navy Seal with the Bald Eagle clutching a horizontal fouled anchor surrounded by chain links in silver and gold and "NAVY" letters in gold and silver centered on the back are authorized for wear as long as they are serviceable.

NWU Type III

1. The following headgear may be worn with the NWU:

(1) Eight point cap with the Anchor, USS CONSTITUTION, and Eagle (ACE) logo will be worn squarely on the head so that the visor is on a line and just above the level of the eyes.

(2) Navy knit watch cap, when authorized by appropriate authority, will be worn during cold weather conditions that may result in personal injury if not worn. The watch cap will be worn diagonally from the base of the back of the head, across the ears and on the forehead. Rank/rate insignia is not authorized to be worn on the watch cap.

(3) Navy and Command Ball Caps are authorized for wear with the Navy Working Uniform (NWU) as optional headgear. Wear squarely on the head, with bottom edge parallel to and 1-1/2 inch above the eyebrows. The eight-point cover will remain the basic uniform component cover for the NWUs and thus will be the only appropriate cover for personnel uniform inspections and special occasions where Sailors are ordered to wear their NWUs to ensure a uniform appearance within the command.

2. Undershirts will be coyote brown for NWU Type II/III, cotton, quarter-length sleeve, with an elliptical (crew-neck) collar. Organization issued or personally purchased thermal underwear is authorized to be worn underneath the NWU undershirt and trousers. Thermal underwear will not be visible when worn underneath the undershirt.

3. Socks shall be black and extend above the top of the 9 inch safety boot to ensure comfort.

4. The normal wear of the NWU shirt is outside the waistband of the NWU trousers. When directed by appropriate authority, the shirt will be worn inside the trouser waistband (tucked in). Sleeves may be worn rolled up as directed by appropriate authority. When authorized, NWU sleeves will be rolled (cuff right-side out) forming a 3 inch wide band covered by the cuff of the shirt (the outside fabric of the NWU will show). The termination point of the roll is approximately 2 inches above the elbow. This manner of sleeve roll presents a short sleeve appearance and facilitates expeditious de-rolling and fastening during emergent situations.

5. The normal wear of the NWU trousers is fastened fully on the waist with a belt buckled centered over the trouser fastener. The trouser legs shall be bloused with blousing straps so the blouse covers the top three rows of eyelets. When authorized to wear the trousers unbloused, the trouser leg length will not extend below the bottom of the safety boot heel.

6. Personnel E1-E6 will wear the 1-1/4 inch black cotton or nylon woven belt, with silver finished tip, and silver finished closed-face buckle. Officers and chief petty officers will wear a khaki cotton or nylon woven belt with gold tip and gold closed-face buckle. Properly worn, the belt tip will not extend outward beyond the belt buckle to expose the (black or khaki) belt material. A plain or decorated buckle with appropriate naval insignia, designs, the individual's present command, or if stationed ashore a previous sea command/squadron, or devices to which the wearer is entitled, may be authorized for optional wear. The Rigger's Belt is authorized for

optional wear. For E1-E6 the belt is either a 1 3/4 inch wide black woven, with a subdued black finished buckle, or a 1 3/4 inch wide with forged steel buckle, D-ring and hook and loop fastener (Velcro) design. For Officers and CPOs, the belt is either a 1 3/4 inch wide coyote woven, with a subdued black finished buckle, or a coyote 1 3/4 inch wide with forged steel buckle, D-ring and Velcro fastener design. The excess end of the fastening tip will be oriented to the left of the buckle of the body of the wearer. When worn, the belt tip will not extend beyond 2 inches from the buckle.

7. Authorized footwear worn with the NWU include: black leather safety boots (steel toed) are the standard boots worn with the Navy Working Uniform (NWU) Type III for CONUS and U.S. territories. Authorized black safety boots include the 9-inch black smooth leather NWU boot, the 9-inch black rough-side-out leather NWU boot and the 8-inch flight deck safety boot. Black leather safety boots (steel toed) are sea-bag-required items and are required afloat and ashore in environments mandating safety shoe wear. Smooth leather boots will be blackened and buffed. Bootlaces will be laced and tucked in a manner to present a well-kept appearance. Refer to the Uniform Matters Website (Authorized Boot Listing) for the list of authorized optional boots that may be worn with the NWU Type III per Commanding Officer discretion.

8. Rank/rate insignia:

Effective 1 October 2019, wear the cap with the ACE logo and no rank insignia will be worn on the cover. NWU Embroidered rank/rate chest insignia is worn on the NWU Type III Shirt, Parka, and Fleece as described below. NWU rank-insignia is embroidered in black thread on fabric matching the NWU camouflage pattern with the exception that the pattern will not contain black pixels, unless otherwise authorized. The O6 NWU rank insignia embroidered in silver thread may be worn as an optional uniform item in non-tactical environments only.

(1) Embroidered rank/rate chest insignia (NWU Type III) will be worn by personnel E4-O10.

a. Rear Admirals will wear the regular size embroidered grade insignia. Vice Admirals and Admirals will wear a slightly smaller size insignia to properly fit on the chest tab. On the NWU Type III, the rank tab is inserted into and pulled through the slip-on chest insignia. The chest insignia is then centered over the rank tab.
b. Line officers (O1-O6) will wear the regular size embroidered grade insignia.
c. Staff corps officers and warrant officers will wear only the grade insignia on the rank tab with the exception of Chaplains. Chaplains are authorized to wear the Chaplain Staff Corps Insignia above their grade insignia.c. Staff corps officers and warrant officers will wear only the grade insignia on the rank tab with the exception of Chaplains. Chaplains are authorized to wear the Chaplain Staff Corps Insignia above their grade insignia.

d. Chief Petty Officers will wear the standard chest insignia

e. Petty officers will wear the standard chest insignia on the NWU Type III.

f. Enlisted rating specialty insignias and staff corps devices (except Chaplains) are not authorized to be worn.

9. The appropriate breast insignia will be embroidered in the applicable color and worn as follows:

(1) Command insignia (Command at-Sea, Command Ashore/Project Manager) is worn on the NWU shirt above the right pocket centered 1/4 inch above the name tape. Post-tour command insignia may be worn on the left pocket flap of the wearer, 1/4 inch below the top of the pocket. When authorized to wear two warfare insignias and the post-tour command insignia, the post-tour command insignia may be worn centered on the left pocket flap 1/4 inch below the top of the pocket.

