

ALL HANDS

MAGAZINE OF THE U.S. NAVY



*BUPERS
Cuts through
the Red Tape!*

MARCH
1995

ALL HANDS

March 1995

Number 935

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Front cover: BUPERS detailers stand ready to cut red tape. From left to right are AVCM(SW/AW) Del Stokes of Yorktown, Va., DT1 Deborah Wilson of Milwaukee, SKC(SW) Romulo Maliksi of Cavite, Republic of the Philippines, and Chief of Naval Personnel VADM "Skip" Bowman of Chattanooga, Tenn. Photo by PH2 Felix Garza. (Photo digitally altered.)

Back cover: DC1(SW) A. Colette Harris, far left, discusses transfer options with DC2 Troy Schmid, center, and his wife Mimi. Their children are Matthew (in Sailor hat), Michael and Sara. Photo by PH1 D.L. Anglin.

OOPS

— A photo in the October issue (P. 21) is of a VP-10 aircrew. Our apologies to the *Red Lancers*.

— In the January issue (P. 42) the range of the F/A-18 *Hornet* should be 460 miles (fighter) and 550 miles (attack). The speed of an F/14 *Tomcat* is Mach 2+ and the range is 500 miles.

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From the Chief of Naval Personnel ...

"Welcome to the BUPERS issue of *All Hands*. It's a one-stop shopping guide to the Bureau and all the people programs that make up our business. Our mission, simply stated, is to take care of you and your families, and our goal is to provide you with the highest affordable standard of quality living — ashore and at sea.

"Remember that the Bureau isn't just a building — we're a Navy military and civilian team. Just like you, we're trying to balance demanding jobs with the needs of our families and are committed to helping you successfully meet all the challenges of military life.

"This will be a great year for all of us. We're working on improvements in pay, housing and recreation. With your inputs, we're putting together a better enlisted evaluation and officer fitness report system — one that recognizes the team yet encourages the individual.

"And we're overhauling our entire Equal Opportunity people program to define easy goals — simple ones, like treat others exactly like you want them to treat you and your family — and to make available tools, programs and training to achieve these goals. The sooner we can truly make the Golden Rule the Navy way of doing business, the better.

"We care, we listen and we try to say, 'Yes.' Let us know how we can serve you better."

– VADM F.L. "Skip" Bowman

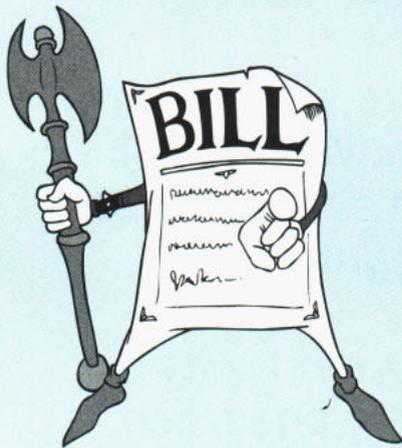
Charthouse

FINANCE

Sailors subject to involuntary allotments for debts

As of Jan. 1, 1995, military service members on active duty are subject to involuntary allotments for indebtedness.

The new policy allows creditors who obtain a court-ordered judgment to collect money for outstanding debts owed to them. Creditors must apply to Defense Finance and Accounting Service (DFAS), Cleveland to start an involuntary allotment.



DFAS will notify the member directly and through the member's commanding officer. Service members will have 15 days to respond and, when possible, will be given the opportunity to consult with an attorney. A Sailor can challenge an involuntary allotment if the underlying judgment was entered without complying with the Soldiers' and Sailors' Civil Relief Act or the demands of military duty caused the member to miss his or her court appearance.

The maximum amount that can be withheld from a Sailor's pay is 25 percent of taxable pay or the maxi-

mum amount permissible under applicable state law, whichever is less. Judgments of indebtedness are court rulings issued by state courts regarding the debt and the amount of money in dispute.

More information is available through command or base legal services offices.

Aviation Career Incentive Pay requirements waivable

Secretary of the Navy John Dalton has granted authority to the Chief of Naval Personnel to approve waivers for disassociated sea tours to count toward required flight dates for Aviation Career Incentive Pay (ACIP).

The eligibility requirements for ACIP previously specified that officers had to complete at least nine years of operational flying in their first 12 years of aviation service to continue receiving ACIP until their 18th year of service.

The waiver permits aviators assigned to disassociated sea tours to count these assignments toward the operational flying requirements of ACIP.

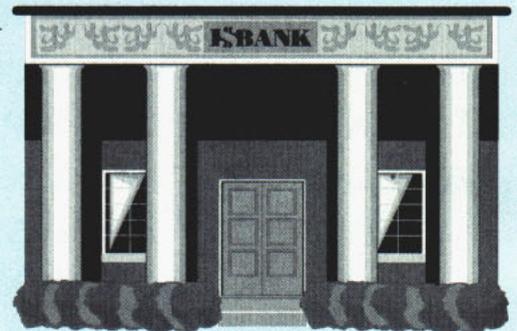
Officers who require the waiver must submit requests to BUPERS (PERS 43C). More information is available from aviation community detailers.

Loan refinancing campaign attracts 100,000 veterans

Some 100,000 veterans will save almost \$1.5 billion during the next 10 years because they responded to

Department of Veterans Affairs (VA) information on the benefits of refinancing their existing VA-guaranteed home loans.

VA's Interest Rate Reduction Refinancing Loan (IRRRL) program allows veterans with outstanding VA-guaranteed loans to obtain at little or no cost a new loan at a lower interest rate by using the same entitlement the veteran previously used to buy the home. Veterans interested in refinancing their loans should contact a lender.



Veteran home owners who have difficulty locating lenders who offer VA-guaranteed loans should call VA at 1-800-827-1000 for additional information, including a list of lenders who offer IRRRLs and those who do not require an appraisal or credit check for these loans.

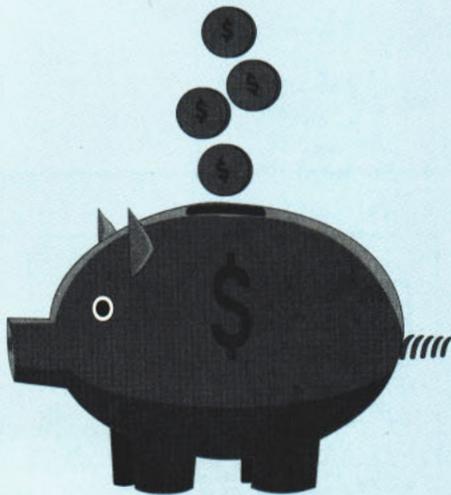
NEXCARD offers discount to new applicants

New NEXCARD applicants in the continental United States (CONUS) will receive a \$20-off coupon for their first NEXCARD purchase of \$225 or more. Overseas customers who sign up for a new card will receive a coupon for 10 percent off their first NEXCARD purchase of \$55 or more.

Authorized purchases include



almost anything in stock with the exception of alcohol and tobacco products. A minimum purchase of \$200 is required to use the NEXCARD in CONUS, with a \$50 minimum required overseas.



To qualify for a NEXCARD, applicants must be authorized patrons who are not on the bad check list and who have no delinquent home layaways. Eligible customer categories include all authorized customers (sponsored), active-duty personnel, National Guard, military retirees and reservists.

CAREER

USMC Combat Aircrew insignia authorized on Navy uniforms

The wearing of the Marine Corps Combat Aircrew insignia is now authorized on Navy uniforms.

The insignia is worn in the same manner as other breast insignia, similar to the Navy's aircrewman insignia. The Combat Aircrew insignia is awarded to Sailors assigned to Marine Corps units as crew members

and who have flown in combat.

This revision will be included in the next update to Navy Uniform Regulations.

HEALTH

DOD offers mail order pharmacy

Champus-eligible beneficiaries in six states can now order up to a 60-day supply of maintenance medications and five refills through a new mail order pharmacy program.



Congress directed DOD to test the program for a two-year period. DOD selected the states of New Jersey, Pennsylvania, Delaware, South Carolina, Georgia and Florida. The new program is designed to make obtaining prescribed medications more convenient, according to CDR Charles Hostettler, pharmacy head, Naval Hospital Jacksonville, Fla.

"Many of our beneficiaries take maintenance medications to help them control conditions such as high blood pressure, diabetes or asthma," said Hostettler. "The mail order pharmacy provides the Champus-eligible patient a convenient choice to obtain prescription benefits."

Champus beneficiaries must be registered under Defense Enrollment

Eligibility Reporting System (DEERS) in one of the six test states to be eligible for the program. To register for the program, call 1-800-633-2426 between 8:30 a.m. and 8:30 p.m., Monday through Saturday, or between 8:30 a.m. and 2:30 p.m., Sunday and holidays.

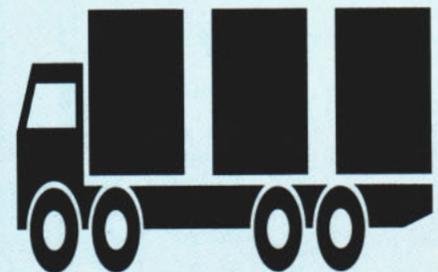
TAX

IRS confirms military moving allowances are non-taxable

Temporary regulations published in the Dec. 21 Federal Register by the Internal Revenue Service (IRS) confirm that certain military moving allowances are not taxable income.

Temporary Lodging Allowance (TLA), Temporary Lodging Expense (TLE), Dislocation Allowance (DLA), and Move in Housing Allowance (MIHA) potentially were affected by new tax laws that went into effect on Jan. 1, 1994.

In May, however, the IRS clarified the tax law, and ruled that the allowances were not taxable income. The temporary regulation published in the Federal Register for public comment is the next step toward making the regulation final.



The allowances compensate service members for expenses they incur in connection with transfers to new permanent duty stations. †

CNP



Chief of Naval Personnel. Takes care of Navy people. Responsible for all Navy policy and programs which affect Sailors, their careers and their families.

DCNP



Deputy Chief of Naval Personnel. Responsible for the administrative operation of BUPERS. Assists CNP in developing and executing personnel policy and programs.

PERS-2



Assistant Chief of Naval Personnel for Military Policy and Career Progression. Plans and issues recruiting, career and compensation policy for officers and enlisted members.

PERS-3



Assistant Chief of Naval Personnel for Management Support. Manages Pay/Personnel Admin Support System, ID cards and DEERS systems; maintains enlisted evaluation and officer fitness report systems.

PERS-7



Assistant Chief of Naval Personnel for MPN Financial Management. Manages budget for Navy people's pay and allowances, called MPN (Military Personnel -- Navy), which is \$17.5 billion. That represents 25% of Navy's entire \$69.7 billion budget.

