From: Commander, Navy Reserve Force

Subj: NAVY RESERVE WARRIOR AND FAMILY SUPPORT PROGRAMS

Ref: See appendix A

Encl: (1) Deployment Readiness Training Agenda
      (2) Deployment Readiness Training Check List
      (3) Deployment Readiness Training Estimated Expenses
      (4) Deployment Readiness Training After Action Report (Sample)
      (5) Returning Warrior Workshop Agenda
      (6) Returning Warrior Workshop Check List
      (7) Returning Warrior Workshop After Action Report (Sample)
      (8) Mobilization Package (Sample)

1. **Purpose.** Per references (a) through (t) and enclosures (1) through (8), this instruction establishes policy, assigns responsibilities, and provides implementation guidance on Navy Reserve Warrior and Family Support Programs. All programs and events ensure Navy Reserve Component members, their families, and their designated representatives are provided access to programs, resources, referrals, and services to minimize stress throughout the deployment continuum.

2. **Cancellation.** COMNAVFORSFORINST 1342.1B.

3. **Scope.** Commander, Navy Reserve Force (COMNAVFORSFOR) manages and executes three primary Warrior and Family Support Programs throughout the deployment continuum; the Ombudsman Program, the Command Individual Augmentee Coordinator (CIAC) Program, and the Yellow Ribbon Reintegration Program (YRRP). An Employer Support of the Guard and Reserve (ESGR) representative assigned to the COMNAVFORSFOR staff provides additional assistance to the Warrior and Family Support arena.

   a. **Ombudsman Program.** Reference (a) provides guidance for this program. Commander, Navy Installations Command (CNIC) manages the Navy’s overall Ombudsman Program via the CNIC Ombudsman Program Manager. The command Ombudsman serves as a vital communication link between Navy families and the command. Ombudsmen channel official information from command leadership to the families, most importantly when the service member is deployed out of area. This program is critical in supporting mission readiness by allowing the service member to be more focused and productive not only at work, but throughout the entire deployment cycle.
b. **CIAC.** Each Navy Reserve command shall have a designated CIAC to support deployed Sailors and their families/designated representatives assigned to the command and subordinate units. Per reference (b), a CIAC should be an E-7 and above, preferably with Individual Augmentee (IA) experience. CIACs act as mentors, advocates, and as a professional source of help and information for the IA Sailor and his/her family/designated representative throughout the deployment continuum. As Executive Agent for the IA continuum, United States Fleet Forces Command provides standardized execution of Navy IA policies and procedures.

c. **YRRP.** Federal legislation governing the YRRP is designed to ensure that geographically dispersed National Guard and Reserve Service members and families/designated representatives of all branches of service have access to support resources and agencies. Per reference (c), the YRRP consists of a core curriculum and provides uniform information and instruction for each phase of deployment. Information is dispersed via activities and/or training events. COMNAVRESFOR supplements the core YRRP curriculum with additional services.

d. **ESGR.** ESGR recognizes outstanding support through various Sailor and employer awards, increases awareness of applicable laws through rigorous training and education, and resolves employer/employee conflict through mediation. References (q) and (r) describe in detail COMNAVRESFOR’s proactive plan to partner with ESGR to ensure positive Navy-Employer relationships and bolster communication between Navy leadership, Reserve Sailors, and employers.

4. **Deployment Continuum.** COMNAVRESFOR organizes the deployment continuum into three phases: Pre-Deployment, Deployment, and Demobilization/Post-Deployment/Reconstitution. While some Warrior and Family Support Programs support Navy Reserve Sailors and their families/designated representatives throughout the entire deployment continuum, certain programs, and events address only specific periods of the continuum.

a. **Pre-Deployment:** Pre-Deployment Health Assessment (Pre-DHA), Ombudsman, CIAC, and Deployment Readiness Training (DRT).

b. **Deployment:** Ombudsman and CIAC.

c. **Demobilization/Post-Deployment/Reconstitution:** Ombudsman, CIAC, Warrior Transition Program, Navy Mobilization Processing Site, Returning Warrior Workshop (RWW), and Post-Deployment Health Re-Assessment.

