Shipmates,

This month we focus on one of the key concepts of our Navy Reserve – delivering a ready and accessible Force. It is a vital part of who we are. It’s what makes the Navy Reserve “Ready Now!”

What does it mean to be ready? It means our Sailors understand and meet our high standards of physical, medical, dental, family and personal readiness. It means every Sailor knows what they need to do to be ready, and our Navy knows how to help Sailors meet the standard. Maintaining readiness is a shared responsibility, and every Sailor matters: Individual readiness drives unit readiness which drives Force readiness.

Being accessible means, quite simply, that the Navy Reserve can deliver exactly what the Navy, Marine Corps or Joint Forces need, where and when they need it. Being an accessible force means we have the policies and systems in place to move Sailors seamlessly between the Active Component and the Reserve Component, on active duty and back home again.

Being ready and accessible is good for the Navy and good for Sailors. Your proven ability and willingness to be a ready and accessible force has earned the Navy Reserve a reputation as a dependable provider of essential naval warfighting capabilities and expertise, one valued for our readiness, innovation, and agility to respond to any situation. It opens doors to exciting missions where you can make a real difference. It allows you to find more ways to fit a real and meaningful Navy career into your life.

Using our Strategic Plan, we have worked to make the Navy Reserve even more ready and more accessible. We clearly defined readiness standards. We reduced the time it takes to transition from the Reserve Component to the Active Component from four to six months to five days. There’s more work to be done!

Our active duty supported commands provide us the opportunity to serve and they count on us to be there where and when they need us. And, because of your efforts, Navy Reserve Sailors have the enthusiastic support of the Navy, the Department of Defense and the Congress. They admire the way we’ve stepped forward to serve around the world since 9/11, and they know that whether mobilized or on another type of orders performing operational support, Reserve Sailors are eager to serve. They have helped us by supporting laws and policies which enhance access, readiness and remove barriers to service.

Because you are ready and accessible, everyone wins. This is how we live up to the promise of our Force Motto: Ready Now. Anytime. Anywhere.

VADM Dirk Debrik
Chief of Navy Reserve

FORCM Ronny A. Wright
Navy Reserve Force Master Chief

This Issue: April 2011

compartments

02 > Letter from the Editor
03 > Bulletins
04 > Leadership
05 > Money Matters
06 > Career Counselor Corner
07 > Travel Smart
08 > Getting IT to the Sailor
09 > Culture of Fitness
10 > Spiritual Navigation
11 > Profiles in Professionalism
16 > Back to Basics
18 > Maritime patrol Warriors
22 > Seabees Forward!
28 > ‘Bees in the Box
32 > RC Phone Directory
30 > Activation/Mobilization Checklist

features

12 > Ready to Dive: Testing Capabilities

Cover photo: Equipment Operator 3rd Class Eladio Laval carried out the phase 2 security mission at Combat Outpost Stout.
Letter from the Editor

Reserve Force,

During 2011 I am focused on increasing our coverage of the Naval Air Forces Reserve. As many of you know, this is the Centennial of Naval Aviation and there are nationwide events celebrating 100 years of heritage, progress, and achievement in naval aviation. The Navy Reserve has a significant role in that history and future.

Navy Reserve Sailors in Patrol Squadron (VP) 62 keep current and qualified to support missions for combatant commanders around the world. In VP-62, being current and qualified doesn’t just mean being trained to fly and maintain a P-3C Orion. It means they must be mobilization ready in all areas. Medical, dental, physical, professional, personal, and family readiness all add up to total readiness. With the amount of support they provide to the Navy total force, it is clear VP-62 has all their readiness bases covered.

I want to point out another story in this month’s TNR. On page 22 you can read about what the Reserve Sailors of Naval Mobile Construction Battalion (NMCB) 18 are doing in Afghanistan. The VP-62 story will show you “what” Reserve Sailors do to be ready for deployment. This story about NMCB 18 tells you “why” Reserve Sailors need to be ready. NMCB 18 is in the thick of the fight—doing work only Seabees can do.

The second reason I recommend this story is for its photography. For those of you who might submit future photos, my advice is to send quality high-resolution photos like Utilitiesman 2nd Class Vuong Ta did for this story. Ta, as you will see, took great care in lighting and posing his subjects. I know everyone isn’t a professional photographer but be creative when taking photographs. We in the TNR office can help give a written story a little “punch,” but we can’t fix photographs. Look carefully at the first photo in this story. It is a posed group shot of members of NMCB 18. I get group photos in my inbox every single day but I rarely use them. They are the least desirable (along with shots of someone standing behind a podium or pointing at a computer screen). If you have to take and submit posed group shots, do something different. Get out in the field and do something creative. With your help, we can continue to improve the quality of our TNR product. Thank you.

Have a great month Navy Reserve.

Jim Vondran
Editor-in-chief
The Navy Reserve

Clarification: Effective January 8, 2008 Reserve Sailors mobilized for 30 consecutive days or more must receive their retirement pay in the following 30 months prior to age 60. A 30-day period must be within a fiscal year. This applies to pay only, not other retirement benefits.

Not receiving TNR? If you have moved or your address has changed in the last 30 days before publication, please notify your NOSC contact. Please allow 30 days to catch up.
LEADERSHIP

Building a Ready and Accessible Unit

Written by Cmdr. STEPHEN P. FERRIS

The Navy Reserve has identified strategic focus areas to meet its mission for the 21st century. One of these focus areas is the delivery of a ready and accessible force. There is much that leadership can do to meet this readiness and accessibility responsibility.

Readiness: What does it mean to be ready? The standard for Reserve readiness is the ability to mobilize. To be ready means you are able to mobilize and be ready for any kind of job or tasking the Navy might assign.

Financial Strength is Critical

Written by Cmdr. CAROLINE TETCHNER, COMMANDER, NAVY RESERVE FORCES COMMAND PUBLIC AFFAIRS OFFICER

When talking about “delivering a ready and accessible force,” a critical aspect for Reserve Sailors to be mobilization ready is to ensure our financial house in order. It is certainly important we are medically and physically ready to mobilize. It is equally important to avoid leaving behind a financial mess because this can cause great stress to our family. It can also lead to a security clearance being yanked. That’s definitely a situation none of us wants to entertain.

To ensure you’re on top of your financial picture, the best initial measure is to obtain an annual credit report. You are allowed one every year for free, so take advantage of this entitlement. Obtain yours by going to www.annualcreditreport.com (there are imitators out there, so make sure to use this, the REAL free credit report site). Your credit report will prove helpful in establishing knowledge of your financial situation. This will allow you to see how various credit cards and debts affect your financial standing.