(2) When authorized, a maximum of two warfare/qualification insignia may be worn on the NWU shirt. The size of the fabric on which they are embroidered will be of the NWU pattern, rectangular, and the approximate size of the breast insignia with no more than 1/4 inch of fabric on either side of the embroidery. The primary breast insignia will be worn centered above and flush with the "U.S. Navy" service tape on the shirt. The secondary breast insignia may be worn below, flush and centered under the primary warfare insignia and flush with the top of the service tape (double stacked). The NWU is the only uniform in which two warfare insignias may be worn in this manner. Primary and secondary warfare insignia positions will be as prescribed in article 5201.2.c.(3). The secondary warfare insignia may optionally be worn centered on the left pocket flap 1/4 inch below the top of the pocket. Eligible enlisted Sailors may wear an authorized identification badge centered on the left pocket flap 1/4 inch below the top of the pocket. When wearing an identification badge, no other device is authorized for wear on the pocket flap.

10. Identification Badges: the following identification badges are authorized to be worn on the NWU: Navy/Fleet/Force/Command Master, Senior, Chief badges, Command Career Counselor, Recruit Division Commander, and security/law enforcement. The wearing of authorized badges are as follows:

(1) All enlisted personnel will wear identification badges on the NWU shirt centered on the wearer's left pocket flap.

(2) All officers will wear identification badges above the wearer's right pocket centered 1/4 inch above their name.

11. Identification markings: identification markings will be embroidered in approximately 3/4 inch block letters on approximately 1-1/4 inch wide fabric strips uniform. Names exceedingly long can be embroidered in approximately 1/2 inch letters. Proper locations of fabric strips are as follows:

(1) NWU Shirt:

(a) Wearer's surname will be sewn centered above and flush with the top of the wearer's right shirt pocket.

(b) "U.S. Navy" will be sewn centered above and flush with the top of the wearer's left shirt pocket.

(c) Rating badges will not be worn or stenciled on the NWU.

(d) Authorized (current assignment) force or command/unit patch may be worn on the wearer's right breast pocket. The size of the patch shall not exceed 3 to 3-1/2 inches in length/width/diameter. When worn, the patch will be sewn centered on the pocket below the pocket flap to allow for easy removal and minimum expense.

(2) NWU Trousers: the wearer's surname will be sewn centered above and flush with the top of the right rear trouser pocket.

12. The matching NWU Type III-pattern parka is authorized outerwear worn with the NWU. When wearing the parka, close the zipper at least 3/4 of the way. It has a detachable black fleece liner that provides extra comfort and protection during extremely cold conditions. The accompanied black fleece liner is the only liner authorized to be worn with the NWU. The parka is equipped with a fold-out hood located inside the Velcro closure section of the collar. The hood is designed to provide additional protection during inclement weather conditions. To ensure its watertight integrity, puncturing, pinning, or sewing items to the parka is not authorized, except on the pocket flap and rank tab.

13. The black fleece liner is also authorized to be worn as a stand-alone outer garment with the NWU. When worn as an outer garment, it will be placed over the NWU blouse zippered at least 3/4 of the way, and will include a sewn-on rank tab. E4 and above personnel will wear their rank via slip-on NWU Type III-matching pattern rank insignia over the rank tab. As a liner, the fleece will be worn zippered into the Parka to provide extra comfort and protection during inclement

weather conditions. Black gloves (leather and non-leather) are authorized to be worn when weather conditions warrant.

14. Navy uniform regulations grooming standards apply when wearing the NWU.

15. For environmental extremes the following modifications are authorized when granted by appropriate authority (regional commander/commanding officer).

> (1) The NWU shirt may be removed on job sites or in work spaces.

> (2) NWU trousers may be worn unbloused on job sites or in workspaces

> (3) During the winter or inclement periods, the parka hood is authorized for wear in addition to headgear. Black leather gloves are authorized.

16. Aiguillettes: At commander's discretion, aiguillettes are authorized for wear with NWU shirt and parka by personnel assigned to billets in which aiguillettes are a prescribed uniform item. Puncturing the outer shell of the parka will result in compromising the watertight integrity of the garment.

Physical Training Uniform (PTU)
Ref: https://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/chapter3/MaleEnlisted/physicaltraining/Pages/ME_PhysicalTraining.aspx

Refer to new guidance with Navy Personnel Command (NPC) for new PTU guidance.

Reminders:
- Members cannot mix and match the shirts and shorts with components of the current standard physical training uniform.
- Members cannot wear the new blue shirt with the older shorts that have a silver Navy logo, or the yellow shirt with the new shorts sporting a gold logo.
  - The rule does not apply when the shirts or shorts are worn as civilian clothing.

Appendix G- Education: Correspondence Courses (My Navy Portal/ eLearning)

NETC
        Correspondence courses are a great way to fill in any gaps you have in obtaining a good year. Use these sparingly as there are only so many available to claim credit for during your career. It is best to have a personal tracker to keep track of the courses you have completed, despite the system claiming to maintain a transcript. Also consider maintaining a repository of all certificates once a course is completed. You will need the certificates to submit for points to the SSOF Program Office.

Web: https://www.netc.navy.mil/

Phone: 1-877-264-8583
Email: NRTC@navy.mil

Web: https://learning.nel.navy.mil/ELIAASv2p/?utm_source=mnp%20public
CAC: Required
JKO: https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf?utm_source=mnp%20public
CAC: Required

Navy eLearning (NeL)

MyNavy Portal (MNP) Navy eLearning (NEL) Courses

eLearning is a limited repository of courses, some of which are required for SSOs (such as MSC 101). These courses are slightly more intense than CNET courses and usually require a test at the conclusion along with several "knowledge checks" while working through the content. These courses are intended to be more focused on maritime specific content and valuable for SSOs interested in becoming Tactical Advisors or TACADs.

e-Learning Courses:

- Go to the https://learning.nel.navy.mil/ELIAASv2p/?utm_source=mnp%20public once logged into the website, click the "Navy E-learning" link under the "Learning" tab.
- Once logged into Navy E-learning, click "View All Items" option.
- You can select from over 800 courses. Clicking on a course will display course specific details.
- From there, click on "ENROLL."
- From the My Enrollments tab, click the "Launch" link to begin your selected course.

  NOTE: Be aware, you should not close any of the screens that pop-up as this will log you out of the class. Also, there are certain courses on NKO that will give you a failing grade if you do logoff after you take an exam that you did not achieve the minimum grade on. If this happens, you will need to re-enroll in that course.

Course Completion:

- Once you complete the course and exam, it is recommended that you log out and log back in. Once you do so, you should click on Navy E-learning, click the "Learning" tab.
- At the top of the screen, you can select MY TRANSCRIPTS. You should see your completed course certificate and you can then print it out. You should change your print option to landscape.

Retirement Point Credit for NKO Courses

Appendix H

Web: https://app.prod.cetars.training.navy.mil/cantrac/vol2.html
CAC: Required

Introduction: CANTRAC courses although a bit out of the routine correspondence courses, can be an insightful and fulfilling opportunity to supplement your SSO career. In some cases, such as required leadership courses (EVERY sailor (even SSOs) are required to complete a rank appropriate Navy leadership every five years). If approved, the member will be placed on orders (with travel) to attend. In most cases these classes will be CNRFC funded. Due to popularity, the member may have to submit an application for courses like Joint Professional Military Education (JPME) I and JPME II.