PERS-8



Assistant Chief of Naval Personnel for Military Personnel Performance and Security. Manages personnel performance programs and policies; security programs; Navy brigs.

BUPERS Who's Who

MCPON



Master Chief Petty Officer of the Navy. Represents Sailors and their families in personnel-related issues.

PERS-4



Assistant Chief of Naval Personnel for Distribution. The detailers balance the needs of the Navy with the needs of career progression and personal desires of officers and enlisted members.

PERS-5



Assistant Chief of Naval Personnel for Total Force Programming and Manpower. Responsible for accounting and assessment of Navy manpower requirements. Makes sure there are enough billet spaces in the Navy to get the job done.

PERS-6



Assistant Chief of Naval Personnel for Personal Readiness and Community Support. Manages a wide variety of programs that provide individual and family support: voluntary education; health and physical fitness; community partnerships; equal opportunity, including sexual harassment; drug and alcohol abuse; morale, welfare and recreation; housing; family service centers; retired affairs; casualty assistance; and family advocacy.

PERS-9



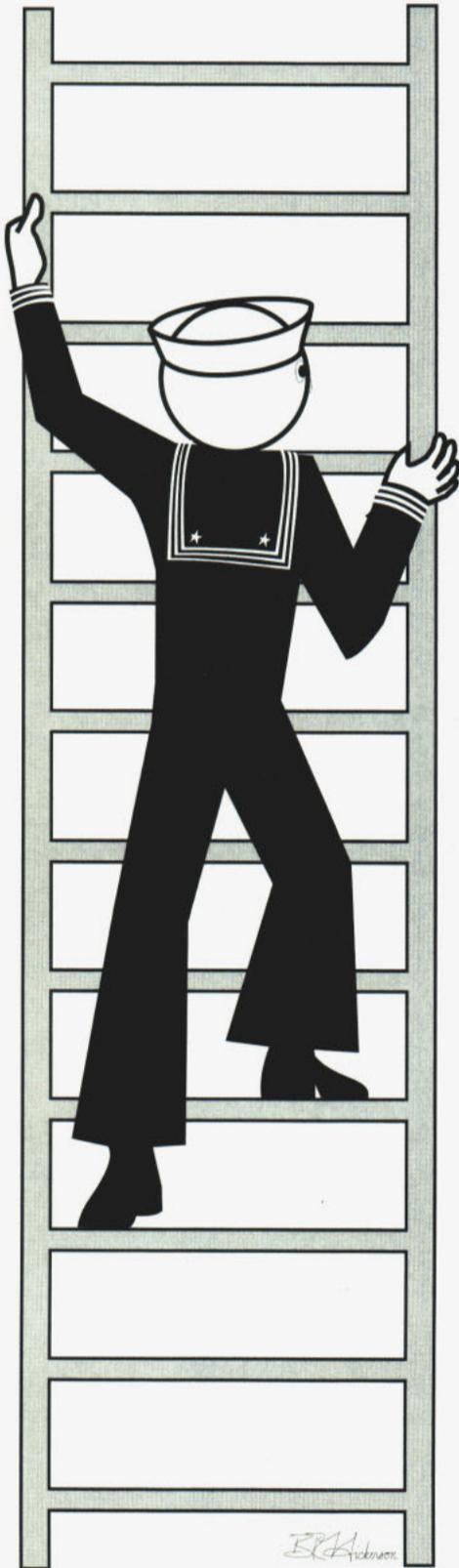
Assistant Chief of Naval Personnel for Naval Reserve Personnel Management. Manages Naval Reserve Personnel and Policies.

PERS-10



Assistant Chief of Naval Personnel for Information Systems Management. Manages computers and data bases to support BUPERS people programs.

Moving up



Moving up the Navy advancement ladder means increased responsibility, greater prestige and more pay. Any Sailor who has spent his or her career successfully climbing the advancement ladder knows there is no real secret to making rank. The key to moving up in the Navy is simply understanding how the advancement system works, meeting set requirements on time and scoring well on the Navywide exams.

The next few pages can help you understand the system. There is a career map that can help you chart your career, an explanation of the various steps in the system and information that can help you better prepare yourself for the next step in the advancement ladder.

Know the system, be prepared

The surest way to get advanced is by being prepared. That means studying the career map on pages 10 and 11. Pay close attention to the mandatory courses, such as Basic Military Requirements and rate training courses. Be sure you satisfy the time in rate requirements.

Visit your Educational Services Office (ESO) and get a copy of the latest Advancement Handbook for Petty Officers for your particular rating. This handbook has three parts:

- * Background information on the advancement system;
- * Naval standards and a bibliography of study materials, all of which are sources for exam questions for your rating;
- * Personnel Advancement Requirements (PARS) for your rating record your ability to perform practical occupational tasks associated with your next pay grade. Remember, all E-4 through E-7 candidates must have their PARS checked off by their division supervisor or other qualified person.

A similar handbook for apprentices has advancement information for AN, CN, DN, FN, HN and SN personnel.

Study early, study often

Being a top pro at your job will always help you in advancement. Your performance evaluations factor into the advancement equation. But, having top-notch skills is not enough if you don't score well on the Navywide advancement exam.

Twice a year, candidates for E-4 through E-6 participate in exams on their rating knowledge. E-7 candidates take the tests annually, usually in January. "The Back Page" of *Link* lists the dates for the upcoming advancement cycles.

If you have an up-to-date copy of the advancement handbook, you have a complete guide to the material included on the test. The three-hour exams are based strictly upon the sources listed in the bibliography.

There are no tricks or secrets to taking the exam – you must know your subject to score well. Here are some tips to studying:



the ladder

* Start early. Advancement exams cover all areas of the technical knowledge expected of a petty officer of the next senior rank. Waiting until the last minute, then trying to cram everything into a few marathon sessions increases your personal stress levels and sets you up for failure. The best time to start is as soon as you tack on your current stripes.

* Plan to win. A good study plan can help you organize your subjects, get reference sources, ask questions about difficult information and pace yourself until the exam date.

* Make time. Make studying a part of your lifestyle. Put aside set times regularly – daily is great, every other day works well for some – and stick to it. Try studying three days a week

during your lunch break. Or, break out the books after dinner every night. Hour long sessions are best, but don't give up if your schedule sometimes cuts your time in half – if you only get through five questions in your rate training course, you are still five answers ahead of where you would've been if you had skipped the session.

* Teamwork works. Get a study partner or start a study group at your command. You can meet almost anywhere – the mess decks, library, berthing compartment or BEQ room. Sharing knowledge and experiences can level out the sometimes bumpy playing field of complex rating subjects, especially if it's an area you haven't had a chance to work in hands-on.

The exam: Pace yourself

Every mess-deck lawyer can give you the inside dope on taking the test – but it is all worthless advice. Answers do not conform to any certain pattern. Secret codes are not written into the questions. "All of the above" is not always the correct answer. Exams are not designed to test minimum information required for proper performance. Beyond studying, however, there are a few things that can help:

* Get some rest. You have already done the hard part if you started with a good study plan and stuck with it. Take off the night before the exam. Go out for dinner, if possible. Relax with your family or friends. Take a walk or



YN3 Chad Johnson, of Richmond, Ind., positions a record in a projector for viewing by a board at BUPERS.

PH1 D.L. Anglin



hit the gym for a moderate workout. And, get a good night's sleep.

* Pace yourself. You have three hours to take the exam. Start by reading all the questions and answers. Go back and mark the answers on those you know. Remember, your first choice is usually the best choice. If you really don't know the answer, move on to the next question. Don't try to talk yourself out of a good answer. Go back and review the tougher questions. If you still aren't sure, take an educated guess rather than leaving the answer blank. You

aren't graded by the number of wrong answers, but on the number of correct responses.

Exam scoring

Commands send answer sheets by registered mail to the Naval Education and Training Program Management Support Activity (NETPMSA) in Pensacola. The sheets are scanned and transferred to magnetic tape then computer scored at Naval Computer and Telecommunications Station, NAS Pensacola. Exams are given a standard score.

Number crunching

The Bureau of Naval Personnel sets advancement quotas, which are vacancy driven. Advancement numbers involve many factors, such as current manning, future of the rating (in the case of disestablishments or mergers), how many Sailors in the rating have retired or left the service and the future needs of the Navy. The bottom line is you can't get advanced unless there is a slot open in your rating.

The number of advancement slots is passed to NETPMSA. That number of qualified E-4 through E-6 candidates is then advanced. Boards annually select for advancement to E-7 from the pool of candidates who passed the exam. Advancement usually gets tougher at higher pay grades because of keener competition for fewer openings.

Feedback from the exam

After the list of candidates selected to advance is complete, NETPMSA sends results to members in the form of examination profiles. The profiles include the candidate's final multiple score (FMS), their standard score and advancement status. Also, the profile shows the Sailor's relative standing with all other Sailors in their rate in each of the subject-matter sections of the exam. This is an excellent tool for those not selected for advancement because it clearly shows the specific subjects they need to study harder.

The FMS: Making the cut

The standard score from the exam is factored into the final multiple score (FMS).

The FMS shows who makes the cut and is ultimately advanced or becomes selection board eligible.

The FMS is compiled for E-4s through E-6s by factoring the test

score, time in service, performance mark averages, time in rate, awards and passed not advanced (PNA) points (see the chart).

Sailors competing for E-4 through E-6 in each rating are ranked according to their FMS – the highest FMS is at the top, followed by the others in descending order to the last person with the lowest FMS.

Advancement quotas are matched to the ranking. Sailors are advanced starting with those holding the highest FMS and working down until openings are filled.

For E-7 candidates, the FMS determines who is selection board eligible. Their FMS includes only the standard score and performance marks.

Chiefs picked by selection boards

Candidates for chief petty officer become selection board eligible if their FMS makes the grade. Board members review their records and select the best possible Sailors to fill vacancies in each rating.

Selection boards review senior chief and master chief candidates as well. Candidates must be recommended by their commanding officers and must meet all other qualifications, such as required correspondence courses, time in rate, etc.

E-7 through E-9 selection boards convene annually. "The Back Page" of *Link* lists board dates.

An equal chance to compete

There are no guarantees that meeting all requirements will result in a Sailor being advanced.