Once you’ve received your multi-page credit report, take the time to carefully review each item, especially the open credit accounts. Does the credit report balance on a credit card or loan match your balance? Were there any reported delinquencies on the credit report that may have been in error? Delinquent payments, especially mortgage payments, are a major hit to your credit score. Also check to see if there are any open accounts you don’t use. Even if you aren’t using the credit account, the possibility to charge on that account is considered into your overall rating. Accordingly, too many open accounts can be a negative factor. For example, I found I had department store accounts I hadn’t used in years but were costing me with a lower credit rating. If you’re not using these accounts, write to the credit companies or retailers and close them. This will help clean up your credit file while ensuring those accounts are deactivated and not charged against you.

If you see something on your credit report that doesn’t seem quite right, question it. When reviewing mine, I found a credit card account from a department store I’d never opened. When I investigated, it turns out this was my sister’s account! Our first names both start with “C” and we have the same last name, so it was a simple administrative error. If I hadn’t caught and corrected this mistake, her balance would be counted against my overall credit rating.

When obtaining your annual report, you should consider getting your actual credit score available from this same site. While this additional service is not free, it’s generally a charge of less than $10. This credit score tells you the overall range of where your credit stands in relation to the rest of the U.S. population. It’s also good to know your credit score if you’re applying for any loans, rental housing, or planning any other major financial transactions.

Ensuring your financial affairs are in top shape is an important part of personal and family readiness. These are critical factors in “delivering a ready and accessible force.” For a sound financial future, tracking your credit is something you can do to ensure we continue to be ready, accessible and valued to the Fleet.

The second set of readiness components are best addressed with a combination of Navy and civilian resources. Financial readiness, for instance, can involve Navy resources as well as banks, financial planners, and accountants. Family readiness can be aided by the unit’s embusman, Navy counselors, chaplains and by the Reservist’s own pastor, family, and friends. Professional readiness can be enhanced by military training, college, employer training, online education, and through professional societies.

Accessibility: Getting the Sailor ready is the first step for unit leadership. The mobilization ready Sailor must become accessible to the Navy and to those who require their services. Leadership must work towards increasing that accessibility.

Leadership can promote awareness of mobilization requirements, especially those outside of the immediate gaining command or commands that have been supported historically. Leadership can also support drills or ATs that showcase a unit’s capabilities and promote its usefulness to a diverse set of commands. Most importantly, leadership can facilitate the transition between Reserve and active status for its members. Making the mobilization and demobilization process as seamless as possible is the single best way unit leadership can improve Reserve accessibility.

Conclusion: Building a unit that consists of ready and accessible Sailors is one of the most fundamental responsibilities of Navy Reserve leadership. Leadership needs to think about the components of readiness and develop programs to satisfying each one. By providing notice of mobilization opportunities, showing the unit’s capabilities, and smoothing Reserve/active transition, leadership can meaningfully increase accessibility to its Reserve Sailors.

Credit: Caroline Tetschner
Commander, Navy Reserve Forces Command
Public Affairs Officer

Obtain yours by going to www.annualcreditreport.com (there is one every year for free, so take advantage of this entitlement. When obtaining your annual report, you should consider getting your actual credit score available from this same site. When reviewing mine, I found a credit card account from a department store I’d never opened. When I investigated, it turns out this was my sister’s account! Our first names both start with “C” and we have the same last name, so it was a simple administrative error. If I hadn’t caught and corrected this mistake, her balance would be counted against my overall credit rating.

When obtaining your annual report, you should consider getting your actual credit score available from this same site. While this additional service is not free, it’s generally a charge of less than $10. This credit score tells you the overall range of where your credit stands in relation to the rest of the U.S. population. It’s also good to know your credit score if you’re applying for any loans, rental housing, or planning any other major financial transactions.

Ensuring your financial affairs are in top shape is an important part of personal and family readiness. These are critical factors in “delivering a ready and accessible force.” For a sound financial future, tracking your credit is something you can do to ensure we continue to be ready, accessible and valued to the Fleet.

Credit: Caroline Tetschner
Commander, Navy Reserve Forces Command
Public Affairs Officer

Obtain yours by going to www.annualcreditreport.com (there is one every year for free, so take advantage of this entitlement. When obtaining your annual report, you should consider getting your actual credit score available from this same site. When reviewing mine, I found a credit card account from a department store I’d never opened. When I investigated, it turns out this was my sister’s account! Our first names both start with “C” and we have the same last name, so it was a simple administrative error. If I hadn’t caught and corrected this mistake, her balance would be counted against my overall credit rating.

When obtaining your annual report, you should consider getting your actual credit score available from this same site. While this additional service is not free, it’s generally a charge of less than $10. This credit score tells you the overall range of where your credit stands in relation to the rest of the U.S. population. It’s also good to know your credit score if you’re applying for any loans, rental housing, or planning any other major financial transactions.

Ensuring your financial affairs are in top shape is an important part of personal and family readiness. These are critical factors in “delivering a ready and accessible force.” For a sound financial future, tracking your credit is something you can do to ensure we continue to be ready, accessible and valued to the Fleet.
In an era of performance based initiatives, an effective career development program is the life blood of every unit. Unit leaders are encouraged to promote an environment of teamwork and training. This ensures mission success while fostering Sailors to achieve optimum job fulfillment and career success. The Navy has mandated Career Development Boards (CDB) as one delivery mechanism for career information to Sailors. Leadership, primarily by the unit’s senior enlisted leader (SEL), the chief’s mess and unit career counselor (UCC), is critical to the success of every Sailor.

In order for the Navy to be recognized as an employer of choice we must continue to retain quality Sailors. At the same time, we must shape the Reserve component to meet future fleet and manpower requirements. As we work to meet Navy goals we must retain the right Sailor with the right skill set. This requires aligning career opportunities with established fleet requirements at each career decision point.

The role of the UCC is to assist unit leadership in executing an enlisted career development and retention program within their unit. They are the unit commanding officer’s principal advisors on policies and regulations related to Navy career planning matters. UCCs assist Navy Counselors, and command career counselors and are the focal point of a successful career development team.

Due to the distinct purpose and unique nature of duties of a UCC, it is important to select the right person for the position. Unit COs should not assign Sailors whose other responsibilities are too demanding. A unit’s size or mission could make more than one UCC necessary. UCCs should be selected based on their ability to be effective communicators and mentors. Additional requirements of UCCs include, but are not limited to the following:

1. UCC assignments are for a minimum of 36 months.
2. UCCs must be designated in writing by their unit CO.
3. UCCs must attend the Reserve Career Information Course (R-501-00005) within 90 days of assignment.
4. UCCs must attend the Career Development Training Course-Reserve.

UCCs are to ensure all Sailors are given the opportunity to develop their careers to the fullest potential. UCCs accomplish this through proper direction, development, and training. The UCC is responsible to the CO and the SEL for all matters related to career information.

For more information on UCCs responsibilities, procedures and best practices refer to, Navy Retention and Career Development Program (OPNAVINST 1040.11C), and the Command Career Counselor Handbook (NAVPERS 15878K). The Reserve Career Counselor Handbook on can be found at the CNRFC N15 website at the link below.