Catalog of Navy Training Courses (CANTRAC): CANTRAC permits authorized users the ability to search for Formal Navy Training Course (i.e. courses that you physically attend at a school location) information as well as Navy E-Learning Courses.

- To access CANTRAC, log on to NKO, click on the "Learning" tab. There will be a link to the CANTRAC site on the left. You can then log onto the CANTRAC Website.
- For more information or assistance, contact sfly.cetarsmgmt@navy.mil or call 1-877-253-7122 select option 2, then option 2.

Course/School Registration: Before submitting an application in NOWS or NROWS, use CANTRAC as a research tool. Write down the following data referencing your target course: CIN/Course Title, CDP/PCDP (Location), Seq. Number (class number: 2004050, for example), (class convene) Date. Submit this information to your Reserve Unit Training Department. Training Departments can access the procedures for quota reservations at the COMNAVRESFORCOM N7 Education and Training webpage on the Navy Reserve Website.

NOTE: Members submitting an application in the NAVY ORDER WRITING SYSTEM (NROWS) will NOT ensure you a seat in the class.

Navy Central Quota Control (CQC) Contact Info	
TYPE COURSE	**D, F, or T**
QUOTA AUTHORITY	**CQC East Coast, TSC Hampton Roads Det Norfolk:**
LOCATION	**EAST COAST** *** Fleet schools taught at FCTCLANT, FTC Norfolk, EWTGLANT, LTA Hampton Roads, NAVLEADTRUNIT Little Creek, NAVOSHENVTRACEN Norfolk, NAMTRAUNIT Norfolk, and SUBTRAFAC.**
TELEPHONE LISTING	COMM:(757)445-7353 DSN: 565-7353
Email	tschrquotas@navy.mil

TYPE COURSE	**D, T, or F**

QUOTA AUTHORITY	CQC West Coast: TSC San Diego
LOCATION	**WEST COAST** *** Fleet schools taught at FCTCPAC, FLEASWTRACEN, NAMTRA UNIT NORTH ISLAND,NAVLEADTRAUNIT CORONADO, NAVSUBTRACENPAC DET, FITCPAC, FTC San Diego and LTA San Diego for the Armed Sentry course only.** *** Classes with a location of Japan should contact** quota@fe.navy.mil **or DSN (315)243-7383 or COMM (011-81)46-816-7383 for information concerning schedules or convening dates.**
TELEPHONE LISTING	DSN: 526-0594 COMM: (619) 556-0594
Email	tscsd.quotas@navy.mil

TYPE COURSE	**D, T, and F**
QUOTA AUTHORITY	**Production Management Office (PMO)**
LOCATION	**ALL OTHER LOCATIONS NOT LISTED ABOVE**

TELEPHONE LISTING	COMM: (901)874-2429, (901)874-3654, (901)874-2349, (901)874-2169, (901)874-2205. DSN is 882.

Quota Control Contact Data for other Services' Schools	
QUOTA AUTHORITY	**Production Management Office (PMO)**
Air Force Requests	COMM: (901) 874-4897 DSN: 882-4897 e-mail: air_force_requests@navy.mil
Army Requests	COMM: (901) 874-4750 DSN: 882-4750 e-mail: army_requests@navy.mil
TYPE COURSE	**A, C, or G**
QUOTA AUTHORITY	**BUPERS [Detailers]**
LOCATION	(see website below)
TELEPHONE LISTING	(see website below)

URL	http://www.bupers.navy.mil/pers4/

Appendix I - Education: My Navy Portal (eLearning)

Web: https://learning.nel.navy.mil/ELIAASv2p/?utm_source=mnp%20public
CAC: Required

E-Learning Courses:
- Go to the eLearning website as detailed above
- Click on the Course Catalog tab at the top left of the site
- Search for the desired course and click Enroll once you find it.
- Click back to the "My Learning" at the top left
- On the bottom right of this screen you should see your enrolled courses
- Click "Launch" to begin your training

Course Completion:
- Once you complete the course and exam, it is recommended that you log out and log back in. Once you do so, you should click on Navy E-learning, click the "Learning" tab.
- At the top of the screen, you can select MY TRANSCRIPTS. You should see your completed course certificate and you can then print it out. You should change your print option to landscape.

Retirement Point Credit for eLearning Courses:

Ref: MNP: https://my.navy.mil/
     JKO: https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf?utm_source=mnp%20public
CAC: Required

In order to receive credit for courses taken on eLearning, you will be required to send in a cover letter along with a copy of your completion certificate to the N14 Program office via the Virtual NOSC Drop Box.

The point value of certain courses may change from year-to-year; this is set My Navy Portal eLearning. The eligibility of the SSOF to gain credit for courses also changes from year-to-year, and this is controlled by the CNRFC N14 Program Office. N14 periodically distributes a list of approved correspondence courses for the SSOF Program. This list can also be found on the N14 Website. Other resources include Joint Knowledge Online (JKO),

Appendix J - Education: Joint Professional Military Education (JPME)

Ref: CJCSI 1800.01C, Officer Professional Military Education Policy- Chairman of the Joint Chiefs of Staff Instruction 1800.01C - OPMEP

Web: Listed below respectively to each course.

Introduction: Strategic Sealift Officers are highly encouraged to pursue completion of JPME I prior to screening for promotion to Commander and to taking on difficult Navy Reserve assignments. One of the requirements to qualify under the new Joint Qualification System (JQS) program is to complete Joint Professional Military Education (JPME) Phases I and II. JPME has become a valuable selection trait for promotion at the senior level for Navy Reserve Officers, including SSOs. NAVADMIN 263/04 established the Professional Military Education (PME) continuum for all naval Officers as an essential part of Sea Warrior and the Navy's transformation initiatives. Strategic Sealift Officers are highly encouraged to pursue completion of JPME I prior to screening for promotion to Commander and to taking on difficult Navy Reserve assignments.

Joint Professional Military Education (JPME): Officer Joint PME is based on educational requirements specified in the OPMEP and mandated by the Goldwater-Nichols Defense Reorganization Act of 1986 (established by the Skelton Committee on Armed Services in 1989).

■ Officer JPME consists of five levels: Pre-commissioning, Primary, Intermediate, Senior, and General/Flag Officer. Of the five levels, JPME requirements begin at the Intermediate (LCDR/O-4) level where JPME Phase I credit is available by completing a Service Command & Staff College (resident or non-resident).
■ The Air Force has JPME Qualification Programs available for members.
■ Members can complete NWC in an ADT format vice JPME Correspondence method

JPME Phase I Non-Resident Education Programs:

■ U.S. Air Force Air Command and Staff College: This is the senior professional school in the Air Force. Some 260 senior U.S. military Officers, civilians and Officers from about 40 nations attend the 10-month school each year in residence. Another 4,000 Officers attend through seminar and correspondence programs. Contact: Director of Student Affairs, Air War College, 325 Chennault Circle, Maxwell Air Force Base, AL 36112-6427; (334) 953-5458; http://www.acsc.au.af.mil/distance-learning.asp#Info.