The Navy system, however, guarantees each Navy man or woman an equal opportunity to compete for vacancies. †

Computing Your Final Multiple

Factor	Exam Pay grade	Computation	E-4, E-5 Max. Points (%)	E-6 Max. Points (%)	E-7 Max. Points (%)
Standard Score (SS)	E-4 to E-7	Indicated on Exam Profile Sheet	80 (35%)	80 (30%)	80 (60%)
Performance Factor	E-4, E-5, E-6, E-7	PMA x 60 - 170 PMA x 60 - 148 PMA x 13	70 (30%)	92 (35%)	52 (40%)
Total Act. Service (TAS) (15 years max. TAS)	E-4, E-5, E-6	(TAS - TIR) + 15 (TAS - TIR) + 19	30 (13%)	34 (13%)	
Time in Rate (TIR) (7.5 years max. TIR)	E-4, E-5, E-6	2 x TIR + 15 2 x TIR + 19	30 (13%)	34 (13%)	
Awards	E-4, E-5, E-6	Values Listed in Para. 418 AdvMan	10 (4.5%)	12 (4.5%)	
PNA Points	E-4, E-5, E-6	As Indicated on Past Profile Information	10 (4.5%)	12 (4.5%)	
Max. FMS Possible			230 (100%)	264 (100%)	132 (100%)

To determine the performance mark average (PMA) for E-4 to E-7 candidate: Compute PMA for advancement candidates by adding all trait marks assigned for all the present pay grade evaluations prepared during the period specified (see BUPERS Note 1418) and divide by the total number of marks assigned, excluding the traits in which member is graded as *Not Observed (NOB)*. Do not average individual evaluation reports.

Checklist for advancement

- Study, study, study.
- Demonstrate leadership, military and professional knowledge.
- Ensure performance evals reflect your strengths and achievements.
- Meet all requirements, such as time in rate and mandatory correspondence courses.
- Successfully complete service schools, as required.
- Get your commanding officer's recommendation.
- Meet all physical readiness standards outlined in OPNAVINST 6110.1C.

Career

Rate	E1 SR/AR/FR/DR/HR/CR 	E2 SA/AA/FA/DA/HA/CA 	E3 SN/AN/FN/DN/HN/CN 	E4 PO3 
Billet Assignment	As assigned	As assigned	As assigned	As assigned
Target Advancement	<i>This is the minimum target for advancement. Time in service averages may differ for your rating.</i>	9 mos	18 mos	2 yrs
Time in Rate Requirement	9 mos	9 mos	6 mos	12 mos
Navy Leadership Development (mandatory)	<i>Refer to the Advancement Handbook for Petty Officers for your rating to find references and special requirements.</i>	<ul style="list-style-type: none"> •BMR •SN/AN/FN Course •Verify rating entry requirements for "A" school or OJT 	<ul style="list-style-type: none"> •MR PO3 •PARS PO3 •Rate Training Course (as required) •NW Exam 	<ul style="list-style-type: none"> •MR PO2 •PARS PO2 •Rate Training Course •NW Exam
Leadership Self-Development Courses & Qualifications (voluntary and nominative)	<ul style="list-style-type: none"> •Naval Orientation •Navy Regulations •Safety Afloat •Equal Opportunity in the Navy •Human Behavior •Basic Skill Courses •ESWS/EAWS/SCWS/SS as available •Professional Reading List (see Navy Leader Planning Guide) •National Apprenticeship Program Certification •Watch Standing Qualifications (most senior in rate) 			
Off-duty Education	<ul style="list-style-type: none"> •English Composition •Basic Mathematics or College Algebra •Computer Literacy 			
Key	BMR = Basic Military Requirements; MR = Military Requirements; NW = Navywide; NLDP = Navy Leadership Development Program			

n

M

a

p

**E5
PO2**



**E6
PO1**



**E7
CPO**



**E8
SCPO**



**E9
MCPO**



Work Center
Supervisor

Dept./Div.
LPO

Dept./Div LCPO
CPOIC

Dept./Div.
LCPO

Dept./Div. LCPO
Div. Off./CMC

3 yrs

6yrs

9 yrs

12 yrs

15 yrs

36 mos

36 mos

36 mos

36 mos

*At any point in your
career, explore
commissioning paths
such as
Seaman to Admiral,
Naval Academy and
Prep School,
BOOST, OCS, NROTC,
LDO and CWO.*

- MR PO1
- PARS PO1
- Rate Training Course
- NW Exam

- MR CPO
- PARS CPO
- Rate Training Course
- NW Exam

- MR SCPO
- NLDP CPO Course
- Validation SCPO

- MR MCPO
- Validation MCPO

- Advanced Technical Training, "C" Schools
- All other correspondence courses
- Command Training Team Course
- Command Assessment Team Course
- Career Information Training Course
- Stress Management
- TQL
- Navy Leadership Development Program
- Variety of assignments (including recruiting, recruit company commander, instructor and overseas)
- Strong performance at collateral duties such as DAPA, Training PO/CPO, PRT Coordinator, Career Counselor
- CMEO, Command Training Team, or Command Assessment Team
- Professional Reading List
- National Apprenticeship Program Certification
- Watch Standing Qualifications
- Senior Enlisted Academy

- SOCNAV Enrollment
- Associate's degree by 10th year (rating related)
- Personnel Supervision
- Behavioral Science
- Communication Skills

- Bachelor's degree by 18th year
- Principles of Management
- Organizational Behavior
- Human Resources management

For more information, contact your career counselor or education services officer.

What's in

Left Side

NAVPERS 5510/1

Record Identifier for Personnel Reliability Program

OPNAV 5211/9

Record of Disclosure, Privacy Act of 1974

NAVPERS 5510/3

Personnel Reliability Program Screening and Evaluation Record

OPNAV 5520/20

Certificate of Personnel Security Investigation, Clearance and Access

Current PCS Orders and Endorsements

OPNAV 5350/1

Drug and Alcohol Abuse Statement of Understanding

DD 2366

Montgomery GI Bill (MGIB) Act of 1984

OPNAV 1780/1

Statement of Understanding - Selected Reserve Educational Assistance Program

DD 2384

Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility

DD 214

Certificate of Release/Discharge from Active Duty.

DD 398-2

Personnel Security Questionnaire (National Agency Checklist)

DD 1879

Request for Personnel Security Investigation (PSI) (If PSI Pending)

DD 398

Personnel Security Questionnaire (BI/SBI)

NAVPERS 1616/24

Enlisted Performance Evaluations.

DD 1966

Record of Military Processing - Armed Forces of the United States

NAVCRUIT 1133/7

USN Alcohol and Drug Abuse Screening Certificate, Annex "A" to DD 1966 (if present in member's service record)

NAVCRUIT 1133/53

Enlistment Statement of Understanding

NAVPERS 1070/609

Enlisted Performance Record. NAVPERS 1070/605 History of Assignment. Individual Accomplishments Report (IAR).

NAVPERS 1070/617

Career Performance Data Separator - Personal and unit awards, citations, letters of commendation/appreciation.

NAVPERS 1070/615

Record of Discharge - Naval Reserve.

NAVPERS 1070/877

Statements of Service

your record

Right Side

NAVPERS 1070/613

Administrative Remarks (Page 13)

NAVPERS 1070/609

Current Enlisted Performance (Page 9)

NAVPERS 1070/607

Court Memorandum (Page 7)

NAVPERS 1070/606

**Record of Unauthorized Absence
(Page 6)**

NAVPERS 1070/605

History of Assignments (Page 5)

NAVPERS 1070/604

Enlisted Qualification History (Page 4)

NAVPERS 1070/603

Enlisted Classification Record (Page 3)

NAVPERS 1070/602

**Dependency Application/Record of
Emergency Data (Page 2)**

SGLV 8286

**Servicemen's Group Life Insurance
Election and Certificate**

NAVCOMPT 3072

Dependency Status Action

OPNAV 1740/1

Navy Dependent Care Certificate

DD 1172

**Application for Uniformed Services
Identification Card/DEERS Enrollment,
of Member and/or Dependents (Current
Copy)**

NAVPERS 1070/622

**Agreement to Recall or Extend Active
Duty (Page 13)**

NAVPERS 1070/621

**Agreement to Extend Enlistment
(Page 1A)**

NAVPERS 1070/601

**Immediate Reenlistment Contract
(Page 1)**

DD 4

**Enlistment/Reenlistment Document-
Armed Forces of the United States,
WITB Annex(es), when applicable.**

Small errors can cost you big time

Photos by PH1 D.L. Anglin

He was a fine Sailor in every respect. He made petty officer 1st class in six years and was now up for chief. He completed various educational courses, his evaluations were outstanding, he was known and respected as a good leader at his command and was involved in many volunteer projects in his community. Everything was in order and all the right "tickets were punched" for him to make chief ... or so he thought.

When the results were announced, his name wasn't on the list. Why? Because he overlooked one small detail. He failed to check his microfiche. Some documents never made it to his record.

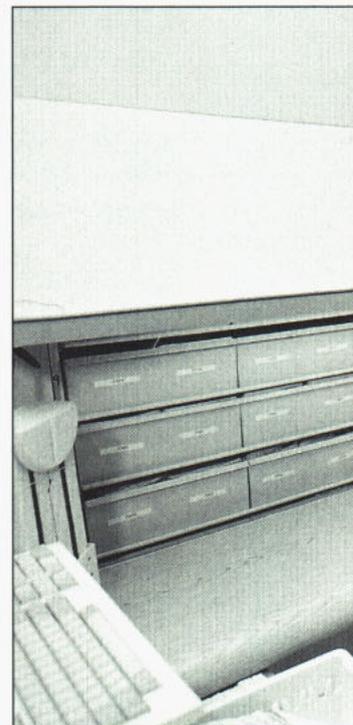
This scenario could happen to you. Don't let it. Remember, you are responsible for the completeness and accuracy of your record. Don't let a small mistake cost you an advancement.