5. **YRRP Training Events.** Per reference (c), YRRP events shall inform service members, family members and designated representatives about the assistance and services available to them during the deployment continuum. Events shall utilize authorized local, state, and federal organizations with the goal of ensuring the readiness and resiliency of Service members, their families, designated representatives, employers, and affected communities for the rigors of deployment and separation.
a. **Resource Participation.** Local, state, Federal Government, and certain non-governmental organizations (NGO)/non-federal entities (NFE) are permitted to provide information relating to resources and services available when requested and authorized by the Services. For-profit organizations are not allowed to participate in any Navy Reserve Yellow Ribbon events. YRRP events are governed by the law and policy associated with training and training events. The content and information presented on similar subjects by these organizations may vary dependent upon the stage of the deployment cycle.

(1) Reference (h) limits the participation of NFEs. The following general guidelines shall be considered before allowing any not-for-profit NFE to participate in YRRP:

(a) Department of Defense (DoD) may not provide unauthorized support to or endorsement of NFEs.

(b) DoD may invite exhibitors to submit applications to display products or services related to the subject matter of the conference. Applications shall be routed to the Reserve Component Command (RCC) for legal review and approval.

(c) DoD personnel should avoid even the appearance of preferential treatment in the selection of exhibitors.

(2) No NFE shall be allowed to participate under any circumstances when:

(a) The NFE requests or is given preferential treatment.

(b) There is an appearance that NFE participation at a YRRP event is a joint venture with DoD.

(c) There is an appearance of or actual endorsement of an NFE by DoD.

(d) An NFE has special access to DoD personnel by way of a special meeting or reception.

(3) The following additional practices shall also be avoided:

(a) Allowing NFE logos on filler slides.

(b) Allowing and recognizing NFE sponsorship of a session in exchange for a fee.

(c) Granting an NFE naming rights to the conference.

(d) Granting an NFE special access to DoD senior officials for a sponsorship fee.
(e) Distributing exhibitor giveaways along with the conference materials.

(f) Having various levels of exhibitor sponsorship.

(4) YRRP event coordinators shall not charge fees for participation of NFEs. NFE participation is expected to be voluntary. Further, NFEs shall not solicit or collect any information from participants at Navy Reserve YRRP events. This action could result in disapproval of participation at future YRRP events, per reference (h).

(5) RCCs will need to consult the Staff Judge Advocate (SJA)/ethics advisor for final approval of any NFE participation at events.

b. Supported Members. Members of the Navy Reserve Component and their families/designated representatives who have executed or been identified for mobilization (Coded “RC1” in Navy Standard Integrated Personnel System (NSIPS)). Specific eligibility is described in Sections c (1) through c (3) below. Additionally, the following Service members (listed in priority order) and their families/designated representatives are authorized to attend Navy Reserve YRRP events on a space-available basis:

(1) Other Service Reserve Component Member
(2) Navy Active Duty Member
(3) Retired/Separated Navy Service Member

c. Participation. Pre-Deployment training is mandatory for all Navy Reserve Sailors who have been notified of mobilization (RC1 in NSIPS) and have not attended a pre-deployment training event within the preceding 36 calendar months of their RCY date. Navy Reserve Sailors mobilizing to ultimate duty stations within CONUS are encouraged, but not required to attend.

(1) DRT. The preferred method of training is provided through the Navy Reserve DRT program in accordance with this instruction (although pre-deployment events conducted by other services are an acceptable alternative). Family members/designated representatives of deployed Sailors shall be invited to attend.

(2) RWW. Participation at RWW events is voluntary, but strongly encouraged for those service members and families/designated representatives who have returned from a deployment or mobilization. Participation is intended to develop resiliency in coping with the rigors of the military lifestyle and stressors caused by deployment separation and subsequent reintegration.

(3) Service members shall coordinate participation at YRRP events through their chain of command.
d. **Registration.** Per reference (c), all YRRP events shall be posted on the DoD Yellow Ribbon Events website (EventPlus) www.yellowribbonevents.org. This website identifies every YRRP event nationwide, regardless of service affiliation. In addition, Navy Reserve YRRP events shall use EventPlus for registration of attendees.

e. **Solicitation of Gifts.** References (h), (j), and (s) prohibit the solicitation of gifts.

f. **Speaker Honorariums.** Speaker honorariums, maximum of $2,000 per event, may be provided as long as they meet the requirements set forth in references (c) and (k).

g. **Material and Miscellaneous Items.** Required materials supporting YRRP events may be funded using YRRP funds if the budget allows. All necessary materials and miscellaneous items shall be purchased prior to the given YRRP and need to be listed on the Deployment Readiness Training Estimated Expenses, enclosure (3), under “other.” The purchase of materials and miscellaneous items for YRRP events shall comply with reference (l).

h. **After Action Reports.** Per reference (c), After Action Reports (AARs) for all Navy Reserve YRRP events shall be submitted to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N55) within 30 calendar days following each YRRP event and shall comply with respective guidelines depicted below. AARs shall include a Data Input table, Actual Cost Report, registration, and attendance lists. The AAR format is provided in enclosure (4) for DRTs and enclosure (7) for RWWs.