■ **U.S. Army War College:** This College provides educational outreach to nearly 7,000 students, program participants and senior visitors each year. About 300 students from all services, other U.S. government agencies and international militaries take the 10-month resident class. The college operates a nonresident course open to reservists. Contact: Registrar, U.S. Army War College, 122 Forbes Ave., Carlisle, PA 17013-5234; (717) 245-4209; http://www.carlisle.army.mil/

■ **U.S. Army Command and General Staff College:** U.S. Army Combined Arms Center Non-Resident Programs, FT Leavenworth, KS (913) 758-3401 http://usacac.army.mil/cac2/cgsc/dde/index.asp

- **U.S. Marine Corps War College:** This 10-month, senior service school provides Phase I (Senior Level) Joint Professional Military Education. Contact: Director, Marine Corps War College, C401, MCU, 2076 South St., Suite 2, Quantico, VA 22134-5067; (703) 784-4081 or (703) 784-4082; http://www.mcu.usmc.mil/default.aspx and http://www.tecom.usmc.mil/mcu/mcwar/default.htm .

- **Naval War College:** This senior U.S. Navy school is for members at pay grades O-4, O-5, O-6 and career civilian equivalents. Qualified graduates of the College of Naval Warfare and College of Naval Command and Staff are awarded Master of Arts degrees in National Security and Strategic Studies and Phase I Joint Professional Military Education certification.

- Contact: College of Distance Education, Naval War College, 686 Cushing Road, Newport, RI 02841-1207; Email cde@nwc.navy.mil

  - ❏ The Naval War College Distance Education Program is available to actively drilling Reserve Officers. Reserve Officers may complete two programs to receive Phase I Joint Professional Military Education certification. http://www.nwc.navy.mil/academics/colleges/cde/overview.aspx

  - ❏ The three-year Fleet Seminar Program is offered at 19 locations in the U.S. On top of receiving JPME Phase I certification, students can complete elective requirements to receive A Master Of Arts Degree in National Security and Strategic Studies. The Web-enabled correspondence program lasts 18 to 24 months and leads to JPME Phase I certification.

JPME Phase II Education Programs: Most of the various Services' War Colleges have now also been accredited for JPME Phase II.

- **National Defense University (NDU):** NDU offers advanced national security studies, focusing on policy making and strategy, with an emphasis on joint and interagency perspectives.

- National Defense University's (NDU) Joint Forces Staff College (JFSC) 10-week Joint and Combined Warfighting School (JCWS) is JPME II accredited.

- NDU also operates three Single-Phase JPME courses which grant the equivalent of JPME I and II in a single course. Contact: National Defense University, Building 62, 300 5th Ave., Fort McNair, Washington, DC 20319; (202) 685-4700; NDU Reserve Component JPME Phase II Course.

Appendix K - Navy Professional Reading Program

Web: https://www.navy.mil/ah_online/cno-readingprogram/navyteam.html
http://www.navyreading.navy.mil/
CAC: Not required

Introduction: Although not eligible for points, this tried-and-true collection of literature can be of assistance to any SSO at any rank. In addition to this static reading list, the CNO publishes a reading list annually meant to continually develop sailors in aspects of the Navy's core values and the Sailor's Creed. Not required for advancement, SSOs should consider reading some of the titles on this list to improve soft skills and further develop and or refine skills required of naval officers.

Navy Professional Reading Program: This program was developed to encourage a life-long habit of reading and learning among all Sailors. The suggested books in these collections can provide readers with a deeper understanding and appreciation for naval heritage, the profession of arms, and the complex modern world in which we operate, and have been categorized by experience level as well as the nature of the subject matter.

Selections for Division Leaders (ENS and LTJG)

- Forgotten Continent; The Battle for Latin America's Soul (ISBN: 0300116160)
- Freakonomics: A Rogue Economist Explores the Hidden Side of Everything (ISBN: 006073132X)
- Golden Thirteen: Recollections of the First Black Naval Officers (ISBN: 1557507791)
- Good Shepherd (ISBN: 0870212303)
- Innovator's Dilemma: The Revolutionary Book That Will Change the Way You Do Business (ISBN: 0060521996)
- Longitude: The True Story of a Lone Genius Who Solved the Greatest Scientific Problem of His Time (ISBN: 0140258795)
- On the Origins of War: And the Preservation of Peace (ISBN: 0385423756)
- Savage Wars of Peace: Small Wars and the Rise of American Power (ISBN: 046500721X)
- Shield and Sword: The United States Navy in the Persian Gulf War (ISBN: 1557504857)
- Six Frigates; The Epic History of the Founding of the U.S. Navy (ISBN: 039333032X)
- Two Souls Indivisible: The Friendship That Saved Two POWs in Vietnam (ISBN: 0618562109)
- World is Flat: A Brief History of the Twenty-first Century (ISBN: 0374292884)

Selections for Department/Command Leaders (LT and LCDR)

- Cruel Sea (ISBN: 1580800467)
- Eagle Against the Sun: The American War With Japan (ISBN: 0394741013)
- Execution: The Discipline of Getting Things Done (ISBN: 0609610570)
- Fate of Africa: From the Hopes of Freedom to the Heart of Despair (ISBN: 1586482467)
- From Beirut to Jerusalem (ISBN: 0385413726)
- Imperial Grunts: The American Military on the Ground (ISBN: 1400061326)
- Implementing Diversity: Best Practices for Making Diversity Work in Your Organization (ISBN: 078630460X)
- Jefferson's War: America's First War on Terror, 1801-1805 (ISBN: 0786714042)
- Leadership: The Warrior's Art (ISBN: 0970968213)
- Master and Commander (ISBN: 0393307050)
- One Hundred Years of Sea Power: The U.S. Navy, 1890-1990 (ISBN: 0804727945)

- [Thinking in Time: The Uses of History for Decision Makers](#) (ISBN: 0029227917)
- [1776](#) (ISBN: 0743226712)
- [Aircraft Carriers at War; A Personal Retrospective of Korea, Vietnam, and the Soviet Confrontation](#) (ISBN: 1591143918)
- [Art of the Long View: Planning for the Future in an Uncertain World](#) (ISBN: 0385267320)
- [Dying to Win: The Strategic Logic of Suicide Terrorism](#) (ISBN: 1400063175)
- [Goodbye, Darkness: A Memoir of the Pacific War](#) (ISBN: 0316501115)
- [Great Wall at Sea: China's Navy Enters the Twenty-first Century](#) (ISBN: 1557502390)
- [Moneyball: The Art of Winning an Unfair Game](#) (ISBN: 0393324818)
- [Pursuit of Victory: The Life and Achievement of Horatio Nelson](#) (ISBN: 046503764X)
- [Rethinking the Principles of War](#) (ISBN: 1591144817)
- [Rise and Fall of Strategic Planning](#) (ISBN: 0029216052)
- [Scenarios: The Art of Strategic Conversation](#) (ISBN: 0470023686)
- [Second World War, Volume 1: The Gathering Storm](#) (ISBN: 039541055X)

NOTE: Additional selections grouped by subject are available under the supplemental reading list tab of [Navy Professional Reading Program](#) website.