Order a microfiche copy of your record by mailing a NAVPERS Form 1070/879 request to:

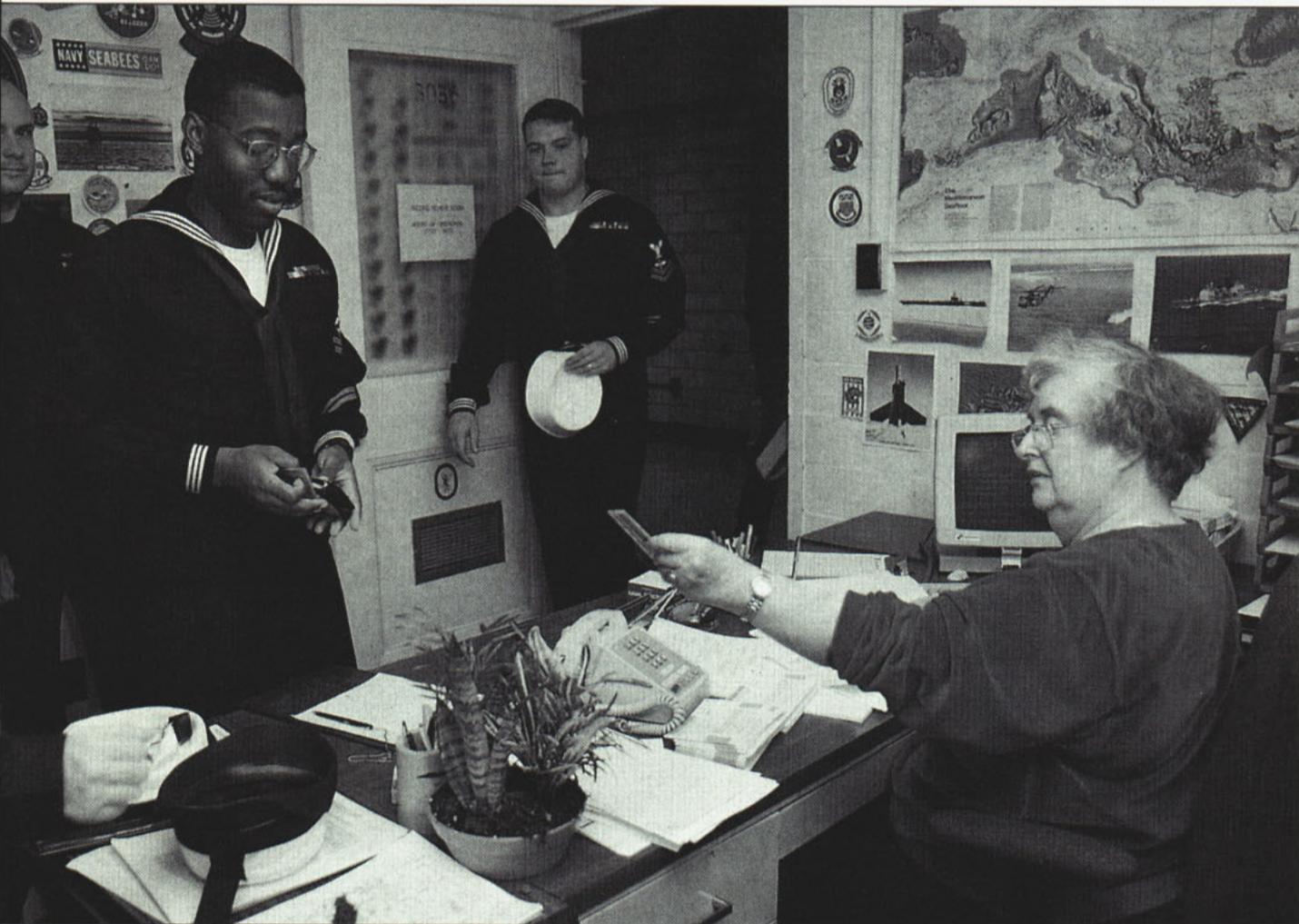
*Bureau of Naval Personnel
Pers-313C1 REC2 Navy Annex
Washington, D.C. 20370-3130*

This request must include your full name, SSN, address and your signature for processing. You may also request a hand-held microfiche viewer by including a \$4 check or money order payable to the U.S. Treasury Department, but nearly all commands have microfiche viewers.

Address questions to Bureau of Naval Personnel, Pers-313, 2 Navy Annex, Washington, D.C., 20370-3130. DSN: 224-3373/3377/2821; commercial (703) 614-3373/3377/2821.



ALL HANDS



▲ Sailors' microfiche will eventually be replaced by the optical disk, which is capable of holding 230 records. Microfiche, however, will still be used for the master filing system at BUPERS.

▲▲ Janet J. Bingman collects I.D. cards in the record reviewing room from Sailors wishing to review their microfiche.

◀ Man Ong pulls a Sailor's microfiche from the huge master filing system located at BUPERS.

Detailer Directory

Position Phone DSN DSN Fax

PERS 291 – Schools Management

Branch Head	(703) 614-1144	224-1144	224-8413
Assistant Branch Head	(703) 614-1144	224-1144	224-8413
Fleet A School Assignments	(703) 614-1144	224-1144	224-8413

PERS 292 – Reenlistment Incentives

Conversion Supervisor	(703) 693-1339	223-1339	224-8413
All Conversions	(703) 693-1339	223-1339	
SCORE Program	(703) 693-1339	223-1339	
STAR program	(703) 693-1339	223-1339	
SRB Supervisor	(703) 695-0654	225-0654	
ADV/RMG AMT	(703) 695-0654	225-0654	
SRB BCNR Technician	(703) 695-0654	225-0654	

PERS 401– Seabee/SEAL/EOD/Fleet Divers

CE, UT, BU, EA, SW, EO, CM

Rating Assignment Officer	(703) 614-3606	224-3606	223-7298
All Detailers	(703) 614-4564	224-4564	223-7298

SEAL, EOD, Fleet Divers, SWCC

Rating Assignment Officer	(703) 614-1091	224-1091	223-7298
All Detailers	(703) 614-1091	224-1091	223-7298
In-service Recruiter	(703) 614-1091	224-1091	223-7298
Schools Coordinator	(703) 614-1091	224-1091	223-7298

PERS 402 – Engineering/Hull

BT, EM, MM

Rating Assignment Officer	(703) 693-1866	223-1866	223-1499
BT E1-E9	(703) 697-4746	227-4746	
BT Schools	(703) 697-4809	227-4809	
EM E1-E9	(703) 697-4866	227-4866	
MM E4-E9	(703) 697-4796	227-4796	
MM E1-E3/Avails/A school	(703) 693-1493	223-1493	

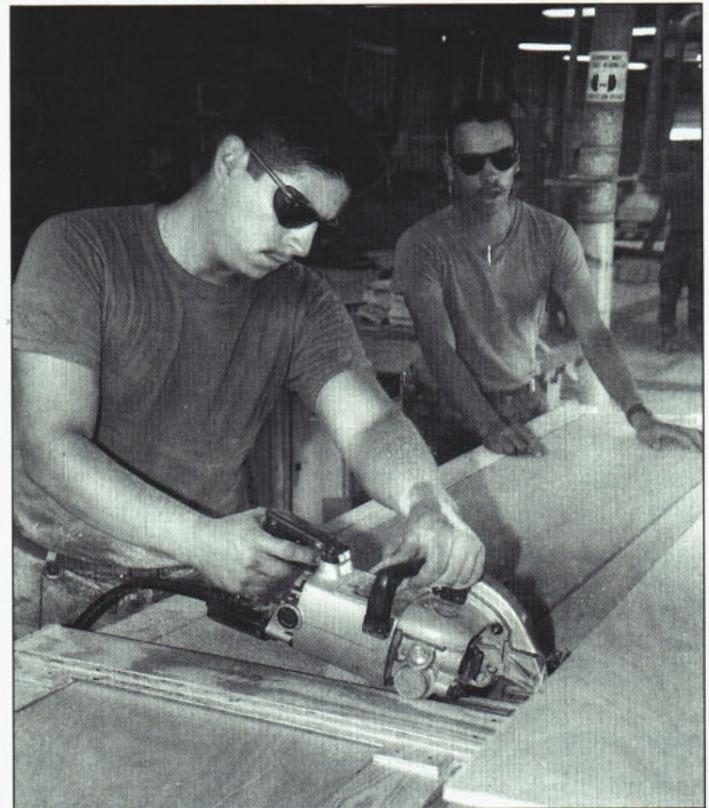
DC, EN, GS, HT, IC, MR, IM, OM, PM, ML

Rating Assignment Officer	(703) 693-1865	223-1865	223-1499
DC E1-E9	(703) 697-4810	227-4810	
EN E1-E9	(703) 697-4797	227-4797	

Position Phone DSN DSN Fax

GS/GSE/GSM E7-E9	(703) 697-4793	227-4793	223-1499
GSM/GSE E1-E6/C school	(703) 697-4793	227-4793	
HT Detailers	(703) 697-4796	227-4796	
IC Detailers	(703) 697-4995	227-4995	
MR E1-E9/IM, OM, ML, PM	(703) 697-4868	227-4868	

Switchboard numbers for all of the above: (703) 697-4746/47/96/97;
 DSN: 227-4746/47/96/97; (703) 697-4809/10/43/68; DSN: 227-4809/10/
 43/68/66; (703) 697-4993/95; DSN: 227-4993/95



PERS 403 - Submarine/Nuclear Power

Submarine Engineering Assignments, Surface Nuclear Power

Rating Assignment Officer	(703) 693-1444	227-5971	224-8785
Assistant RAO	(703) 697-6334	227-5971	
All Nuclear Detailers	(703) 697-5971	227-5971	
MM(SS) non-nuclear detailers	(703) 697-5927	227-5927	
IC(SS), EM(SS) non-nuclear Detailers	(703) 695-1268	225-1268	



YNC(AW) Nancy R. Hubbell (left) of Trenton, TX, AZC(AW) Cynthia Burnett (center), of Cave Springs, GA, and HMC Susan Adams (right), of Pitcairn, PA show off their new anchors at their initiation.

Position	Phone	DSN	DSN Fax
CNO Special Projects	(703) 693-1456	223-1456	224-8785

Submarine Strategic Weapons, Combat Systems Assignments

Rating Assignment Officer	(703) 697-6311	227-6311	224-8785
ET/332X-333X SWS	(703) 697-5754	227-5754	
MT, TM, FT, STS Detailers	(703) 697-5754	227-5754	
NUCON/OVHLs/DMP. DEACTS	(703) 697-6311	227-6311	

Submarine Navigation, Ops, Supply, Admin and COB Assignments

Rating Assignment Officer	(703) 697-6311	227-6311	224-8785
ET SSN, RM, SK, MS, QM, COB, YN Detailers	(703) 697-5754	227-5754	

Submarine Pipeline, Nuclear Power Training Section

Rating Assignment Officer	(703) 693-1474	227-5025	224-8785
Nuclear Power, Submarine	(703) 697-5024	227-5024	
Training Coordinator	(703) 697-5024	227-5024	
Disqual, Medical Waiver Sub.	(703) 697-5024	227-5024	
Vol. Coord., conversions, reinstatements	(703) 697-5024	227-5024	

Other Numbers

223A NEC Processor	(703) 614-0805	224-0805
232D Navy Career Info Program Manager	(703) 614-5512	224-5512
254 Enlisted Separations/Reenlistments	(703) 614-1285	224-1285
254C Favorable Separations		224-9482
254D ENCORE Sec/High-Year Tenure	(703) 697-3800	227-3800
27D Early Retirement/ Fleet Reserve	(703) 614-3366	224-3366
272 Non-Disability Retire/BR/SRB	(703) 614-3366	224-3366
273 Fleet Reserve Branch	(703) 614-3061	224-3061
274 Active-Duty Service Comp. Branch	(703) 614-1584	224-1584
275 Medical/LIMDU Branch	(703) 614-4205	224-4205
291D Fleet A School Section	(703) 614-8093	224-8093

TAR Detailing Directory

FAX numbers: DSN 363-6211; commercial (504) 942-6211
Toll free: 1-800-535-2699 and the last four digits below.