Recently, Navy Reserve Force Travel (N33) went through some major transitions to better serve our Reserve Sailors. To begin with, N33, Space and Naval Warfare Systems Center, and the Defense Travel System (DTS) Travel Assistance Center, are working together to answer and respond to all travel related phone calls and questions. This partnership increased manpower and decreased response time providing improved travel assistance to the field.

Known as the travel triad, all three commands are now using a common system to submit trouble tickets, track conversations, note actions taken and notify the member who submitted the trouble ticket of the resolution. This system allows multiple agencies to work together. This way they can resolve travel concerns without requiring multiple follow-up phone calls from the traveler or Navy Operational Support Center (NOSC). We are always looking for ways to decrease errors and delays in order processing. One of the current issues noticed by Force Travel is the inaccuracy of Navy Reserve Order Writing System (NROWS) order information. When creating a set of annual training, additional duty training and individual duty travel and training orders, members and the NOSC order specialists (OSP) should ensure that all information entered into NROWS and DTS is accurate. Taking a few extra minutes to verify the information can pay big dividends in the long run when the member travels without complications and their vouchers are paid in a timely manner.

Some common discrepancies include:

• Start date and report date being the same. This does not allow time for travel.
• If annual training orders exceed 17 days the member must have a waiver from their operational support officer.
• Orders need a physical address of the command supported. Do not use APO addresses or PO boxes.
• Verify the correct mode of travel is selected. There is a big difference between government or commercial planes and autos.

Another way to decrease travel frustration is to ensure that you have a paid airline ticket before arriving at the airport by checking with your Navy Reserve Activity. NOSC and squadrons on DTS should download the “Depart Status” report at least twice a week, on Monday and Wednesday. This is to verify confirmed flights and paid tickets for upcoming travel of their personnel. If the report shows flights that are not ticketed within three business days of travel the OS should contact the NROWS/DTS helpdesk at 1-800-537-4617 for immediate assistance.

The member can also check to see if airline tickets have been paid in a number of ways. Either on their itinerary, or their DTS preview page find the field that says “Ticket.” If this field has a numeric code, it means the ticket is paid. If the field shows a series of letters then the ticket has not been paid yet, meaning it’s not valid for travel.

Additional travel information and DTS training can be accessed at the Navy Reserve Homport. If at any time you need additional travel assistance, the Navy Reserve Travel “Triad” is standing by to assist you at 1-800-537-4617, option 1, 1.
The New Navy Reserve Homeport

Written by SHEILA DALESSANDRO,
COMMANDER, NAVY RESERVE FORCES COMMAND NG

The new Navy Reserve Homeport (NRH) portal has a new design with a more user friendly look and feel. We have created a website to help you be mission ready. Information will be readily available on the website to deliver a ready and accessible force.

The NRH portal team hasn’t ignored your suggestions; we are continually improving the web portal. The new page has all the same capabilities with added new features.

PRIMARY TOOLS
We know you are busy and you need information fast so you can put your mission first. So, we have designed a centrally located navigation menu that will place all of your vital links at your fingertips. The new center navigation allows you to access important information to perform your day to day operations. Because individuals need easy access to essential information, this section highlights the information related to your work, training, and benefits. In each section you will find categories and references.

NAVIGATION
To help you better navigate the NRH, the portal will offer pages that open in new windows. This allows the first window to remain at the home page while you continue working. Once you exit out of the secondary window, the home page is still there in the first window.

To quickly find the information you need, a toolbar under the page banner has drop down menus that allow you to point and click on the information you need

Access to internal sites like Frequently Asked Questions and the Events Calendar located at the Info Board on the left side of the home page.

EXTERNAL LINKS
External sites like Navy Knowledge Online and BUJPERS Online are now in the Quick Links menu on the left side of the home page.

NAVY RESERVE INFORMATION
The right side of the home page will give you links for command readiness, announcements, communications, and questionnaires.

The new NRH portal offers an attractive look that will bring all the important information to a central location. The new features and enhancements have a more intuitive layout, improving ease of use. By adding the left, right, and center access points, you are able to navigate throughout the new portal easier.

We welcome your suggestions to improve your site. Send your comments via the “questions and comments” button located at the bottom of the page.

CULTURE OF FITNESS

Commitment to Fitness

Written by Chief Mass Communication Specialist PAUL G SCHERMAN

With the spring physical fitness assessments (PFA) just around the corner, it is not soon enough to dust off your running shoes. Let the Navy core value of “Commitment” be your guide to establishing a fitness regimen year round.

C – Commit to establishing a fitness goal and stay with it. Stay focused. It is a matter of discipline and dedication to make exercise part of your daily routine.

O – Orient yourself to a variety of activities and then choose one or two you enjoy. Bicycling, swimming and jogging are common exercises but skiing, skating, dancing, yoga and pilates can be considered. This will add variety to your exercise routine and help prevent overtraining.

M – Mindset. Change your attitude toward exercise. It’s not about having a solid body during the summer months or being able to pass the PFA twice a year. It’s about being healthy over a lifetime. Make exercise a year round habit, not a part time hobby. Regularity is important for developing and maintaining good health and fitness.

E – Effort. With exercise, you get what you put in. Find the dedication within yourself, and then push it to the next level. With steadfast effort, comes a great sense of accomplishment. You will gain more energy and enjoy the benefits of being physically fit.

N – Nutrition. In some ways choosing the right food is just as hard as making time for physical activity. By ensuring appropriate nutrition, you enhance the results of your physical activity and increase your general wellness. You will also experience an increase in energy.

T – Train three days a week for a minimum of 30 minutes a day. This includes cardiovascular exercise as well as resistance (weight) training. If you meet this goal, you will see your overall health improve and you will be building healthy habits. However, the challenge is to think of training at the minimum as mediocrity. Avoid being average. Train five days a week or an hour a day. Get in the habit of making fitness a part of your life.

M – Motivate yourself and others to exercise with you. Be a fitness leader and organize daily workouts with friends and family. If you have a workout partner you will be more likely to show up. Working out with others energizes everyone.

E – Effort. With exercise, you get what you put in. Find the dedication within yourself, and then push it to the next level. With steadfast effort, comes a great sense of accomplishment. You will gain more energy and enjoy the benefits of being physically fit.

N – Nutrition. In some ways choosing the right food is just as hard as making time for physical activity. By ensuring appropriate nutrition, you enhance the results of your physical activity and increase your general wellness. You will also experience an increase in energy.

T – Total Wellness. Total commitment to fitness will affect all areas of your life. Exercise is only one part of a healthy lifestyle. Your follow through, attitude, intensity, and eating habits all play a part in engaging in a total wellness state of being.
As the only members in military service who are not authorized to carry weapons, chaplains must rely on their religious programs specialists for protection in theaters of operation.

Although, the primary mission of an RP is to provide administrative and technical support for the chaplain, while forward deployed, RPs also provide personal protection for the chaplain.