Downloadable Audio Book Program: Also available to all military personnel, their spouses and families is the Downloadable Audio Book Program. This program provides access to free eBooks, audio books, movies, and music. Popular titles, foreign language lessons, and even children's movies are available for download through Navy eLearning.

- To access the audio books program, log into https://learning.nel.navy.mil/ELIAASv2p/?utm_source=mnp%20public click the link to "Navy Library eContent" on the right side of the page under the "reference" section.

- Next, click the banner that reads "Download eBooks, audio books, music, and video," to access the myriad of titles available. A user account must be created in order to check out materials.

Appendix L - Program Related Legislation, Directives and Instructions

LEGISLATION

Merchant Marine Act of 1936, Title XIII Maritime Education and Training

10 U.S.C. 651: Military Service Obligations

46 U.S.C. §§310.1 to §§310.67.

Title 32 Part 44.1 – 44.5: SCREENING OF THE READY RESERVE

NAVPERS / MILPERS

NAVPERS 15560: MILITARY PERSONNEL MANUAL (MILPERSMAN).

NAVPERS 1566: U.S. NAVY UNIFORM REGULATIONS.

NAVPERS 15839: MANUAL OF NAVY OFFICER MANPOWER AND PERSONNEL CLASSIFICATIONS.

MILPERSMAN 1000-020: PAY AND PERSONNEL RECORD MAINTENANCE RESPONSIBILITIES.

MILPERSMAN 1070: OFFICER RECORDS.

MILPERSMAN 1070-180: OFFICER PHOTOGRAPHS.

BUPERSINST / RESPERMAN / COMNAVRESFOR

BUPERSINST 1610.10: NAVY PERFORMANCE EVALUATION AND COUNSELING SYSTEM MANUAL.

BUPERSINST 1900.8: CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY.

BUPERSINST 1001.39: ADMINISTRATIVE PROCEDURES FOR NAVY RESERVISTS ON INACTIVE DUTY.

RESPERMAN M-1001.5: ADMINISTRATIVE PROCEDURES FOR THE SELECTED RESERVE (SELRES) AND PARTICIPATING MEMBERS OF THE READY RESERVE (IRR).

NAVRESFOR 1534.1: TRAINING AND ADMINISTRATION OF NAVAL RESERVE OFFICERS IN THE MERCHANT MARINE RESERVE, U.S. NAVAL RESERVE (MMR, USNR) PROGRAM.

COMNAVRESFORINST 1571.1: ORDER PROCESSING AND TRANSPORTATION ARRANGEMENTS FOR NAVY RESERVISTS.

COMNAVRESFOR NOTE 5400: APPLY BOARD INSTRUCTIONS.

SECNAVINST

SECNAVINST 1000.7: INTERSERVICE TRANSFER OF COMMISSIONED OFFICERS

SECNAVINST 1001.33: UNIFORM TRAINING AND RETIREMENT CATEGORIES OF THE DEPARTMENT OF THE NAVY RESERVE COMPONENTS

SECNAVINST 1770.5: MANAGEMENT AND DISPOSITION OF LINE OF DUTY BENEFITS FOR MEMBERS OF THE NAVY AND MARINE CORPS RESERVE

SECNAVINST 1920.6: ADMINISTRATIVE SEPARATION OF OFFICERS

SECNAVINST 5510.30: DEPARTMENT OF THE NAVY PERSONNEL SECURITY PROGRAM

OPNAVINST

OPNAVINST 1000.26: FULFILLING THE MILITARY SERVICE OBLIGATION.

OPNAVINST 1534.1: MERCHANT MARINE RESERVE, U.S. NAVAL RESERVE PROGRAM

OPNAVINST 3060.7: NAVY MANPOWER MOBILIZATION GUIDE

OPNAVINST 4630.25: AIR TRANSPORTATION ELIGIBILITY

OPNAVINST 6110.1: PHYSICAL READINESS PROGRAM

DOD Directives

DOD DIRECTIVE 1200.7: SCREENING THE READY RESERVES
(18 NOV 99)

DOD DIRECTIVE 1205.05: TRANSFER OF MEMBERS BETWEEN RESERVE AND (10 APR 95) REGULAR COMPONENTS OF THE MILITARY SERVICES

DOD DIRECTIVE 1215.6: UNIFORM RESERVE, TRAINING AND RETIREMENT (14 MAR 97) CATEGORIES

DOD DIRECTIVE 6000.12: HEALTH SERVICES OPERATIONS AND READINESS (29 APR 96)

DOD Instructions

DOD DIRECTIVE 1000.13: IDENTIFICATION (ID) CARDS FOR MEMBERS OF THE (5 DEC 97) UNIFORMED SERVICES, THEIR DEPENDENTS, AND OTHER ELIGIBLE INDIVIDUALS

DOD DIRECTIVE 1200.15: ASSIGNMENT TO AND TRANSFER BETWEEN RESERVE (18 SEP 97) CATEGORIES, DISCHARGE FROM RESERVE STATUS, TRANSFER TO THE RETIRED RESERVE, AND NOTIFICATION OF ELIGIBILITY FOR RETIRED PAY

DOD DIRECTIVE 1215.07: SERVICE CREDIT FOR RESERVE RETIREMENT
(1 MAR 01)

<u>DOD DIRECTIVE 1304.25</u>: FULFILLING THE MILITARY SERVICE OBLIGATION (25 AUG 97)

<u>DOD DIRECTIVE 1332.39</u>: APPLICATION OF THE VETERANS ADMINISTRATION (14 NOV 96) SCHEDULE FOR RATING DISABILITIES

Publications

Dictionary of Occupational Titles, 4th Edition, 1991 (Appendix A)

NAVSO P-1778 (Rev. Apr 2000), Reference Guide to Post Government Employment Activities of Department of the Navy Personnel