Director	(504) 942-6210	363-6210
Admin Support Supervisor		
SCPO/MCPO	(504) 942-6205	363-6205
AD/AE	(504) 948-5412	363-5412
AM/PR/AS	(504) 948-1214	363-1214
AT/AO/AN	(504) 948-5488	363-5488
PN/NC/DP/Special Programs	(504) 942-6207	363-6207
YN	(504) 942-6208	363-6208
SK/AK/DK	(504) 948-1599	363-1599
HM/MS/SN	(504) 948-1779	363-1779
AW/AC/AZ/AG/ Aircrew/Security	(504) 948-1326	363-1326
EN/HT/MR/DC/FN	(504) 942-6206	363-6206
BM/ET/RM/EM/IC	(504) 942-6209	363-6209
NEC Mgr, School Quotas	(504) 948-1217	363-1217

Position	Phone	DSN	DSN Fax
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PERS 404 – Aviation

AE, AT, AF/AV, AO

Rating Assignment Officer	(703) 614-8082	224-8082	223-1392
AV, AF; NEC 8300	(703) 614-8365	224-8365	
AE, AO	(703) 614-8365	224-8365	
AT E7-E8	(703) 614-8365	224-8365	
AT E1-E6, AV A, AFTA	(703) 614-8337/	224-8337	

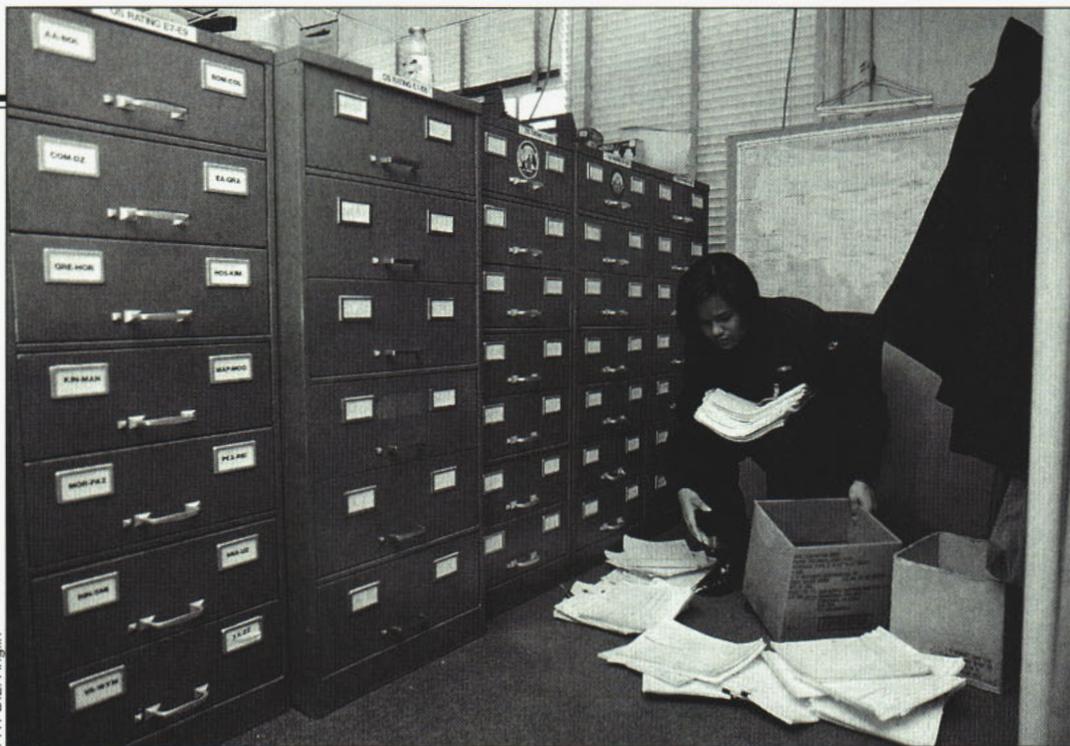
AB, AC, AD, AG, AS, AZ, PH, PR

Rating Assignment Officer	(703) 697-6541	227-6541	223-1392
All Detailers	(703) 697-6543	227-6543	

AME, AMH, AMS, AW, AM, Aircrew, New Construction

Rating Assignment Officer	(703) 697-0699	227-0699	223-1392
AME, AMH, AMS	(703) 697-4224	227-4224	
AW E1-E9	(703) 697-4319	227-4319	
Aircrew Designations	(703) 697-4319	227-4319	
New Construction	(703) 693-1393	223-1393	





OCSR Kia Thomas, of Atlanta, GA, sorts out requisitions in the OS detailer's office.

Position	Phone	DSN	DSN Fax	Position	Phone	DSN	DSN Fax
PERS 405 – Admin, Deck, Supply							
DM, JO, LN, NC, PN, RP, YN							
Rating Assignment Officer	(703) 697-6422	227-6422	224-6433	GMM E1-E6/WT E1-E9	(703) 693-3538	223-3538	223-3544
All Detailers	(703) 697-6422	227-6422		OS E7-E9	(703) 697-6756	227-6756	
				OS E5-E6 LANT	(703) 697-6757	227-6757	
				OS E5-E6 PAC	(703) 693-3541	223-3541	
				OS E1-E4	(703) 697-6755	227-6755	
				OS schools	(703) 697-6758	227-6758	
BM, QM, SM, MA				RM, ET			
Rating Assignment Officer	(703) 697-1224	227-1224	224-6433	Rating Assignment Officer	(703) 693-3548	223-3548	223-3544
SM Detailers	(703) 697-1525	227-1525		ET E7-E9	(703) 697-4343	227-4343	
QM Detailers	(703) 697-1538	227-1538		ET E1-E6 LANT	(703) 697-4341	227-4341	
MA Detailers	(703) 697-6477	227-6477		ET E1-E6 PAC	(703) 693-1480	223-1480	
BM Detailers	(703) 695-8577	225-8577		ET training & A school	(703) 697-8895	227-8895	
				RM E7-E9	(703) 697-4637	227-4637	
				RM E1-E6 LANT	(703) 697-4635	227-4635	
				RM E1-E6 PAC	(703) 693-3534	223-3534	
				RM training	(703) 697-4634	227-4634	
MS, PC, SH, LI, AK, DK, SK				DP, DS, OT, MN, STG, TM			
Rating Assignment Officer	(703) 697-5809	227-5809	224-6433	Rating Assignment Officer	(703) 693-3547	223-3547	223-3544
All Detailers	(703) 697-5809	227-5809		DP E6-E9	(703) 693-3537	223-3537	
				DP E1-E5	(703) 697-5070	227-5070	
				DS E6-E9	(703) 697-5066	227-5066	
				DS E1-E5	(703) 693-4280	223-4280	
				OT/OTA/OTM	(703) 697-7656	227-7656	
				MN	(703) 693-3546	223-3546	
				STG E6-E9	(703) 697-7653	227-7653	
				STG E1-E5	(703) 697-7654	227-7654	
				STG schools	(703) 693-3543	223-3543	
				TM	(703) 693-3545	223-3545	
PERS 406 – Technical							
FC, GM, OS							
Rating Assignment Officer	(703) 693-3549	223-3549	223-3544				
FC E7-E9	(703) 697-6567	227-6567					
FC E1-E6 LANT	(703) 697-6568	227-6568					
FC E1-E6 PAC	(703) 693-3540	223-3540					
FC E1-E4 schools	(703) 693-3551	223-3551					
GM E7-E9	(703) 697-6565	227-6565					
GMM E1-E6	(703) 697-6566	227-6566					

DETAILING

Position Phone DSN DSN Fax

PERS 407 – Medical, Dental

HM, DT
 Rating Assignment Officer (703) 614-4547 224-4547 224-2050
 All Detailers (703) 614-4547 224-4547

PERS 408 – Technical

CT, IS, EW
 Rating Assignment Officer (703) 614-2889 224-2889 227-0992
 Office Manager (703) 614-3131 224-3131
 Admin Supervisor (703) 614-3131 224-3131
 CT and IS Detailers (703) 614-3131 224-3131
 EW Detailer (703) 693-3083 223-3083

PERS 409 – Sea Special Programs

Sea Special Programs

Branch Head (703) 695-7251 225-7251 223-1425
 Asst. Branch Head (703) 695-7251 225-7251
 Section Head - New
 New Construction (703) 695-7252 225-7252
 Assistant Head/LCAC (703) 695-7253 225-7253
 Detailers (703) 695-7283 225-7283

Surface Programs

Section Head (703) 695-7255 225-7255 223-1425
 DECOM (703) 695-7255 225-7255
 Home port change (703) 695-9340 225-9340
 Women in Ships (703) 694-5615 224-5615