“RPs are the right arm of the chaplains,” said Lt. Cmdr. James H. Pittman, Marine Corps Air Station Cherry Point chaplain. “They are able do things that the chaplain may not. They are administrative support and personal security managers.”

Chaplains, whether they are members of the Army, Navy or Air Force, according to the Geneva Convention and military regulations, are designated noncombatants. While other noncombatants, such as medical personnel, may carry weapons for self-defense, chaplains are not allowed to carry weapons and must rely upon their RPs for protection.

“The RP rating is the only rating in the Navy tasked with protecting a noncombatant,” said Senior Chief Religious Program Specialist Dino C. Medler.

They gave tips of how to tactically and respectfully keep a chaplain safe. Each RP conducted a building clearing scenario in pairs.

Later, at the Marine Corps Recruit Depot in San Diego, the Reserve RPs received weapons familiarization training by the Marine staff. The Marines made sure safety was the most important part of the training.

While on deployment, it is important to know basic land navigation skills. These skills enable the RPs to get themselves and their chaplain to safety if they are separated from their unit.

Chaplain protection is only one aspect of the RPs job. They are also tasked to execute a command religious program. To learn more about this aspect of their rating the trainees went through the blue and green side of the military for a long time to come.

An overview of basic first aid and Camp Pendleton, Calif. to hone their skills.

They gave tips of how to tactically and respectfully keep a chaplain safe. Each RP conducted a building clearing scenario in pairs.

Later, at the Marine Corps Recruit Depot in San Diego, the Reserve RPs received weapons familiarization training by the Marine staff. The Marines made sure safety was the most important part of the training.

While on deployment, it is important to know basic land navigation skills. These skills enable the RPs to get themselves and their chaplain to safety if they are separated from their unit.

Chaplain protection is only one aspect of the RPs job. They are also tasked to execute a command religious program. To learn more about this aspect of their rating the trainees went through the blue and green side of the military for a long time to come.

Training Department Head

Cheyenne, Wyoming

Brief description of your navy job: I am the mustering petty officer of my unit. I also perform administrative duties to include maintaining the recall list, working on evaluations, assisting the chain of command and assisting the command career counselor with career development boards.

Brief description of your civilian job: A newly enrolled college student at Spokane Community College.

What has been your greatest Navy achievement? Repainting an orphanage in Misawa, Japan and playing soccer with the kids.

Who has been your biggest influence since joining the Navy? Aviation Maintenance Administrationman 1st Class Buss. He was my first AZ leading petty officer back when I was in the aviation community. He was tough but very knowledgeable. He taught me everything I knew about being an AZ and about F/A-18s.

What do you enjoy most about the Navy? The sense of camaraderie and family. It never changes from command to command. Sailors all seem to have a similar sense of ethics and morals.

Most interesting place visited since joining the Navy: Too many to list, but Misawa, Japan was amazing for the snowboarding and culture.

Current hobbies: Martial Arts, rock climbing and lots of reading.

Who has been your biggest influence since joining the Navy? I can’t say that one person influenced me. I have worked under some great leaders but my overall biggest influence is God.

What do you enjoy most about the Navy? I enjoy the professionalism and high standards the Navy requires of our members. I like being part of a team that is motivated, and highly skilled in all we do.

Most interesting place visited since joining the Navy: Perth, Australia due to the culture, hospitality and scenery.

Current hobbies: I’m a gym rat and love to run long distance. I also enjoy volunteering as youth baseball, football, and basketball coach. I’m also a huge Dallas Cowboys fan.
Imagine a warm night around 8 p.m. A private helicopter with four passengers from Milwaukee, Wis. is flying home to its operations home base in Chicago, Ill. The helicopter experiences mechanical difficulties with its rotor stabilizer assembly and crashes into the waters of Lake Michigan, off the shore of Waukegan, Ill.

With Naval Station Great Lakes nearby, a dive team from Navy Reserve Experimental Diving Support Unit (NR EXPDIVSUPU) is summoned to locate and recover the wrecked helicopter. With a team of four divers and another three members standing ready to assist ashore, the search for the wrecked helicopter is on. This is a scenario used in training preparations for the unit, and demonstrates only one aspect of the Reserve unit’s capabilities. The unit’s training exercise helps to sharpen their skills so they remain an important asset to their parent command, the Navy Experimental Diving Unit (NEDU).

“We are a well-trained unit with divers of diverse backgrounds and capabilities,” Chief Warrant Officer Johnny Bogle, commanding officer of NR EXPDIVSUPU said. “We use this training to exercise our basic skills. We also perform many types of experimental diving operations with Navy Experimental Diving Unit in Panama City, Fla., which means we are able to perform a wide variety of tasks.”

“This exercise tonight will be an important test of our capabilities,” Bogle said. “In the bigger picture, we also work to support Naval Sea Systems (NAVSEA) commands in various diving operations that demonstrate our diverse capabilities. For example, our diving team recently worked with a Reserve Navy shipyard maintenance unit from Greenbay, Wis. and the Wisconsin Maritime Museum in the inspection of a World War II era museum-piece submarine.”

Bogle is quick to point out his divers are well-trained, capable and ready to assist in many Navy and civilian operations. All unit members have civilian skills that enhance unit readiness and add to the team’s ability to accept diverse missions. Some members work in civilian law enforcement which adds to the force protection element of Navy Reserve missions. Others work in the medical and mechanical fields, which reinforces required diving and salvage capabilities. Hospital Corpsman 2nd Class Brian Herli is a Navy diving medical technician and works as a civilian emergency medical technician. He has been instrumental in leading and training the unit in emergency response.

Members of NR EXPDIVSUPU bring with them many years of Navy and civilian diving experience, some with as many as 21 years. Even with extensive experience the team never forgets the importance of safety. As with all diving units, the eight-man team must perform diving qualifications at least four times every six months to keep their diving certification current.

While diving is complex during the day, a night dive adds the variables of limited visibility and decreased temperatures. These increased dangers tend to sharpen a diver’s focus. The team members rely more on their teammates to provide extra assistance, such as helping locate and check equipment or providing light, if needed. On the water, everyone increases their focus to provide the diving supervisor a higher level of situational awareness. The divers working in the water have to rely more on each other as well. Diving in total darkness is nothing uncommon to a Navy trained diver. A flashlight does not guarantee visibility due to reflections from sediment and conditions below the surface. The divers may have to rely on line pull signals to guide their operation. This is something every Navy diver is trained to do. The temperature drop at night also adds to a diving unit’s concerns as potential hypothermia is possible.
Prior to venturing out into the dark waters of Lake Michigan that evening, the unit gathered to coordinate and identify their strategy for the evening’s operations. Each aspect of the night exercise was planned out and briefed from beginning to end. To exercise their knowledge as diving supervisors under instruction, two of the unit’s supervisor trainees provided briefs in preparation for the dive.