NOTE: Submit Actual Cost Reports within 20 calendar days, when feasible. If not feasible, submit the AAR and include documentation stating when the Actual Cost Report will be submitted. In all cases, Actual Cost Reports shall be submitted to COMNAVRESFORCOM (N55) no later than 45 calendar days following each YRRP event.

6. **DRT Procedures**

a. **Purpose.** The DRT provides education and information that enhances the readiness of service members, their families, designated representatives, employers, and the affected communities for the rigors of deployment and the challenges of separation. These events will provide an understanding of the available support programs, explain what to expect in each phase of the deployment and show how the phases are inter-connected. The events shall address issues in a proactive manner in order to build resilience and knowledge.

b. **Scheduling.** Each RCC shall submit proposed DRT dates and locations to COMNAVRESFORCOM (N55) by 30 June for the next fiscal year. The dates and locations should maximize the availability of a DRT within driving distance per reference (f). Final approval will be made by COMNAVRESFORCOM (N55).
c. **Responsibilities.** Each RCC shall determine the method of delivery for the DRTs within their region. This determination should involve coordination with neighboring RCCs to maximize training attendance and reduce overall costs. RCCs shall maintain all paperwork for all events for three years. All echelon 4 commands (or by direction echelon 5 commands) shall maintain a list of RC1 Sailors administratively attached to them and the dates in which they attended mandatory DRT. Once a Sailor has moved from R## to RC1, the echelon 4 command (or by direction the echelon 5 command) shall send out the mobilization package, enclosure (10), to the Sailor and his/her family and schedule the member for a DRT prior to their ready load date.

d. **Duration.** The DRT is a single-day, in-person training event that shall consist of a minimum of 6 hours of instruction. One-on-One training will consist of 2 to 4 hours of instruction and shall be utilized as a “last resort” if Pre-Deployment training has not been completed prior to mobilization with the approval of the echelon 4 commander. The NRA the Sailor is administratively attached to shall coordinate the training.

e. **Agenda.** Enclosure (2) is a summary of reference (c), which dictates all required information that shall be presented at a DRT. Enclosure (1) provides recommended sample agenda formats for DRTs. Agendas for all events shall be forwarded to COMNAVRESFORCOM (N55) for final approval.

f. **Resources/Services.** Information provided at the DRT may be via formal presentations, handouts and literature, or informational booths, unless specified by references (c) and (h). The DRT topics shall focus on, but are not limited to those identified on the checklists provided in enclosure (2).

g. **Funding.** The command hosting the DRT event shall coordinate with the RCC the purchases for berthing, meals, and child care utilizing existing Blanket Purchase Agreements and waivers.

   (1) All YRRP funding shall be requested through the appropriate chain of command, not through the DoD YRRP website. Funding requests shall be per reference (m), utilizing enclosure (3).

   (2) RCCs shall submit an Operation and Maintenance, Navy Reserve (OMNR) and Reserve Personnel, Navy (RPN) estimated expense report per section (n) below, to COMNAVRESFORCOM (N55).

   (3) Yellow Ribbon funding shall only be authorized when the minimum instruction time of 6 hours has been met.

   (4) All attendees shall attend the full event.
(5) The primary funding source for service members to attend a DRT is Active Duty for Training (ADT) Special.

h. Meals. Per references (l) and (n), YRRP funds are authorized to purchase breakfast in the amount of $8 and lunch in the amount of $11 for each Sailor and a maximum of two family members/designated representatives per Sailor. However, the limit of two family members/designated representatives per Sailor is an average, applied to the overall participant count. (For example, lunch could be purchased for a Sailor with four family members if another Sailor brought none; a family with seven dependents may bring all dependents to a DRT since there will be some Sailors who bring zero dependents).

(1) Per reference (f), Sailors attending a DRT on orders shall not claim per diem for meals provided during the event.