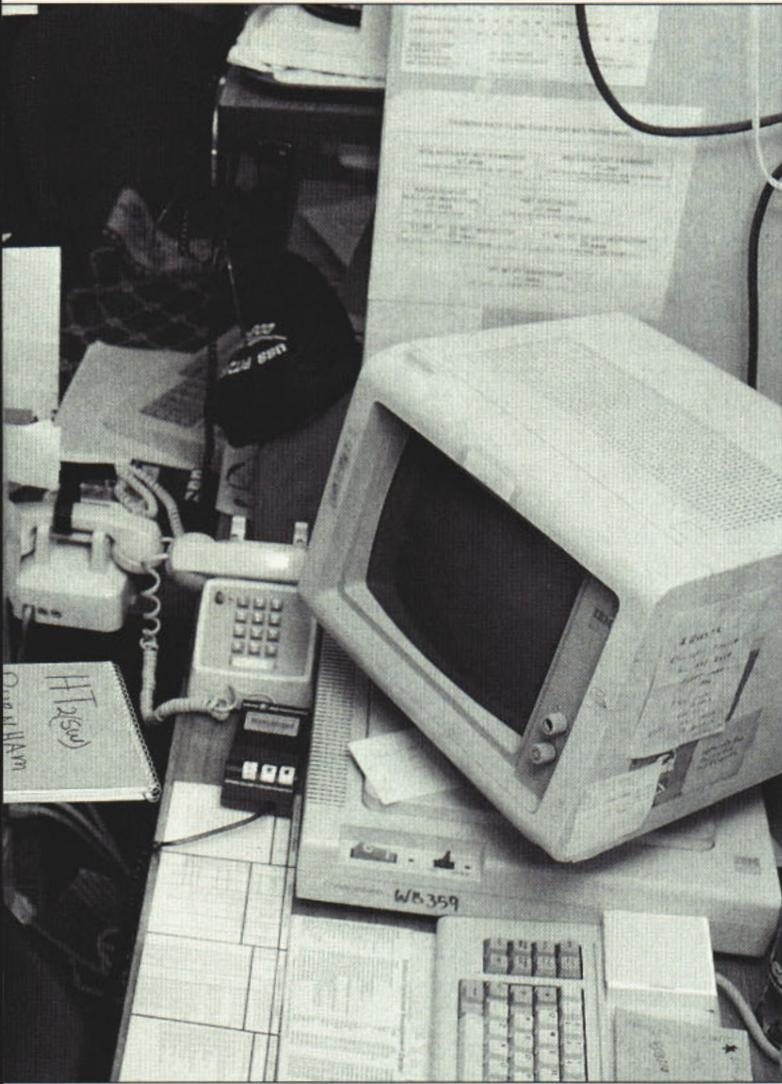
PERS 4010 - Special Programs

Assistant Branch Head (703) 695-7688 223-7688 223-1911
 Admin (703) 695-7688 223-7688
 Brigs NEC-9548, (703) 695-9316 225-9316
 CCUs NEC-9575, (703) 695-9316 225-9316
 NACUs, Operation (703) 695-9316 225-9316
 Deep Freeze, EOP (703) 695-9316 225-9316
 Specialist NEC-9515, (703) 695-9316 225-9316
 NAVLEAD (703) 695-9316 225-9316
 Instructor NEC-9518, (703) 695-9317 225-9317
 Drug & Alcohol Abuse (703) 695-9317 225-9317
 Counselor NEC-9519, (703) 695-9317 225-9317
 9522, Flag Quarters, (703) 695-9317 225-9317
 Flag Messes (703) 695-9317 225-9317
 Major Washington Staff, (703) 695-7687 225-7687
 Headquarters Activities (703) 695-7687 225-7687
 Joint, Area Placement (703) 695-9317 225-9317
 Staffs, MAAGS, (703) 695-9317 225-9317



PH1 D.L. Anglin

Position	Phone	DSN	DSN Fax
MISSIONS, NATO;	(703) 695-9317	225-9317	
Asst. MAAGS,	(703) 695-9317	225-9317	
MISSIONS, PEP	(703) 695-9317	225-9317	223-1911
Physical Security	(703) 697-4061	227-4061	
NEC-9545			
Recruit Company Cmdr.	(703) 695-9316	225-9316	
NEC 9508, MEPS,	(703) 695-9316	225-9316	
Women in Navy	(703) 695-9316	225-9316	
NEC 9999, Art	(703) 695-9316	225-9316	
Instructor, SERE	(703) 695-9316	225-9316	
Instructor NEC 9505,	(703) 695-9316	225-9316	
DLEILC, USS	(703) 695-9316	225-9316	
<i>Constitution</i>	(703) 695-9316	225-9316	
Recruiting, Recruiting	(703) 693-1910	223-1910	
Supervisor, Career	(703) 693-0758	223-0758	
Recruiter Force	(703) 693-0758	223-0758	
Recruiters NEC 9568	(703) 693-1910	223-1910	
NEC 9585 E5	(703) 693-1912	223-1912	
Senior Enlisted Academies	(703) 693-1909	223-1909	
Shore and Overseas	(703) 693-1909	223-1909	
Disestablishments	(703) 693-1909	223-1909	



HT1 (SW) Valerie A. Burnham, of Sarasota, Fla., is a detailee at BUPERS.

Position	Phone	DSN	DSN Fax
TEMAC Monitor	(703) 614-8555	224-8555	

PERS 462 – Distribution Quality Assurance

Branch Head	(703) 693-2948	223-2948	225-5780
TAD Augmentation Assistant	(703) 693-1192	223-1192	
Officer Distribution QA	(703) 693-1200	223-1200	
Enlisted Distribution QA	(703) 693-1194	223-1194	
Overseas Screening Coordinator	(703) 693-1188	223-1188	

PERS 6MM - Musician

MU

Division Director	(202) 685-0570	325-0570	325-0630
Deputy Division Director	(202) 685-0570	325-0570	
All Detailers	(202) 685-0570	325-0570	

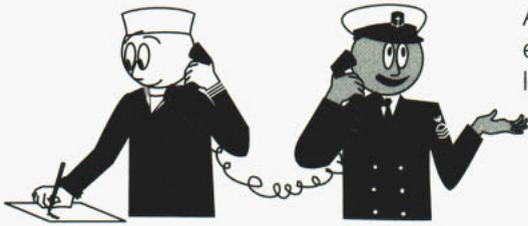
PERS 831 - Inservice Quality Control

Branch Head	(703) 614-8223	224-8223	224-4009
Petty officer quality control	(703) 614-8223	224-8223	
Administrative assistant	(703) 614-8223	224-8223	



Electronic Technicians line the hallway at BUPERS waiting to see their detailee.

right moves



Approval chances are reduced if another Sailor is ordered into your current billet.

duty station. PERS 40BB processes such actions.

4. The call. Listen and take notes on what the detailer says. Don't be a victim of "selective listening" (hearing only what you want to hear) or forgetting important elements of the conversation.

Verify the detailer has your latest duty preference sheet. Tell the detailer what you want to do and listen for his or her advice. If you need to talk with your family, remember another Sailor may choose the billet you are thinking about, and it may not be there when you get back to the detailer. Consider having your spouse with you when you call.

When you settle on a set of orders, write down what training will be required and when the detailer thinks you will get it.



6. Orders. Detailers will write orders within a few days of the agreement they make with you. Most special programs and all overseas assignments require screening by your old command.

If you or a family member fail screening, a decision must be made whether you will go unaccompanied to the new



7. New PRD. The PRD at the gaining activity depends on where it is. If overseas, it is normally the DOD tour. If CONUS shore, it is normally the length of a normal shore tour (NST) for the Sailor's rate. If CONUS sea duty, it is the prescribed sea tour.



5. Transfer date. Detailers will normally write orders in the window three months before to four months after the month of your PRD. A transfer earlier than this eight-month window requires your command to release you by message or letter. A later transfer requires a command-endorsed NAVPERS 1306/7 requesting an extension. Such actions need to occur before the nine-month date when your billet appears on the req.

Checklist for calling

- Talk to your career counselor.
- Be sure it's time to call. That's between six and nine months before your PRD.
- Have more than one plan. Map your career goals in advance.
- Talk to your spouse.
- Be prepared. Write down your detailer's name and phone number and your full name, SSN, rate and return phone number. Also, jot down your top priorities and any questions you have. Be specific. Keep this in front of you when you call.
- Tell the operator if you are calling from overseas.
- Be ready to make a decision.

PCS: On the road again

Packing up and moving out is a routine every Sailor faces while on active duty. Whether you're ashore or at sea, knowing the ins and outs of how to move will dictate if your move will be a success or not. Plan ahead. As soon as you get your orders in hand, call the Personal Property Transportation Officer for the facts (PPTO). Here's what they suggest when it's your turn to move.

Getting started

- ★ Look around your house and discard what you don't need or rarely use.
- ★ Plan your move at least 30 days in advance.
- ★ Have the PPTO counselor advise you of the number of shipments you are authorized.
- ★ Don't forget to keep 12

copies of your orders so you have enough to cover each type of shipment, whether it's cold storage, partial, overseas etc.

What can or can't I ship?

- ★ You may ship household furnishings; appliances; boats; clothing and personal effects; professional books, papers and equipment; spare parts for a privately-owned vehicle; a motorcycle or golf cart.
- ★ Certain items such as live plants, perishable foods, aerosol cans, flammables and acids are not authorized.
- ★ Your personal property counselor will provide you with a complete list of authorized and unauthorized items.

You and the packers

- ★ PPTO counselors make all the arrangements with the moving company to pack, load and move your property.
- ★ You are responsible for dismantling TV antennae; emptying, defrosting and thoroughly washing the inside of a refrigerator and/or freezer; draining water from hot tubs and water beds; removing window air conditioners; disconnecting all



U.S. Navy file photo

electric items from power supplies; disposing of foods that could spill or might spoil in transit; disposing of worn out and unneeded items; removing pictures, curtain rods and mirrors from walls; dismantling outdoor play equipment and outdoor structures; and removing all things from the attic or similar storage area within the residence.

- ★ The carrier is responsible for packing and preparing all of your property for shipment. The carrier must protect your possessions with clean packing material, specially designed cartons, etc.
- ★ They must remove all excess packing material from your residence.
- ★ Contact the PPTO at your new duty station as soon as possible after arriving, even though you may not have your new address.

Weight limitations

- ★ Two factors govern the weight allowance for household goods you can ship at government expense: your pay grade and the location of your duty station.

Joint Federal Travel Regulations Weight Allowances (Pounds)

Grade	PCS Without Dependents	PCS With Dependents	PCS* Weight Allowance
O-10	18,000	18,000	2,000
O-9	18,000	18,000	1,500
O-8	18,000	18,000	1,000
O-7	18,000	18,000	1,000
O-6	18,000	18,000	800
O-5	16,000	17,500	800
O-4/W-4	14,000	17,000	800
O-3/W-3	13,000	14,500	600
O-2/W-2	12,500	13,500	600
O-1/W-1	10,000	12,000	600
E-9	12,000	14,500	600
E-8	11,000	13,500	500
E-7	10,500	12,500	400
E-6	8,000	11,000	400
E-5	7,000	9,000	400
E-4**	7,000	8,000	400
E-4*	3,500	7,000	225
E-3	2,000	5,000	225
E-2/E-1	1,500	5,000	225

* Two years or less

**More than two years

* Entitlement is limited to 2,000 pounds or 25 percent of household goods weight allowance, whichever is greater, when shipment is to or from an overseas station that has been designated by the military service as a place where public quarters or private housing is furnished with government-owned furnishings.

★ Separate professional items and authorized consumables from the rest of your property so they may be packed, marked and weighed separately.

The government pays for two different types of storage — temporary (short-term) and non-temporary (long-term) storage.

★ The total weight of all your shipped or stored items in all your shipments should not exceed your authorized weight allowance (See the above table for weight allowances.)

★ You are allowed to ship one privately-owned vehicle (POV) at government expense to or from an overseas area when permitted (some overseas areas restrict shipment of POVs).

★ A moving alternative is the Do It Yourself (DITY) move. It allows you to rent a vehicle, packing equipment, purchase boxes, etc., and allows for an advance pay for gas and tolls.