“Our job tonight will be performing a search to find simulated wreckage. The first rule is staying safe and watching out for your diving buddy,” said Navy Diver 1st Class Paul Ford.

Ford has 20 years of diving experience.

“Our training task is to locate and survey the wreckage,” Ford said. “In real life operations, we would primarily be focusing on recovering personnel from the helicopter and to recover any important items such as a black box.”

According to Navy Diver 1st Class Joseph Vandenover, the team will use a process known as the Jackstay Survey to locate submerged objects during their time in the water.

“This type of search system is normally used in shallow water operations,” Vandenover said. Vandenover has served as a Navy diver for 21 years and acts as the unit’s leading petty officer and lead diving supervisor. “The process involves two divers dropping two lines from a buoy system, spacing them out and moving into what amounts to a grid pattern.”

As the divers lower lines to the bottom, they then lower themselves down and move through the area and perform a visual search. Once they have completed the search in that particular segment, the lines are moved again and they do a sweep until the object is located. It is a time-consuming process.

In the case of this night-time exercise, the divers worked in waters down to a depth of approximately 20 feet. While two divers performed the search, two other team members monitored their progress from a boat on the surface above them. After locating the wreckage, the divers conduct a survey of the wrecked helicopter and search for the passengers that were aboard when the crash occurred.

Nearly as time consuming as the dive itself, was the preparation prior to the evolution. In a real life situation time is of the essence, which is why training exercises like this are so important. Prior to the dive, the team worked together checking their equipment for wear and tear, ensuring each piece was operating flawlessly.

NEDU exists to provide research for the U.S. Navy. The long-time Navy organization was established in 1927 at the Washington, D.C. Navy Yard. NEDUs test and evaluate diving, hyperbaric, and other life-support systems and procedures. They also conduct research and development in biomedical and environmental physiology. The unit provides technical recommendations to NAVSEA to support operational requirements of the armed forces.

“During the inspection of the World War II era Navy submarine in Manitowoc, Wisc., the unit also used the time for increased training,” Bogle said. “Our dive teams, who have a great deal of experience, train monthly to keep our skills sharp and to better assist NEDU.”

Some divers are experts in explosive ordnance disposal and others at conducting hull inspections of Navy vessels and submarines. Some NEDU divers support medical research and testing the limits of divers in different water conditions.

In 2001, one of the divers from NR EXPDIVSUPU assisted with the salvage operation of the USS Monitor, the first ironclad U.S. Navy vessel to serve in the Civil War. The Monitor sank in stormy waters off the coast of Cape Hatteras, N.C., Dec. 31, 1862. Twenty-year diver Ford was chosen to be part of the salvage team to assist with the operation of raising and preserving the Monitor.

The years of experience of members of NR EXPDIVSUPU combined with their varied backgrounds in different mission areas, allows this team of divers to be ready and accessible to support Navy diving operations when called.
This month’s Back to Basics takes a closer look at each part of the anchor chain.

**Anchor Chains**

Made of steel, Navy anchor chains vary in size according to the size of the ship and her anchors. Chain comes in 15-fathom lengths called shots. One fathom equals six feet. How many shots a ship will carry depends on the type of ship.

Shots are attached to one another by detachable links.

A special color-coding system is used to identify the various shots so that when the ship is anchored, you can tell, just by looking at visible chain on deck, how much chain has been paid out and is underwater.

Each of the detachable links that marks the beginning of another shot of chain is painted red, white, or blue. The links on either side are painted white (the number of links corresponding to the number of shots) and pieces of wire are also twisted onto the last white link to further aid in identification (the latter useful in the dark when you cannot see the links clearly, but can feel the turns of the wire.)
Maritime Patrol Warriors

Since 1970, the ‘Broadarrows’ of Patrol Squadron Six-Two (VP-62) have been hunting enemy submarines, drug boats and terrorists. One of two Reserve P-3 squadrons in the fleet, VP-62 provides qualified operators and maintainers of the P-3C Orion to combatant commanders around the world.

“We have approximately 90 Reserve and full time aircrew members who we keep current and qualified to perform maritime patrol missions from peace to war,” said Cmdr. Brian Carpenter, the squadron’s commanding officer. “If needed, we can send them out as individual augmentees or as complete crews to support forward operations or homeland defense missions. Right now we have aircrew personnel augmenting active-duty squadrons in the Middle East, Europe and South America. In the last six years we have also deployed our own aircraft and crews in support of operations Enduring Freedom (Philippines), Iraq Freedom, Unified Response (Haiti), Carb Shield and numerous exercises at home and overseas.

“The P-3 mission is a good fit for Reserve Sailors,” Carpenter continued. "Airborne ASW (anti-submarine warfare) skills take a long time to learn and are very expensive to acquire. But once learned, they are easily maintained and refreshed. Our Reserve Sailors have thousands of hours of Navy flying experience that represents a huge investment by our tax payers. Our job is to preserve that investment by way of periodic training and operations. The P-3 is also a good platform for Reserve Sailors. The range and accommodation of the aircraft provides the mobility for our Reserve Sailors to get quickly to the fight with their aircraft, aircrews and maintenance support.”

One of the senior drilling Reserve Sailors in the squadron, Naval Aircrewman 1st Class (NAC/AW) Edward Drouse Jr. said, “I have flown on every type of mission the P-3C is tasked for in VP-62. Sometimes I come in during the week to do trainers and bounce flights to help maintain the squadron’s readiness. I have flown with other crews to help them get qualifications when their personnel were out.”

The primary mission of patrol squadrons is to train for and conduct anti-submarine warfare.

“The submarine is a potent, cost effective weapon of choice against our Sea Base. Anti-submarine warfare has historically been a very asset-intensive endeavours,” said Carpenter. “The role of VP-62 is to integrate into the wider effort with allied helos, ships, and subs to counter the threat.”

To meet VP-62’s mission they must continually work to keep their aircraft ready for training and combat. Five years ago, the maintenance departments of several squadrons were consolidated into a wing-wide combined maintenance organization (CMO). After a three year trial effort, the CMO concept was abandoned and VP-62 began rebuilding its organic maintenance program. It took a year to regain the billets and another year to rebuild the manning and qualifications. Most of the new full time maintenance personnel never worked on a P-3 before. With guidance from the senior selected Reserve maintenance personnel, the new P-3 Sailors came together as a team to keep their aircraft ready for service.

“I came here a little more than a year ago and went straight to the line shack,” said Aviation Machinist’s Mate 2nd Class (AW) Tyler Ensign. Ensign is a 28-year-old engine mechanic who came from an EA-6B Prowler squadron. “We all came together and got our first aircraft and got started.”

Senior Chief Aviation Structural Mechanic (AW) Larry Maxton was one of the original Reserve Sailors who stood up the new maintenance programs. A sheet metal mechanic who works on P-3s at the depot level as a civilian, Maxton was the maintenance department leading senior chief from 2009 to 2010.