NAVSO P-6064, Manual for Courts-Martial, United States, 2000

JFTR: Joint Federal Travel Regulatio

Appendix M - Annual Checklist

Year: _____ _____ _____ _____ _____ _____

Annual Checklist	Date	Date	Date	Date	Date	Date
☐ Active Duty for Training (ADT) - Minimum 2-weeks						
Order request NLT 31 March of each calendar year						
☐ Attend on-site muster (muster orders available - generated by Program Office)						
☐ Navy Reserve Qualification Questionnaire (NRQQ)						
☐ PHA (ePHA, Medical, Dental)						
☐ ePHA completed _____						
☐ Medical completed _____						
☐ Verify w/ SSOF Medical of prescription glasses _____						
☐ *HIV blood draw every 2 years _____						
☐ Dental completed _____						
☐ PRT** (including PARFQ, BCA, PRT)						
PARFQ completed _____						
BCA completed _____						
PRT completed _____						
ALWAYS RETAIN A COPY FOR YOUR RECORDS						
NSIPS						
☐ Update Page 2						
☐ Civilian Employment Information (CEI) *DoD Requirement*						
Re-occuring Annual Training						
eLearning (correspondence courses)						
☐ ATFP Level 1 Awareness Training						
☐ Personally Identifiable Information (PII)						
☐ DoD Information Assurance Awareness						
Refer to CNRFC N14 Program Office for new updates/ guidance						
Common Access Card (CAC)						
☐ RAPIDS - *appointment scheduler*						
☐ Defense Enrollment Eligibility Reporting System (DEERS) - *annual & as changes occur*						
☐ **Expires every 3 years -** User can renew card 90-days within the expiration date						

Notes:
_____
_____
_____

Record Maintenance
Bupers (BOL)

- [ ] Service Record Photograph
- [ ] Officer Data Card (ODC) / Officer Service Record (OSR)
- [ ] FITREP (check if latest ones were added to record)

Mandatory eLearning Courses for SSOWI

- [ ] Mitilary Sealift Command (MSC) 101
- [ ] Navy Reserve Fundamentals
- [ ] Primary Professional Military Education (PPME)

Every 10 Years

[ ] Security Clearance: 90-day lead time - need to get in touch with SSOF Program Office						
[ ] *Security Clearance invesitgation does not start on the date of commission; conducted while in school	N/A	N/A	N/A	N/A	N/A	
[ ] **Add'l to Security Clearance: keep a copy of SF-86 from EQUIP for records for future clearances	N/A	N/A	N/A	N/A	N/A	
[ ] Passport - Tourist (Blue)						
[ ] Unlimited USCG License with STCW (MMC) Renewal / Upgrade						

Every 5 Years

[ ] Unlimited USCG License with STCW (MMC) Renewal / Upgrade		N/A	N/A	N/A	
[ ] Passport - Official (Red)		N/A	N/A	N/A	
[ ] Transportation Worker's Identification Credential (TWIC)		N/A	N/A	N/A	

Every 3-Years
eLearning

[ ] SERE 100 Level B Code of Conduct		N/A	N/A		

Notes:
_____
_____
_____

Appendix N: 30 / 60 / 90 / 150 Log-in Requirement Checklist

30 Day Login Requirement	
Application	**Help Desk**
DEERS Verification/Self Service	(800) 477-8227
Navy Reserve Readiness Module (NRRM)	(619) 647-3177

60 Day Login Requirement	
Application	**Help Desk**
Apply	(866) 830-6466
Navy Reserve Homeport (NRH)	(866) 830-6466

Navy Reserve Order Writing System (NROWS)	(800) 537-4617
Navy Standard Integrated Personnel System (NSIPS)	(877) 589-5991
Navy Education and Training Command (NETC)	(850) 452-4000
NMCI (SIPR/NIPR) Disabled ("Deactivated")	(866) 843-6624 *Account deleted after 90 days of inactivity

90 Day Login Requirement	
Application	**Help Desk**
Bupers Online (BOL)	(800) 951-6289

150 +Day Login Requirement	
Application	**Help Desk**
Defense Travel System (DTS)	(888) 435-7146 *No login req.
MyPay	(888) 332-7411 *150 day login req.
My Navy Portal (MNP)	(877) 253-7122 *No login req.
Total Workforce Management Services (TWMS)	(888)264-4255 *No login req.

Appendix O: N-Codes

How to Navigate the N-Code System

Have you ever seen a Navy organization chart and wondered "What are all those codes next to the positions and names?" Well, those are staff codes. They tell us what each person does in the command structure and they assure the command structure covers everything that needs to be done. We call them N-Codes.

Our N-Code system is the latest evolution of military distributed Command and Control (C2) staffing. Distributed C2 staffing's key features, best judgement leadership and interchangeable staff corps, allow small units to operate both independently of and integral to a larger force. The

heritage of our system flows from the 1800's Prussian General Staff model, to Napoleon's Versatile Staff Corps, to the Continental Staff System, to the 1900's US DOD Staff model and our current Navy N-Codes. All DOD departments follow this versatile staff model. Napoleon waged highly effective campaigns leveraged this model, the United States leads in its mastery and our enemies and allies alike have adapted its use.

For us, the US Navy, our 'units' versatile staffing model is coded by numbers each beginning with the letter "N" – which is short for Navy. Our staff codes start with double zero (N00) and often end in nine (N9). [Hint: Germanic slashed zeros, Consolas FONT, avoid confusion.]

At a basic level, our N-Code structure generally follows this functional format; though, as you will see later, there are differences in N-Code implementation depending on command level, mission and operational orientation.

N00 – Commanding Officer (CO) [Typically supported by an N00A Executive Officer, N00C Command Chief, etc…]
N1 – Personnel [Officer: Administrative Officer; Enlisted Rating[1]: Personnel Specialist (PS)]
N2 – Intelligence (Security) [Officer: Intelligence Officer, "INTEL" or ATFPO Officer; Enlisted Rating: Intelligence Specialist (IS)]
N3 – Operations [Officer: Operations Officer, "OPS"; Enlisted Rating: Operations Specialist (OS)]
N4 – Logistics [Officer: Supply Officer, "SUPPO", "CHOP"; Enlisted Rating: Logistics Specialist (LS)]
N5 – Plans and Policy [Officer/Enlisted: As Assigned]
N6 – Communications (C4ISR)[2] [Officer: Information Warfare Officer; Enlisted Rating: Information Systems Technician (IT)][3]
N7 – Training [Officer: Training Officer; Enlisted Rating: As assigned or Instructor]
N8 – Finance (Resources) [Officer/Enlisted: As Assigned]
N9 – Medical [Officer: Medical Officer; "DOC"; Enlisted Rating: Hospital Corpsman (HM), also "DOC"]
1. See NAVY COOL for rating cards with details on all Navy ratings (cool.navy.mil).
2. Command, Control, Communications, Computers, Intelligence, Surveillance, Reconnaissance
3. N6 is generally subordinate to N2 in the Navy, where an N2 exists within the command structure.