Overseas PCS tips

Overseas screening must be accomplished within 30 days of receipt of orders.

★ Service members and family members must be screened. Family members of service members who elect an unaccompanied tour must still be screened.

★ Screening waivers for family members will only be granted if spouse refuses to be screened or if ex-spouse refuses to allow dependent children to be screened. In these cases the member will be assigned unaccompanied duty.

★ Service members with accompanying family members must receive command sponsorship for their family members and family member entry authorization from the overseas command.

★ PSDs will only request command sponsorship for your family members when screening is completed. Some overseas commands do not allow concurrent travel to their location. Ask about requirements for command sponsorship for the area to which you are being assigned.

★ Most overseas locations have a waiting list for obtaining Navy family housing. Members with command-sponsored family members are entitled to temporary lodging allowance (TLA). Finding suitable housing in the host country may be very expensive.

Taking advance pay may cause financial difficulty later. If you don't need advance pay, don't take it.

★ Information concerning overseas transfers can be obtained from the "Enlisted Transfer Manual," Chapter 4, your local PSD or PSA and the Overseas Transfer Information Service by calling DSN 286-5932/33/34/35; (703) 746-5932/34/35; or toll free (800) 827-8197.



Hitting the books

Your education is vital

Higher education is vital to every Sailor's career. The Navy provides numerous programs to help Sailors achieve their educational goals, whether it's earning a journeyman certificate or a college degree.

Sailors benefit from fulfilling educational goals because it increases their promotion potential in the Navy, as well as prepares them for a smoother transition into a career outside the service.

The Navy's goal is making education accessible to all Sailors through a variety of programs.

Navy Campus: the voluntary education program

Navy Campus can help Sailors earn:

- ★ A certificate of civilian apprenticeship.
- ★ An associate's, bachelor's or graduate degree.

Navy Campus helps Sailors reach education goals through educational counseling, testing services and tuition assistance programs.

Navy Campus Education Specialists

Civilian education specialists assist Navy personnel in planning their educational program. These specialists help with such things as:

- ★ Establishing realistic educational goals,
- ★ Identifying training and experience for college credit,
- ★ Assisting in enrollment and registration,
- ★ Recommending specific courses or programs of study,
- ★ Providing financial assistance,
- ★ Administering tests offered through

DANTES (GED, ACT, SAT, CLEP) and
★ Explaining SOCNAV opportunities.

On-Base Navy Campus

The Navy brings college courses directly to its installations worldwide. More than 90 colleges offer classes at 74 sites.

Program for Afloat College Education (PACE)

PACE makes it possible for personnel at sea and remote locations to go to college.

★ PACE is a fully-funded program with civilian instructors berthed on board to teach classes.

★ The PACE II program has been developed because some ships and all submarines cannot accommodate a civilian instructor. Through the PACE II program, courses are delivered electronically through an interactive micro-computer.

Tuition Assistance (TA)

TA is available to all active-duty Sailors. The Navy pays 75 percent of all tuition costs for all officers and enlisted, subject to the following constraints:

★ Undergraduate: 75 percent of a maximum of \$125 per credit hour not to exceed \$285 per course.

★ Graduate: 75 percent of a maximum of \$41.75 per credit hour not to exceed \$395 per course.

★ Independent Study: 75 percent of the cost of the course not to exceed \$1,000 per course.

High School Completion

Service members can complete high school requirements during off-duty time with full cost of classes paid under Navy TA.

Functional Skills Program

This voluntary, on-duty program is designed to improve reading comprehension, math and writing skills.

★ It helps Sailors increase their skill levels to improve their job performance and be prepared to continue their education. Programs can be offered on base and aboard ship.

Service member Opportunity Colleges, Navy (SOCNAV)

SOCNAV is a consortium of 700 colleges and universities that have agreed to reasonable transfer of credit and limited residency requirements for military students.

★ SOCNAV-2, the special associate's degree program, offers 17 fields of study. Currently, 49 accredited colleges have combined to form a worldwide network.

★ SOCNAV-4, the baccalaureate degree program, offers 23 fields of study. Currently, 34 accredited colleges have combined to form a worldwide network.

★ Sailors can work toward a degree through a SOCNAV-2 or SOCNAV-4 college, no matter where they are lo-

cated, and not have to worry about their credits transferring.

Apprentice Program

This program allows Navy enlisted personnel to apply Navy training and credited work experience to a civilian journeyman certificate.

★ Apprenticeships are available through agreement with the Department of Labor in 60 ratings.

American Council on Education (ACE)

The Navy, like the other services, works with the civilian academic community to translate Navy training college credit.

★ ACE teams visit Navy schools to examine course outlines, visit labs and classes and talk to instructors.

★ Their recommendation on the number of college credits that should be giv-

en are published every two years in the "Guide to Evaluation of Educational Experiences in the Armed Services."

Enlisted Education Advancement Program (EEAP)

EEAP offers career-motivated Sailors the opportunity to pursue a course of study at any accredited college or university.

★ EEAP allows Sailors to complete their associate-baccalaureate degree requirements.

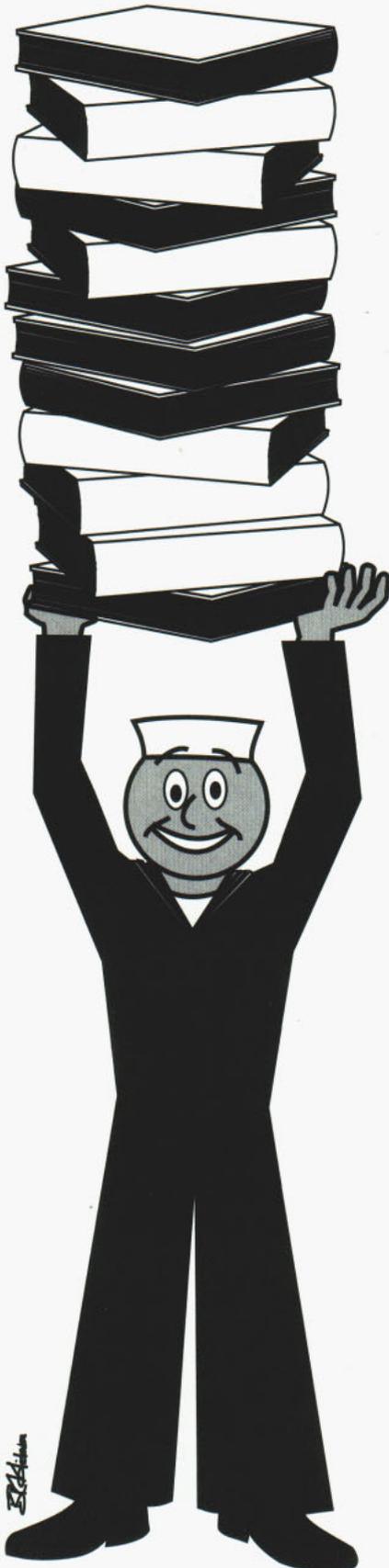
★ EEAP selectees receive full pay and allowances (less proficiency pay), but must pay all costs for tuition, books and other fees themselves.

★ The course of study must continue through the summer months and the requirements for an associate degree must be completed in 24 calendar months or less.

PH1 D.L. Anglin



► YN3(SS) Raymond J. Danemiller of Canal Fulton, Ohio, works on a PACE II course while USS Groton (SSN 694) is in port.



- ★ EEAP selectees incur six years of obligated service.

- ★ OPNAVNOTE 1510 has further details on EEAP.

Enlisted Commissioning Program (ECP)

ECP provides active-duty Sailors and naval reservists who have previously earned college credit an opportunity to earn a regular commission.

- ★ Selectees receive PCS orders to a college or university which has a Naval Reserve Officers Training Corps (NROTC) program. They receive full pay and allowances for their enlisted pay grades and are eligible for advancement.

- ★ Students pay for room and board, tuition, fees, books and other living and school expenses.

- ★ Selectees are expected to complete degree requirements for a non-technical degree within 30 calendar months or a technical degree within 36 calendar months, attending school on a full-time, year-round basis.

- ★ Interested persons should see their career counselor and check OPNAVNOTE 1530 or contact the Enlisted Commissioning Program Manager, Chief of Naval Education and Training, NAS Pensacola, Fla. 32508-5100 for additional information.

Broadened Opportunity for Officer Selection and Training (BOOST)

BOOST is a college prep program that helps enlisted selectees improve their academic skills to pursue a baccalaureate degree and a commission through NROTC or the Naval Academy.

- ★ The BOOST program provides college preparatory instruction emphasizing mathematics, the physical sciences and the communication skills of reading, writing, listening and speaking.

- ★ The program also provides educational and personal counseling, development of study skills and time management.

- ★ The basic BOOST program is followed by an eight-week NROTC preparatory session for participants receiving NROTC scholarships.

Contact your career counselor and check OPNAVNOTE 1500 or write the BOOST program manager at Chief of Naval Education and Training, NAS Pensacola, Fla. 32508-5100 for additional information.

Defense Activity for Non-traditional Education Support (DANTES)

DANTES is a DOD agency which supports the voluntary education programs of all the armed services.

DANTES provides many opportunities for special tests for academic credit, college entrance exams and the graduate record examination.

Department of Veterans Affairs

The Department of Veterans Affairs (DVA) manages the following basic educational assistance programs for service members and veterans: the Vietnam-era GI Bill (VGIB); the Veterans Educational Assistance Program (VEAP); and the Montgomery GI Bill (MGIB), including the Selected Reserve GI Bill.