“We had some challenges with qualifications because many of the full-time support maintainers were coming from other communities and didn’t have P-3 experience. They were hard chargers and made it happen,” said Maxton.

A team of aviation ordnancemen prepare to load an inert MK-46 torpedo into the bomb bay of a P-3C Orion. Photo by Mass Communication Specialist 2nd Class Nicholas Garratt.
"Lately we’ve had a lot of work,” said Ensinger. “With an aircraft of this age, you never know what kind of maintenance issues are coming next. Sometimes it’s easy to lose sight of the big picture. We have to remember, we’re not just changing a propeller, we’re getting aircraft to the fleet, providing a vital mission capability.

“It doesn’t matter whether forward deployed, or here flying training flights. Those aircrew members are still humans in the aircraft. Every member of our team knows we fix aircraft for that—to keep the aircrew safe as well as keeping the aircraft mission capable."

However, the cost of being ready for a fight that might not happen is high. “I am one of just a few Sailors left in the squadron that have actually seen what a Soviet submarine looks like,” said Drouse. “The American taxpayer isn’t going to fund a VP squadron just to stand by for ASW,” said Carpenter. “So we’re also training for maritime patrol, overland reconnaissance and counter-narcotics missions. Some would argue these are more important because they are real missions today instead of the what-if of anti-submarine warfare tomorrow.”

The Navy plans to replace the P-3 over the next decade with a combination of new maritime patrol aircraft, the P-8 Poseidon and the unmanned Broad Area Maritime Surveillance (BAMS) aircraft. “The role of Reserve Sailors in the P-8 and BAMS world is still being shaped. I hope there will continue to be a mechanism to capture the talented P-8 and BAMS aircrewmen of the future and keep them relevant in the Reserve. It just makes sense” said Carpenter. “In the meantime, we’ll be flying the mighty Orions into their 40’s and maybe 50’s.”
During the course of 2010 and 2011, eight different Seabee battalions were surged into the Afghan theater of operations. Four battalions were present in theater at the same time during the peak construction tempo in the second half of 2010. The surge balanced the deployment of Reserve and active duty battalions and even mixed the troops in the field and on forward operating bases (FOB).
Since the beginning of hostilities in Afghanistan in late 2001, Seabees have been posted all over the globe. They assist in humanitarian relief and support the Army, Marine Corps and NATO warfighters. Prior to 2010, the battalions in war zones had typically rebuilt or created infrastructure from scratch. They mainly built up installations for use by U.S. and coalition forces. Still the motto of the Seabees has remained, “We Build—We Fight.”

In the years of WWII, much like today, Seabees were scattered around the world and were often exposed to enemy fire. Korea and Vietnam also operated as construction battalions, but the construction battalions had in WWII, so fewer Bees saw combat. Recent operations in Afghanistan have once again seen the construction battalions used in war theaters. Prior to 2010, the battalions in war zones had typically rebuilt or created infrastructure from scratch. They mainly built up installations for use by U.S. and coalition forces. Still the motto of the Seabees has remained, “We Build—We Fight.”

Arriving in the Helmand province of Afghanistan in July of 2010, Naval Mobile Construction Battalion (NMCB) 18, a Reserve battalion, took operation of the construction battalions had in WWII, so fewer Bees saw combat. Recent operations in Afghanistan have once again seen the construction battalions used in war theaters. Prior to 2010, the battalions in war zones had typically rebuilt or created infrastructure from scratch. They mainly built up installations for use by U.S. and coalition forces. Still the motto of the Seabees has remained, “We Build—We Fight.”

Killed as the “Mighty builders”, NMCB 18 started receiving projects before they touched down at Kandahar Air Field (KAF). One of the earliest projects was the construction of a combat outpost (COP) in the Argandab River Valley. The plan was to place the COP alongside a road essential for U.S. and coalition forces to control. Domination of the road and approaches were considered crucial by coalition commanders. Control of this road would limit Taliban access to a FOB, three other COPs and the city of Jelawar. The first phase of Objective Bakedfield was for U.S. and Afghan forces to drive out insurgents and seize the road and surrounding countryside. Army forces met with fierce fighting, encountering small-arms fire, vehicle-borne improvised explosive devices and anti-personnel mines. In the initial clash, U.S. Army squad leader Staff Sgt. Kyle Stout was killed by a blast from an improvised explosive device (IED). For five days, coalition forces battled with Taliban fighters. These forces included U.S. Army troops of the 1st Battalion, 320th Field Artillery Regiment (FAR), 2nd Brigade Combat Team, 101st Airborne Division, Canadian Infantry and Afghan National Army (ANA) forces of the 1st Kandak. Nearly 100 coalition forces were in place contesting for the ground. Casualties during the heavy fighting of the first two days reached nearly twenty percent. Due to high battle losses, reinforcements from U.S. Army air assault forces were brought in to bolster the 320th and break enemy resistance.

Tacticians immediately recognized the need to establish a permanent outpost to support ongoing patrols and provide long-term jurisdiction over the byway. A team of four Seabees from NMCB 18 were tasked to rapidly build the initial 50 by 100 meter COP compound. This allowed the two platoons of the 320th and an equal number of ANA to safely hold the ground. The four Seabees from NMCB 18 focused first on construction on the west side of the road. The new compound had to be capable of sustaining the 40 plus personnel of the coalition force.

When they arrived at the combat-embattled coalition forces, the Seabees found them dug in and occupying hasty fighting positions. Unable to fill their barriers with soil, Army forces put up empty barriers to simply block the enemy’s line of sight. Taliban forces had also mined the road with anti-personnel mines to deny foot patrols ease of movement. Objective Bakedfield was appropriately renamed “COP Stout” in honor of the staff sergeant who gave his life to control the vital roadway.

Construcition Mechanic 1st Class Christopher Fink takes a break. Fink was one of the eight members of the phase three team that helped make the final adjustments to COP Stout giving the U.S. Army their first hot shower in weeks. Fink worked diligently to repair an old farm tractor motor that powered a pump for shower and latrine facilities. Navy photo by Utilitiesman 2nd Class Vuong Ta.

“We dropped gear, rolled in and they (Army) started filling,” said Construction Mechanic 1st Class Tim Lytle. “They told us it was hot—really, really hot!” The Seabees began working in the dark the night of their arrival. Army leadership warned the Bees not to work on the far side of the road. An abandoned compound had been heavily wired with explosives and the ground around it was salted with IEDs. Lytle said the fire was constant. “They’d hit us and we’d hit em back and then they’d fall back.”

The four Seabees scapped up soil for the Army’s 863rd Engineering Battalion, who filled the barriers using a scoop loader. They worked for 36 hours straight, eating and grabbing a soda as they pushed dirt. Unable to make time, the erected barriers on the north, east and south sides of the future COP. Access to the east side was blocked by a six-foot mud wall that ran parallel to the road.