(2) Allocation of meals outside of the guidance above may be in violation of fiscal law. RCCs should consult the regional Staff Judge Advocate (SJA).

(3) Per reference (n), meal musters must be maintained for all attendees, by the hosting Navy Reserve Activity for Government Purchase Card purchases.

(4) Purchases will follow policies and regulations identified in references (c), (f), (l), (n), (o), and (p). All meals are to be purchased with YRRP funds.

(5) Because DRTs are funded with YRRP funds, single-event meal waivers shall follow the guidelines presented in reference (n) and shall be routed to COMNAVRESFORCOM (N55) for approval.

i. Berthing. Per references (c), (f), (n), (o), and (p), berthing is only available to family members/designated representatives of those personnel entitled to contract berthing. Per references (c) and (n), only one room is authorized per entitled service member regardless of the number of family members/designated representatives attending the event.

(1) Sailors attending on orders shall not claim berthing costs.

(2) Allocation of berthing outside of the guidance above may be in violation of fiscal law. Consult the regional SJA.

(3) Berthing will be funded utilizing YRRP OMNR funds.

(4) Sailors attending without guests shall be paired together per reference (n).

(5) Berthing authorized based on residence:
(a) 50 miles or less from the event: No berthing.

(b) 51 – 200 miles from the event: 1 night of berthing.

(c) 201 – 400 miles from the event: 2 nights of berthing.

(d) Per reference (f), written waiver requests may be submitted to COMNAVRESFORCOM (N55) for approval.

j. **Travel.** Privately owned vehicle (POV) is the primary means of travel and provides an opportunity for the designated representative to travel with the Service member.

   (1) Travel distances for attendance at any Yellow Ribbon Event should not exceed 400 miles, because this is the maximum single day distance for POV travel as per reference (f). Attendees can cross regional borders as needed. If travel over 400 miles and commercial air travel is necessary, a waiver may be authorized for the Service Member only by the RCC commander, the deputy commander, or the chief staff officer.

   (2) This authority shall not be further delegated. The written waiver on official letterhead shall be per event and shall include: Service member and/or guests name; departure and arrival airport; all authorized expenses as per reference (f); and reason/justification for granting the waiver. All documentation associated with the waiver shall be retained by the RCC for inspection and audit purposes. In addition, approved waivers for each event shall be forwarded to COMNAVRESFORCOM (N55).

   (3) Family member/designated representative travel is governed by reference (f). Travel involving airfare is not permitted for the family member/designated representative for a DRT except under unique circumstances authorized by the RCC commander via waiver. These waivers shall be retained by the RCC for inspection and audit purposes. In addition, approved family member air travel waivers shall be forwarded to COMNAVRESFORCOM (N55).

k. **Educational Child Development.** Educational child development in support of YRRP is authorized per guidance set forth in reference (l).

   (1) Educational child development shall be provided for children ages 6 – 18. Child care services shall be provided for children ages 0 – 5.

   (2) Some viable educational child development programs could include child development centers in fleet concentration areas, Operation Military Kids, RecFX, Red Cross, 4-H Clubs, and Youth Extension Services (Project Y.E.S.). Each of these programs is designed to educate children on the deployment cycle.

   (3) When utilized during a given DRT, child care and Educational Child Development providers must meet CNIC guidelines prior to contracting services.
(4) Reference (m) discusses limitations and restrictions on utilizing appropriated funds to purchase items used only for entertainment.

(5) Per references (n), (p), and (l) payments for Educational Child Development and child care shall be made via the government purchase card.

I. The DRT Evaluation. Shall be completed by all DRT attendees via the Yellow Ribbon event portal. All evaluations shall be forwarded to COMNAVFRESFORCOM (N55) upon completion of the event.

m. AARs are required for all DRT events. AARs shall be completed as directed by the RCC and submitted to COMNAVFRESFORCOM (N55) within 30 calendar days of the event. The AAR format is provided in enclosure (4) and shall include the registration and attendance list for AM and PM, along with meal and berthing musters.

NOTE: Submit actual cost reports within 20 calendar days, when feasible. If not feasible, submit the AAR and include documentation stating when the Actual Cost Report will be submitted. In all cases, Actual Cost Reports shall be submitted to COMNAVFRESFORCOM (N55) no later than 45 calendar days following each YRRP event.

n. Submission Deadlines to COMNAVFRESFORCOM (N55).