Each N-Code below N00 is a command 'department'. For a department, like N1, N1 is a person and N1 is a department. Departments are referred to by name or by code (i.e. the 'Operations Department', aka N3) and are sometimes called 'shops' (i.e. the INTEL shop, aka N2). Staff are assigned to sub-coded billets or jobs in a department (i.e. N14 Director SSOF) and that person is that department (i.e. LCDR Hand is the CNRFC N14). Some billets are coded directly to the Commanding Officer (N00). These billets have special codes (i.e. MSC N02P Public Affairs) which typically start with N0 and end with numbers and/or letters (i.e. PACOM N01SCI Science Advisor). The role and command level for special coded jobs determine the rank and required skill for the person who fills the position.

A few general N-Code rules of thumb. Staff can be uniformed, civil service or contractor, as well as US, Coalition or Host Nation. Staff can be assigned to more than one department and

more than one coded staff position. Departments can be combined (i.e. N2/6, N3/5/7). Depending on mission complexity, not every organization has all N-Code departments represented. Some complex organizations will have hundreds of coded billets. Coded billets typically represent budgeted billets.

Our sister services follow a staff coding model similar to our N-Codes, theirs just start with a different letter. "A" – Airforce. "S" or "G" – Army or Marines. "CG" - Coast Guard. And, there are staff codes for "J" – Joint or Combined staff, and others.

Which brings us to our SSOF Flag Sponsor and or SSOF Program Office. Our Flag Sponsor, Military Sealift Command (MSC), a member of the TRANSCOM "J" staff, has a complex 100 person staff. Given the complexity of its mission, MSC leverages staff 'directorates' focused on People (N1 Force Management), Ships (N03 Ship Management) and Ship Operations (N04T Maritime Operations). MSC command staff are assigned under each of these directorates. MSC also uses a modified N7 for Engineering (vs. Training), a modified N9 for Corporate Operations (vs. Medical), and has an added N-Code, the N10 Contracting shop. The MSC Commander, □□□□□□SSOF, now under Commodore Cox. Our SSOF program office falls under the Commander Naval Reserve Forces Command (CNRFC) coded N1 Manpower and Personnel directorate and is assigned the staff code of N14 Strategic Sealift Officer Force. Again, LCDR Hand is the CNRFC N14.

As you can see there are a lot of moving parts to Navy staff organizations – but the basic staff code structure is always there. For our purposes, beyond understanding N-Codes to help us navigate ADT, it's good to understand how our program office and program office staffing compare with our higher headquarters (HHQ) and flag sponsor staffing. Here is a basic side by side look at the top level staffing for those organizations. Please note the code customization around the organization and its mission …

TOP LEVEL COMPARISON OF BASIC N-CODE MODEL, MSC HQ/N04, CNRFC AND SSOF PROGRAM OFFICE STAFFING AND STAFF CODES

Basic N-Code Staff Model	MSC/MSC N04 Maritime Ops. Staff Codes[1]	CNRFC Staff Codes	SSOF CNRFC N14[2] Staff Codes	SSOF PMO Staff[3]
N00 - Commanding Officer	N00 - Commander, MSC	N00 - Commander, NRFC	N00 - N14 Division Director	LCDR Mickey Hand
N00A - Executive Officer	N00X - Deputy Commander	N00B - Executive Director	N00X - Assistant Force Manager	LCDR Robert Blandford
N00B - Chief of Staff	N00B - Chief of Staff	N01 - Chief of Staff	UNK Need Org?	UNK Need Org?
N00C - Command Chief	N00C - Command Master Chief	N00C - Command Master Chief	N00C - Command Chief	YNC Derek Tyler
Departments Report to N00	N04 Director Maritime Operations	Departments Report to N00	Departments Report to N00	Departments Report to N00
N1 - Personnel	N1 - Director Total Force Management	N1 - Manpower and Personnel	N1 - Personnel	LTJG Vera Gilbert
N2 - Intelligence (Security)	N2/N3/N5 - Director Ops/Plans/MOC	N2 - Intelligence	N2 - Security	LCDR Mickey Hand (FSO)
N3 - Operations	Combined Role.	N3 - Operations	N3 - Operations	LTJG Jackson Anderson
N4 - Logistics	N4 - Logistics	N4 - Logistics	Covered Under N3?	Covered Under N3?
N5 - Plans	Combined Role.	N5 - Plans and Policy	Covered Under N3?	Covered Under N3?
N6 - Communications (C4ISR)	N6 - C4	N6 - Information Technology	Covered Under HHQ?	Covered Under HHQ?
N7 - Training	N7 - Engineering	N7 - Training	N7 - Training	LTJG Phillip Gervato
N8 - Finance	N8 - Comptroller	N8 - Finance and Accounting	Covered Under N7?	Covered Under N7?
N9 - Medical	N9 - Corporate Operations	N9 - Medical	N9 - Medical	HM2 Akisha Williams
Typically under N4 if needed.	N10 - Contracting	Likley Under HHQ	Covered Under HHQ?	Covered Under HHQ?

1 In the MSC example the MSC N04 Maritime Operations Director reports to N00 COMSC and the departments listed below N04 report to N04.
2 CNRFC N14, our Program Management Office, is one of six sub-coded departments under CNRFC N1 - Manpower and Personnel.
3 Given our program offices N14 sub-coded position is primarily an admistrative role, only select 'unit' staff codes are required.

So that's it! N-Codes in a nut-shell – numbered codes, each number aligned with a staff role, sub coded roles under the main role, each staff role critical to the success of the operation, and some flexibility in implementing the structure and naming convention depending on command complexity and mission. Next time we will explore AOR, Numbered Fleets and CTF.

Appendix P: Lockouts

As of 2020, all US Navy Websites require you to use the new Authentication Certificate. If you were issued a CAC after 2019 you will have this certificate installed, if not you can install it yourself. If you are locked out of any websites contact the help desk number associated with it as seen in the tables below.

Common Access Card (CAC):

Under most circumstances, your CAC has been locked due to 3 cumulative incorrect PIN entries. It is advisable to make your PIN something easy to remember so as not to forget it in between uses.

1. To understand your specific issue, visit https://militarycac.com/CAC.htm.
2. When you have determined that your CAC is blocked or has another issue, visit https://www.dmdc.osd.mil/rsl to find a location nearby where you can go to have your PIN reset. It may be beneficial to set up an appointment.

   *Note: CAC cards may be renewed/replaced at the same sites if your CAC expires within 30 days or if it is physically damaged. More information on replacements/renewals and lost or stolen ID cards can be found at: http://www.cac.mil/common-access-card/managing-your-cac/

   *For a lost or stolen CAC card, you will need to file a report with a Military Base Police Station and obtain an authorization from the Program Office to obtain a new CAC. When reporting to a RAPIDS site, you will need a copy of the Police Report, the Program Office's authorization, as well as two forms of ID to obtain a new CAC card.