Equipment Operator 1st Class Trevor Stout (no relation to Staff Sgt. Kyle Stout) and Equipment Operator 1st Class Nick Larson assisted with the scoop loaders. Equipment Operator 2nd Class John Taylor worked alongside Lytle with another dozer. Lytle and Taylor stocked the fill. Mortar and rifle grenade rounds frequently struck within 30 or 40 feet of the armored dozers. The Seabees kept working, knowing there would be little let-up until the perimeter was secure. The 320th FAR, Air Assault and ANA continued to take casualties. Eventually patrols also began to operate from another COP about 600 meters south of Stout. Kiowa attack helicopters readily laid down Hellfire missiles and .50 caliber gunfire in support of the patrols and the new COP’s garrison. That concluded the first campaign to secure the area.

Equipment Operator 3rd Class Eludice Loucel was the first Seabee from NMCB 18 on site for the second phase of the fortification project. An Afghan farm compound on the west side of the road allowed enemy fighters an overview down into the first phase COP. It had to be leveled.

“I was a little overwhelmed and didn’t know what to think,” Loucel said. He slept in the dirt the first night, duly warned about the gaps in the perimeter. “The Army looked at me as a professional and asked me what I wanted to do.”

Loucel decided to take on the job. An explosive ordnance disposal team (EOD) explained what he needed to look for in terms of large explosive devices. Army personnel set security and he surveyed the site with his officer in charge (OIC). His first push into the compound would doze a path in an easterly direction along the south wall of the farm compound. He dropped his blade and made a pass, ripping and dozing a path about a two foot step and nine feet wide. The path allowed EOD safe access in case Loucel encountered a large explosive device. Roads and compounds that have been demined often still yield unexploded ordnance or mines. Bomb sniffing dogs, sub-surface detecting equipment and mine clearing line charges don’t get everything. It is the reality of this war.

Next, Loucel ramped soil against the west end of the compound wall so that he could safely remove the building without having to demolish two stories simultaneously. He took out the building from top to bottom.

“It was most definitely built for war,” Loucel said, referring to the durability of the structure. Prior to his arrival two 500- pound bombs had been dropped on the building without doing any appreciable damage. The Army estimated it...
would take three days to demolish the compound. Loucel finished it off in four hours, but only after severely spraining his right ankle when he stepped in a hole while stepping off his dozer.

Due to the noise from the dozer and concentrating on his work, Laurel didn’t hear the direct fire Army personnel were taking in the COP. It was all over by the time he completed his mission.

“They (the Taliban) were a little upset about us dropping the building,” Loucel said with a smile. “I didn’t even realize how relevant Seabees are until I saw the Army’s reaction when the building came down. They were so happy to see it come down.”

Elimination of the building gave Taliban fighters no place to hide. With the building gone, coalition forces now had open lanes of fire from the COP.

The OIC found himself with a Seabee for two extra days before he was due to move back to FOB Terra Nova. The road to the south of Stout was flanked by mud walls and trees creating ambush points and cover for grenade and small arms attacks. The OIC asked Loucel if he would take down the walls and trees and touch up the roadbed. In two days, Loucel cleared back the obstructions on the road shoulders and wrapped the road around to the west and south of Stout. This created a safe approach to yet another compound that was providing cover for the Taliban. He visually identified a large and very recently buried IED.

In the final week of construction, the Seabees, working long shifts into the night, transferred their efforts back to the original compound. They constructed new tent decks for berthing and a Southwest Asian Hut to construct gun towers on the northeast and southeast corners of the new compound.

White crossed the road to join the work crew and to be on hand in case of emergency. Between Army and ANA, every day there was a new trauma case. Most of the wounds were caused by IEDs. White was not going to be short on customers.

As the first week came to a close, three additional Seabees arrived to construct gun towers on the northeast and southeast corners of the new compound. Interlocking fire from the guns allowed the ANA crew to interdict Taliban forces out 350 meters to the east and more than 400 meters to the south. Army and ANA patrols ranged for miles, always taking a different route through the most rugged terrain to avoid detection and mined pathways.

On the seventh day, a combined ANA/U.S. patrol sorted from the U.S. compound. As they readied to set an ambush, small arms fire erupted from a nearby tree line. One of the Afghan Army troopers began to panic. Cpl. Gervais Vera grabbed the soldier to calm him, stepped back, and triggered a pressure plate. The blast completely severed one of Vera’s legs, and severely injured the other. The ANA soldier remained unscathed as Vera took the brunt of the explosion.

White assisted an Army medic, who had already placed a tourniquet on one leg. After helping place two additional tourniquets, White packed 10 rolls of combat gauze into a fist sized wound in Vera’s back. A Blackhawk helicopter arrived in 15 minutes, evacuating Vera directly to the ROLE 3 medical facility at KAF.

Capt. Donald Bittner, a Reserve component surgeon assigned to NMCB 18, was one of the members of the emergency medical team that treated Vera when he arrived at KAF. Vera is recovering at Walter Reed Army Medical Hospital in Bethesda, Md.

Until the enclosure was completed, however, small arms fire peppered the ground as insurgents attempted to harass Seabee efforts.

White told it, Fink is a commodity in demand throughout the Jelawur region. Army troops on FOB Terra Nova and the surrounding COPs took forward to the skill Fink brings and the improvement he makes to their living conditions.

NMCB 18 carries out three separate missions to COP Stout and their work didn’t stop there. They returned to FOB Terra Nova and provided security and quality of life improvements for the wounded soldiers. As missions progressed they saw more kinetic activity and were often in the line of fire. These kinds of circumstances can erupt anywhere and at any time in the rugged landscape of Afghanistan. Fortunately for the coalition forces, NMCB 18 assists, these Seabees are prepared for anything.
Big things come in small packages. I’ve heard that phrase all my life but it has never rung more true than the day I met Chief Builder Rick Kossa. Kossa serves with Naval Mobile Construction Battalion 18, which is a Reserve unit out of Washington state and currently deployed to Afghanistan. I met him on a trip to Forward Operating Base (FOB) Wilson. We were visiting there with First Naval Construction Division’s command master chief. We were met at the landing zone by Kossa, who immediately began to list his battalion’s needs.

“Good afternoon master chief,” said Kossa as he glanced toward me with a half smile. “I know you don’t have much time, so let’s just get into it. I need to know who has the money. I’ve got this great construction equipment, but it’s broken. I’ve got construction equipment in other parts of the theater not being used. I could use that equipment, or at least use the parts to fix what I got. I need to order stuff I need, and I need to receive the stuff I’ve already got on order. I have guys saying ‘chief, we don’t have what we need to do our job,’ and I don’t know what to tell them. It’s a bad day when the chief doesn’t have the answer. So master chief, what’s the answer? Who has the money?”