(1) RCCs shall submit a DRT agenda to COMNAVFRESFORCOM (N55) at least 60 days prior to the event. Sample DRT agendas are provided in EventPlus website.

(2) If any item on the estimated budget, enclosure (4), is over $3,000 for product or $2,500 for services, it will require submission to Fleet Logistic Center (FLC). In this case, the estimated budget shall be submitted to COMNAVFRESFORCOM (N55) for final approval at least 90 days prior to the event.

(3) If no purchases need to be submitted to FLC, the estimated budget, enclosure (3) shall be submitted to COMNAVFRESFORCOM (N55) for final approval at least 60 days prior to the event.

7. Post-Deployment Health Assessment (PDHA).

a. Purpose. The PDHA is the Navy Reserve post-deployment 30-day event directed by reference (c). This event takes place at the Expeditionary Combat Readiness Command (ECRC) upon deployment return and is part of the demobilization process. Compliance is tracked by the United States Navy Bureau of Medicine and Surgery (BUMED) as well as the CIAC.

b. Funding. Due to the manner in which the Navy Reserve generally mobilizes as individuals vice units, coupled with budget limitations, it is not feasible to fund family member
travel to this 30-day event. However, family member participation is encouraged and they are welcome to attend the activities at NMPS at their own cost as desired.


a. Purpose. The RWW is a standardized YRRP training event that celebrates the service of the member and the support of their designated representatives. The event recognizes their sacrifice and service, educates them about the myriad of resources available and facilitates relationship growth throughout the reintegration process. RWWs are a key component of the DoD YRRP directed by reference (c), and they satisfy the 60-day requirement.

(1) The RWW is designed to address personal stress that may be generated by deployment activities. It supports and facilitates the reintegration of the deployed Sailor with his/her designated representative. The RWW also provides a safe, relaxed atmosphere in which to identify and address potential issues that may arise during post-deployment reintegration. Per reference (e), RWWs are designed and conducted with specific goals in mind.

(2) RWWs are conducted under an event planning services contract. The workshops are hosted across the continental United States by the RCCs. Each RWW should be able to accommodate up to 162 attendees, up to 32 facilitators/speakers, and five RCC staff members.

b. Scheduling. COMNAVRESFORCOM (N55) shall coordinate with the RCCs to establish a RWW schedule for each fiscal year. Final approval shall be made by COMNAVRESFORCOM (N55).

c. Responsibilities. RWWs are a national event in which the RCCs shall be the execution command and are responsible for the overall execution of the event. Navy Operational Support Centers (NAVOPSPTCENs) in close proximity to the RWW shall provide logistical support as directed by the RCC.

d. Duration. A RWW is designed to commence from mid-afternoon on Friday through lunch on Sunday.

e. Agenda. Enclosure (6) provides agenda options for RWWs. All RCCs shall submit a proposed agenda to COMNAVRESFORCOM (N55) for approval 60 days prior to the event enclosure (7) is a summary of reference (c) which dictates all required information that shall be presented at a RWW.

f. Resources/Services. Information provided at the RWW may be via formal presentations, handouts and literature, or informational booths unless specified by references (c) and (h). The topics in this event shall focus on, but are not limited to the topics identified on the checklists provided in enclosure (7).
g. **Funding.** The RWW contract provides lodging and meals via an event planning contractor.

   (1) All attendees shall attend the full event.

   (2) The following table designates which type of participants can utilize the RWW contract.