NMCI (navy.mil email account):

■ Requires member to fill out a System Authorization Access Request - Navy (SAAR-N) form When you have completed SAAR_N form, scan and upload to the Virtual NOSC Drop Box. In addition to the SAAR_N form you must submit recent certificates from the following training courses, completed online at Navy eLearning:

- **Uncle Sam's OPSEC**
- **Cyber Awareness – new version for 2020**
- **Anti-Terrorism**
- **PII Awareness Training**

HOW TO UNLOCK YOUR NMCI NAVY EMAIL:
Ref: CNRFC N14 - Admin Page

Please note that you can access all Navy websites (DTS, NROWS, NSIPS, etc.) from personal computers without having an unlocked NMCI account. However, you can set up an ADT, route orders in NROWS, execute orders, and file a travel voucher all without NMCI access. When you return the SAAR form and all three certificates (uploaded to the dropbox), please indicate whether it has been more than 90 days since you've last accessed your email.

> **Note:** If the Gaining Command requires an active NMCI account and this process was not started 30-days before the start of the orders, the member's orders may be canceled until the email is unlocked.
> **Reminder:** NMCI account gets locked after 60 days of inactivity.

Instruction for "Freezing" NMCI Accounts: NMCI Dormancy

To maintain your NMCI email account you will need too:

    1) Reservist Email accounts will be **DISABLED/DELETED** on a **60/180** day policy

        a. This applies to BOTH NIPR and SPIR accounts.

        b. If you have 2 accounts, you need to sign into BOTH accounts to maintain this timer.

    2) To ensure your account does not get disabled/deleted, you MUST sign in once every 60 days

PLEASE BE ADVISED: Some Reservist NMCI Email accounts may still follow the Unlock/Delete Rule of 30/45 days respectively. The Rule your account follows will depend on how your account was originally built-out. If you are unsure which rule your account follows, please try to troubleshoot the issue by not logging in for 30 days. If you find that your account still works on day 31, your account follows 60/180 and no further troubleshooting is required. If you find your account has been locked on day 31, send an email to (**CNRFC_N14_ISSO@navy.mil**) so we can unlock your account and have the rule changed. **Request to ISSO**: For your unlock request, indicate your navy email address and that your email has been Locked. State that you have verified this with the NMCI Help Desk on Date ****/**/******. (No SAAR-N form or annual trainings are needed. These are only required to rebuild deleted accounts)

    3) **Timer resets** when:

        a. NIPR:

            i. Login on NMCI computer

            ii. Login on NON-Flank Speed Outlook Web Access (OWA), on gov or personal computer

            iii. Login on NON-Flank Speed email with R2S device

            NOTE: Logging into Flank Speed DOES NOT reset the time for your account!!

        b. SIPR:

            i. Login on SIPRnet computer connected to NMCI

ii. Login on NON-Flank Speed OWA with secret device capability
NOTE: Logging into Flank Speed DOES NOT reset the time for your account!!

4) **DORMANT STATUS** Policy

a. If you are going to sea or on leave for an extended period of time, REQUEST your email be put into a Dormant Status!

b. Dormant status request will go through N14 ISSO: Email distro is on N14 SharePoint page (Command ISSO: CNRFC_N14_ISSO@navy.mil)

i. ISSO is your POC for any NMCI questions

ii. ISSO will activate dormant status upon request. Account will remain dormant until requested to make active upon return. (As long as it is not dormant for over 180 days. See below!!)

iii. ***You will need to request your email gets taken out of dormant status in order to access in upon return***

c. Emails CANNOT be dormant over 180 days. If an account is dormant over 180 days, the account will become ACTIVE and restart the timer for 60 days before disablement and follow-on deletion at 180 days.

REQUESTS Emailed to ISSO should Include:

i. Name

ii. Navy Email address(es) = NIPR, SIPR, or BOTH. You need to make a request for both emails since the address is often different for a NIPR and SIPR account.

iii. Personal email for email correspondence

iv. Vessel Boarding

v. Expected timeframe you will be away

vi. Justification for request

Navy Standard Integrated Personnel System (NSIPS)

On the NSIPS main page, click on 'NSIPS Self-Service (Unlock). On the first screen, select the employee ID box, type full social and press Tab. For rank/grade, search for your rank only, i.e. Ensign, Lieutenant Junior Grade, etc. Enter your date of birth. Enter your home of record state (HOR state may not be recognized. If so, leave blank. If successful, green text will appear on the bottom of the window stating your account is unlocked.

If the self-unlock did not work, contact NSIPS help desk (877) 589-5991 Nsipshelpdesk@navy.mil

Appendix Q: Benefits…

This section includes many items of interest that come with having the privilege of being in the military. The list below is not inclusive, but can help with obtaining some assistance/perks.

Resources:
- milConnect:
- Fleet and Family Services
- Military One Source: https://www.militaryonesource.mil/ - Free, Private and Confidential Help for a Wide Range of Topics. Get Non-Medical Counseling In-Person, Online or Over the Phone. Sign Up For eNewsletter. Get Free 24/7 Support. Schedule Consultation. Types: Adoption, Adult Disability, Relationships, Education.

- Local NOSC

Incentives:
- GovX: https://www.govx.com/ - one of the world's largest online shopping destinations for military, law enforcement, and related government personnel. GovX allows qualified members of the U.S. Armed Forces and those in related government agencies to shop for apparel, equipment, and other products as well as on-duty tactical products.
- Military Benefits: https://militarybenefits.info/military-discounts/
- Waves of Honor: https://seaworldentertainment.com/programs/waves-of-honor/
- NEX/ Commissary
- Military Recreational Facilities: i.e. Shades of Green & other Inns with other branches of services
- TSA Pre-Check: https://www.defense.gov/Explore/News/Article/Article/1685651/dont-stand-in-line-tsa-precheck-open-to-military-dod-civilians/#:~:text=All%20service%20members%20of%20all,as%20their%20Known%20Traveler%20Numbers.
- Vet Tix: https://www.vettix.org/ - A national, non-profit, 501c(3) organization that gives free event tickets to Veterans, Active Duty Military and their families.

Appendix R: Link for Flank Speed Tutorial

Start Up Guide: https://flankspeed.sharepoint-mil.us/sites/Flank_Speed_Hub/How%20to%20Guides/Forms/AllItems.aspx?id=%2Fsites%2FFlank%5FSpeed%5FHub%2FHow%20to%20Guides%2FFS%5F1%5FStartUpGuide02DEC2021%2Epdf&parent=%2Fsites%2FFlank%5FSpeed%5FHub%2FHow%20to%20Guides
Outlook Guide: https://flankspeed.sharepoint-mil.us/sites/Flank_Speed_Hub/How%20to%20Guides/Forms/AllItems.aspx?id=%2Fsites%2FFlank%5FSpeed%5FHub%2FHow%20to%20Guides%2FFS%5F2%5FOutlookGuide16NOV2021%2Epdf&parent=%2Fsites%2FFlank%5FSpeed%5FHub%2FHow%20to%20Guides&p=true