We only had 45 minutes on the ground and he filled every bit of that 45 minutes. He drove us around in a Gator (a tiny version of a Jeep) to each of the projects his people were working on. He was driving fast and talking just as fast. Moon dust was flying up in all directions as we rounded sharp turns and drove past thousands of sand bags on our way to the projects. By the time we re-boarded the helicopter, we had all gotten a mouth full of sand and an ear full of Kossa. At that point I knew three things about him. Number one, he’s short. And by short I mean got-a-waiver-to-join-the-Navy short. Number two, he cared about his people and his mission. And number three, his size was the only small thing about him. His personality, his persona, his life—it’s all big.

The next time I flew to FOB Wilson I was again met by Kossa and the Gator. We hopped in and he drove me, again at a rapid speed, to my berthing. However, this was a calmer version of Kossa. I guess he figured he didn’t really need to get into parts and shipping conversations with me, because I definitely did not have the money. He told me to unpack my stuff and he’d meet me for lunch.

Over lunch we talked about a lot of things. I was mostly curious about his tattoos. His body was covered with them—another waiver from the Navy I presume. The tattoos ran down both of his arms and up his neck ending just below his chin. From conversation, I know they continue down his back, chest, abdomen and legs—the illustrated chief. On his Adam’s apple he has two seahorses in a yin and yang shape.

“It’s for my love of the sea,” he said.

His call sign on the radio is “Convict,” despite the fact that Kossa has never been in trouble with the law.

Just one more stereotype,” said Kossa, as he pushes food around his plate.

In fact, Kossa made his living doing construction before finally deciding that joining the Navy sounded like a good idea.

“I didn’t think I’d get in, I mean, look at me,” said Kossa, who not only got accepted into the Navy Reserve, but also made chief in less than seven years. “I’m a freak.”

Few would disagree with that statement. He does seem to be a bit of an anomaly, but freak or not, no one can say he doesn’t know his job and perform it well. And he even manages a sense of humor about his height.

“Every year at Christmas I don an elf costume,” said Kossa. “Fights, shoes and all. I let people sit on my lap, pose with me on their shoulder, whatever. I’m a good sport about it. But when the costume comes off, all bets are off.”

Indeed, the only bet I’d make is that once you meet him, you’ll never forget him. He’ll be the tallest seeming man in the room.
**Activation and Mobilization Checklist**

**Required documents for you and your family.**

- **PAY/DIRECT DEPOSIT/ALLOTMENT**
  - Voided personal check or deposit slip (if using bank address/telephone, bank routing/account numbers).
  - Bank account information (if using 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 agreements.

- **LEGAL**
  - If (Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC) (Dental), Nurse Corps (NC)) certified copies or proof of the following:
    - Current license/certificate – Current BCLS, ACLS, PALS, etc.
    - Copy of prescription(s) issued by physician (or other documentation of approved medications). Minimum 90 days supply of medications.
    - Certification of non-availability (CNA) for commercial lodging/meals from the BeQ/BoQ (if SATO has not already provided this on your itinerary).
    - Certified copy of most recent eyeglass prescription and extra set of eyeglasses.
  - Certified copies of all documentation pertaining to potential legal issues, such as loss of college benefits. OR copy of house or apartment rental agreement and documentation of one month’s average utilities.
  - Personal/Professional references (minimum of three each required).

- **MEDICAL**
  - Copy of signed statement from licensed physician for dependent parent/children over twenty-one years of age who are incapacitated.
  - Contact lens certificates may not be authorized depending upon duty assignment.
  - Extra hearing aids/batteries.

- **SERVICE RECORD/PSD**
  - Current license/certificate – Current BCLS, ACLS, PALS, etc.
  - Completed and mailed application for registration and absentee ballot.
  - Copy of current mortgage(s) (with principal, interest, tax/insurance breakdown) and documentation of one month’s average utilities.
  - Copy of current power(s) of attorney.
  - Current demographic information if MC – Internship.
  - Current license/certificate – Current BCLS, ACLS, PALS, etc.
  - Certified copies of documentation terminating any previous marriage (divorce/annulment/spouse’s death certificate).
  - Current don Family Care plan Certification (navpers 1740/6).
  - Residency – Board certification in specialty or board certification qualifications.
  - Completed and signed ACUUTRA PAY AND ALLOWANCE CHECKLIST (requirement varies by PSD).
  - Copy of most recent prescription(s) and extra set of eyeglasses. 

- **PERSONAL**
  - Driver’s license (to support issuance of government license.)
  - For those authorized PDV travel, vehicle registration/insurance documentation.
  - Social Security Numbers for self and family members.
  - Current license/certificate – Current BCLS, ACLS, PALS, etc.
  - Certified copy of most recent eyeglass prescription and extra set of eyeglasses.
  - Current demographic information if MC – Internship.
  - Completed and signed ACUUTRA PAY AND ALLOWANCE CHECKLIST (requirement varies by PSD).
  - Electronic Funds Transfer (EFT) Certificate.
  - Current demographic information if MC – Internship.
  - Completed and signed ACUUTRA PAY AND ALLOWANCE CHECKLIST (requirement varies by PSD).

**NAVY RESERVE TRAVEL AND PAY PROCESSING CHECKLIST**

**PAYMENTS**

- Education benefits.
- Tuition assistance, loss of security deposit on lease, loss of employee benefits.
- Extra hearing aid/batteries.
- Certification of non-availability (CNA) for commercial lodging/meals from the BeQ/BoQ (if SATO has not already provided this on your itinerary).

**MESSING AND BERTHING**

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

**SELRES PAY AND ALLOWANCE**

- Upon reporting for duty, submit to that Command’s local PSD:
  - Orders with Command Endorsements (Note: Orders must be imprinted with the word “ORIGINAL”).
  - Completed and signed ACUUTRA PAY AND ALLOWANCE CHECKLIST (requirement varies by PSD).
  - Electronic Funds Transfer (EFT) Certificate.
  - Completed and signed ACUUTRA PAY AND ALLOWANCE CHECKLIST (requirement varies by PSD).
  - Copy of current power(s) of attorney.
  - Social Security Numbers for self and family members.

**SELRES TRAVEL CLAIM CHECKLIST**

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

**NOTE:** Incomplete Travel Claims can result in returned or incomplete payment! To minimize errors on your Travel Claims, see detailed instructions for your PSD and global forms at http://www.psasd.navy.mil. For further information, see JTR 1 (TRAVEL) and JTR 2 (FARMS/VOLDS) at http://www.psasd.navy.mil or call 1-800-822-0014.

*Completed and signed ACUUTRA PAY AND ALLOWANCE CHECKLIST (requirement varies by PSD).*

For more information on the Navy Reserve and deployment support, visit http://www.navres.com.**
Navy Blue In You?
When the heat is on, what’s inside you, is what comes out. Your patriotism stirs you to be a Citizen Sailor and you sweat Navy Blue. As a Navy Reservist you pursue a civilian career, preserve your Navy career, benefits and military retirement.

The Navy Reserve - Is it in You?
Call 1-800-USA-USNR or visit www.navyreserve.com to prove it.