<table>
<thead>
<tr>
<th>Participant</th>
<th>Travel Funding</th>
<th>RWW Contract</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC Service Member</td>
<td>RPN (ADT)</td>
<td>Yes</td>
<td>YRRP ADT</td>
</tr>
<tr>
<td>RC Service Member Design Representative</td>
<td>OMNR (YRRP)</td>
<td>Yes</td>
<td>ITA (if travel is required)</td>
</tr>
<tr>
<td>Other Service RC Service Member</td>
<td>Other Service</td>
<td>Yes</td>
<td>Note 1</td>
</tr>
<tr>
<td>Other Service RC Service Member Designated Representative</td>
<td>Other Service</td>
<td>Yes</td>
<td>Note 1</td>
</tr>
<tr>
<td>Facilitator</td>
<td>RWW Contract</td>
<td>Yes (25 Max)</td>
<td>Note 2</td>
</tr>
<tr>
<td>Flag Speaker</td>
<td>RPN (ADT)</td>
<td>Yes</td>
<td>Note 3</td>
</tr>
<tr>
<td>Flag Spouse</td>
<td>RPN (ADT)</td>
<td>Yes</td>
<td>Note 3</td>
</tr>
<tr>
<td>Speaker</td>
<td>RWW Contract</td>
<td>Yes (7 Max)</td>
<td>Note 2</td>
</tr>
<tr>
<td>Resources</td>
<td>Self Provided</td>
<td>No</td>
<td>Note 4</td>
</tr>
<tr>
<td>Support Staff</td>
<td>OMNR (YRRP)</td>
<td>No</td>
<td>Note 5 &amp; 7</td>
</tr>
<tr>
<td>Observers</td>
<td>Self Provided</td>
<td>No</td>
<td>Note 6</td>
</tr>
</tbody>
</table>

   **Note 1:** Other Services fund the travel, pay and allowances for their personnel. Event lodging, meals, and workshop fees are provided through the RWW contract.

   **Note 2:** Up to 25 facilitators and 7 speakers are funded through the RWW contract. The hosting command is responsible for staying within the prescribed numbers. Facilitators and speakers are not authorized guests.

   **Note 3:** The designated Flag Representative participates in entire RWW program and serves as the keynote speaker. Due to the critical role that families, particularly spouses, play in the deployment and reintegration cycle, flag spouse active participation in RWW is essential. Travel expenses are managed by flag matters. Mess and berthing can be provided through the RWW contract. Flag spouse Individual Travel Authorizations must be approved by Director, Navy Staff.

   **Note 4:** Support resources (e.g. TRICARE, Veterans Affairs, ESGR, Red Cross) and NFEs are funded to support these events by their respective organization. Therefore, their organizations
are responsible for providing their personnel with funding for meals. These meals cannot be
provided through the RWW contract.

Note 5: Support staffs are usually comprised of personnel from the execution command who
provide administrative and logistics support. Yellow Ribbon funds shall be limited to funding
five RCC staff to include the Warrior Family Support Program Specialist (WFSPS).
Recommend utilizing local NAVOPSPTCEN personnel if additional staff is necessary. Support
staffs are not authorized to bring guests.

Note 6: Observers are authorized to attend RWWs on a not-to-interfere basis for the purposes of
research or education. The RCC will make the determination regarding their attendance.

Note 7: If all the contracted rooms and meals are not utilized they may be used by support staff.

h. Meals. Meals are provided via the RWW contract and coordinated by the event planner,
unless otherwise directed. Specifically, the event planner contractor makes meal arrangements to
include all meals starting with dinner Friday night; breakfast, lunch, and dinner on Saturday; and
breakfast and lunch on Sunday for all attendees. (A maximum of 212 meals are provided for
each.)

(1) Anyone attending the RWW on orders shall not claim per diem for meals which are
provided during the event.

(2) Allocation of meals outside of the guidance above may be in violation of fiscal law.
RCCs should consult the regional SJA.

i. Berthing. Berthing is provided via the RWW contract and coordinated by the event
planner unless otherwise directed. A maximum of 97 sleeping rooms are provided for each of
the two nights.

(1) Anyone attending on orders shall not claim berthing costs.

(2) Allocation of berthing outside of the guidance above may be in violation of fiscal law.
Consult the regional SJA.

j. Travel. Privately owned vehicle (POV) is the primary means of travel and provides an
opportunity for the designated representative to travel with the Service member.

(1) Travel distances for attendance at any Yellow Ribbon Event should not exceed 400
miles, because this is the maximum single day distance for POV travel as per reference (f).
Attendees can cross regional borders as needed. If travel over 400 miles is necessary, a waiver
may be authorized for the service member and their designated representative by the RCC
commander, the deputy commander, or the chief staff officer of the execution command. This
authority shall not be further delegated. The written waiver on official letterhead shall be per event and shall include: Service member and/or guests name; departure and arrival airport; all authorized expenses as per reference (f); and reason/justification for granting the waiver. All documentation associated with the waiver shall be retained by the execution command for inspection and audit purposes. In addition, approved waivers for each event shall be forwarded to COMNAVRESFORCOM (N55).

k. **RWW Evaluation.** The RWW evaluation shall be completed by attendees at the completion of the event via Events Plus portal. All evaluations shall be forwarded to COMNAVRESFORCOM (N55) upon event completion.

l. **AAR.** AARs are required for all RWW events. AARs shall be completed by the execution command and submitted to COMNAVRESFORCOM (N55) within 30 calendar days of the event. The AAR format is provided in enclosure (8).

NOTE: Submit Actual Cost Reports within 20 calendar days, when feasible. If not feasible, submit the AAR and include documentation stating when the Actual Cost Report will be submitted. In all cases, Actual Cost Reports shall be submitted to COMNAVRESFORCOM (N55) no later than 45 calendar days following each YRRP event.

m. **Child Care.** Child care services are not available on-site during RWWs. Attendees are encouraged to arrange child care prior to attending the event.

n. **Submission Deadlines to COMNAVRESFORCOM (N55) for approval.** The agenda provided in enclosure (6) shall be submitted to COMNAVRESFORCOM (N55) 60 days prior to the event.

9. **Post-Deployment Health Re-Assessment.** The post-deployment health assessment (PDHRA) is a health screen designed for all Service members who have returned from deployment; Active, National Guard, Reserve, and Individual Ready Reserve. The PDHRA is an effort to protect the health and well-being of those returning from combat 3 to 6 months' post deployment, individuals become eligible to participate in the PDHRA program. The PDHRA is a process designed to identify deployment-related health concerns and facilitate access to care. The PDHRA provides education, screening, assessment, and access to care for a wide variety of questions and concerns that service members may have about their health after they return from deployment. The PDHRA extends the continuum of care for service members' deployment-related health concerns. The PDHRA is the Navy Reserve 90-day event as directed by reference (c). This event is completed online. Compliance is tracked by BUMED as well as the CIAC.

10. **Financial Records Management.** Per reference (t) all financial transaction records in support of the Department of the Navy financial statement audit, such as records related to procuring goods and services, paying bills, collecting debts, and accounting for a period of 10 years.
11. **Records Management.** Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

12. **Review and Effective Date.** Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

T. W. LUSCHER
Deputy

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, https://www.public.navy.mil/nrh/Pages/instructions.aspx
APPENDIX A

(a) OPNAVINST 1750.1G
(b) IA GRAM (#1 - #10)
(c) DoD Instruction 1342.28 of 30 March 2011
(d) DoD Directive 1250.01 of 13 April 2004
(e) OPNAVINST 1754.7
(f) Joint Travel Regulations
(g) DoD Directive 5154.29 of 9 March 1993
(h) DoD Directive 5500.07-R, Joint Ethics Regulation of August 1993
(i) OPNAVINST 1754.6
(j) OPNAVINST 4001.1F
(k) Deputy Secretary of Defense Memo of 7 April 03
(l) USD memo “Use of Appropriated Funds for the Yellow Ribbon Reintegration Program” of 7 July 10
(m) DoD Instruction 7000.14 of 3 March 2006
(n) COMNAVRESFORINST 4000.1E
(o) NAVSUPINST 4200.99B
(p) NAVSUPINST 4200.85E
(q) COMNAVRESFORINST 5726.3
(r) COMNAVRESFORINST 1250.2C
(s) 5 CFR 2635
(t) Assistant Secretary of the Navy Memo of 29 January 2015
1. Definitions

   a. Warrior and Family Support Program Specialist. The government civilian at each RCC whose job it is to manage and execute the Warrior and Family Support Programs.

   b. Navy Reserve Regional YRRP Specialist. The individuals contracted by COMNAVRESFOR whose job is to work in concert with the Warrior and Family Support Program Specialist in the planning and execution of the YRRP. They are knowledgeable on Navy Reserve requirements with regard to Warrior and Family Support Programs and should be experts in the YRRP. Yellow Ribbon Program Specialists assist in the planning, execution, budgeting, and resourcing for a given RCCs YRRP events.

   c. Designated Representative. With regard to YRRP events (DRTs and RWWs), a designated representative is an individual designated by the service member whose presence at the YRRP event may contribute to the purpose of the event for the member. If the designated representative is not listed on an individual’s NAVPERS 1070/602 the service member must designate individuals in writing and may change any or all of his/her designated individuals at any time.

   d. NFE. NFE is a broad term that can include for-profit businesses, not-for-profit concerns, educational institutions, financial institutions, vendors, and/or sponsors, etc.