For personal assistance with VEGIB, VEAP or MGIB contact:

Bureau of Naval Personnel (Pers 602B) Washington, D.C. 20370-5000, **Phone: DSN 224-5934/5; toll free 1-800-962-1425; or (703) 614-5934/5; Fax (703) 693-6593.**

- ★ For personal assistance with RMGIB contact: Commander Naval Reserve Force (CODE 009E) 4400 Dauphine St. New Orleans, La. 70146-5000, **Phone: DSN 363-1960/1; toll Free 1-800-621-8853; or (504) 948-1962/3/4.** †

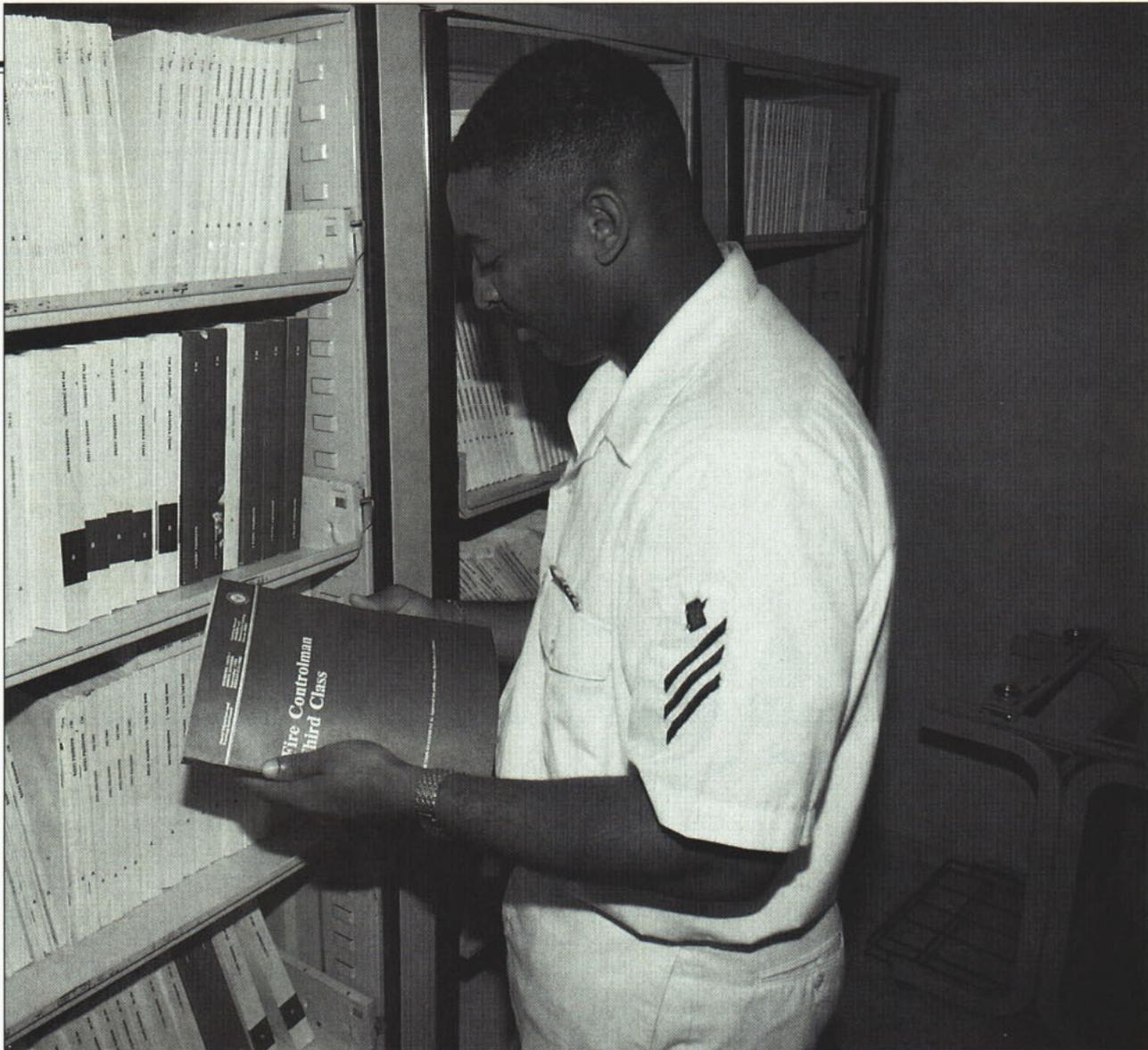


Photo by PH2(AW) James M. Williams

Navy Campus Specialists

Civilian education specialists at your local ESO help Navy personnel in planning their educational programs. These specialists help with such things as:

- * Establishing realistic educational goals,
- * Identifying training and experience for college credit,
- * Assisting in enrollment and registration,
- * Recommending specific courses or programs of study,
- * Providing financial assistance,
- * Administering tests offered through DANTES (GED, ACT, SAT, CLEP) and
- * Explaining SOCNAV opportunities.

▲ PNSN George W. Young of Jackson, Miss., reviews training manuals at Naval Station Rota, Spain's personnel support detachment.

Military personnel, DOD employees and their families can receive aid and assistance through various Navy-sponsored and Navy-related organizations at Family Service Centers worldwide.



FSCs: Filling the needs of Sailors and their families

The Navy established the Family Support Program in 1979 to address the needs of Navy families. Since then, the Navy has established Family Service Centers (FSCs) at 83 locations worldwide, serving Sailors and their families with information on college loans, grants and classes; help with alcohol or drug abuse; budgeting; communication skills; marriage enrichment; child development and parenting skills; family life cycles and patterns; and coping with frequent moves and/or deployment.

Family Service Centers

Family service centers (FSCs) work with command leadership to educate, care for and offer counseling to service members and their families. The centers are designed to make coping with military life easier and to make military families more resourceful and better able to handle the stresses of military life. Services are free to active-duty military, spouses and children; retirees and their families; reservists on active duty and their families; and DOD civilians stationed overseas.

FSCs are staffed by military and civilian personnel including social workers,

educators and program specialists.

FSC programs may differ from one another but for the telephone number and location of the nearest FSC, contact the local base directory or call 1-800-FSC-LINE

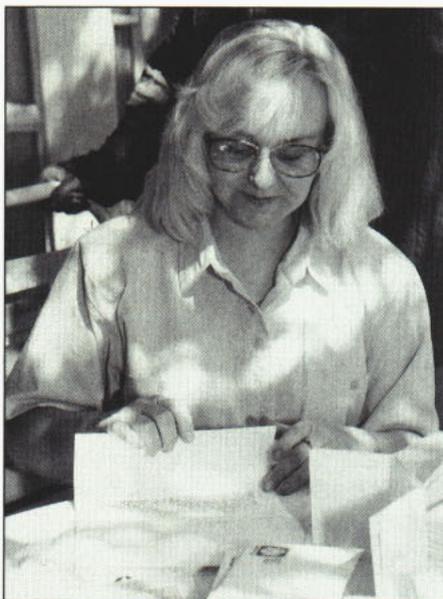
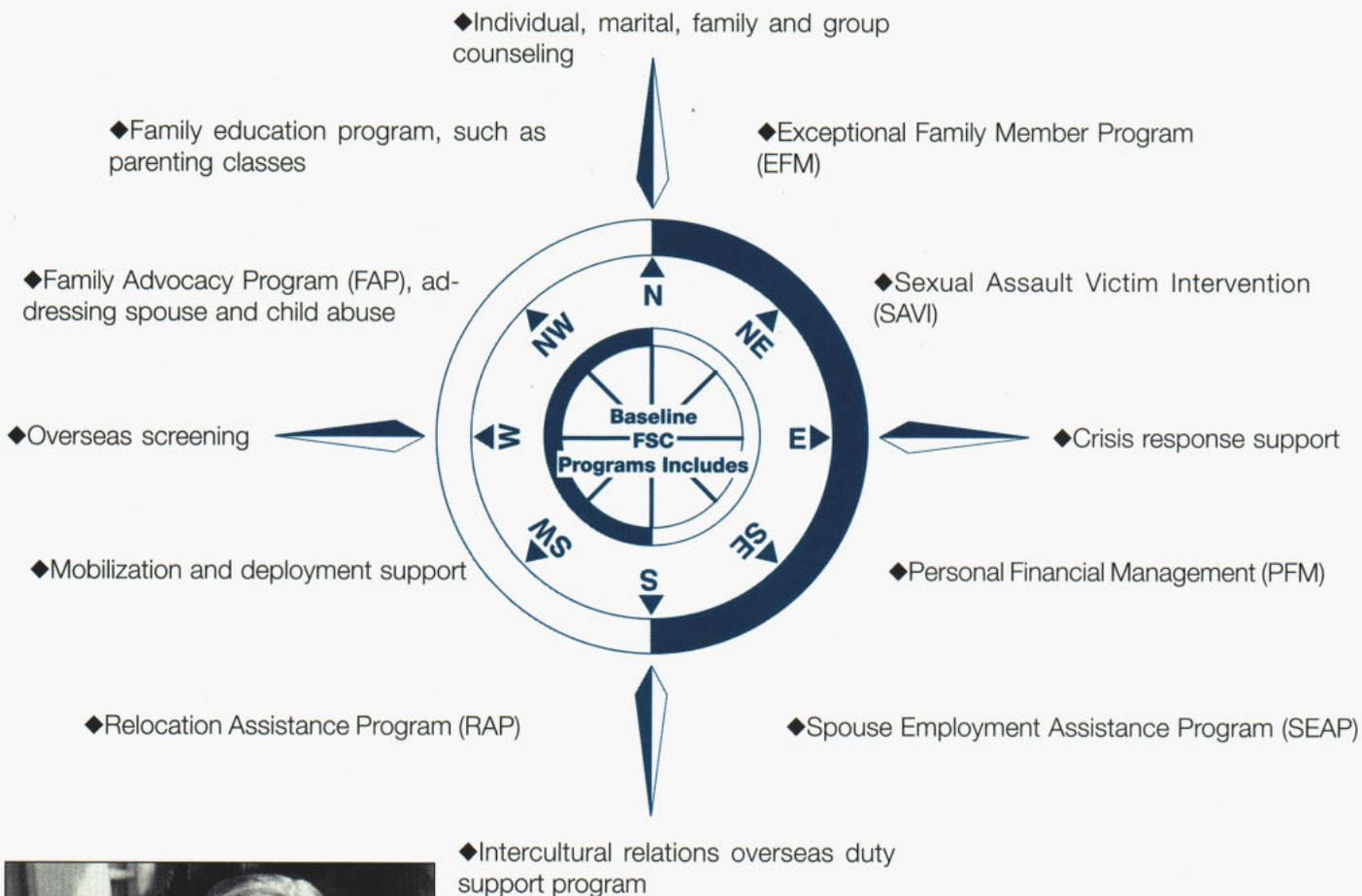
Additional services of FSC:

FSCs provided more than 3 million services for personnel and family members in FY-93.

In the past they provided extensive support during natural disasters and crisis situations, such as Hurricane Andrew and Operation *Restore Hope*. FSCs also offer assistance on retired activities.

Other programs

- ‡ Navy community service program — Sponsor: CNO initiative
- ‡ Personal excellence partnerships — Sponsor: BUPERS
- ‡ Sharing Thanksgiving — Sponsor: Chief of Chaplains
- ‡ Youth health and fitness — Sponsor: Chief of Naval Education and Training
- ‡ Campaign Drug-Free — Sponsor: Director of Naval Reserve
- ‡ Environmental programs — Sponsor: Chief of Naval Operations (Logistics). ‡



Sandy Leibowitz, ombudsman for USS Ford (FFG 544), prepares a newsletter and phone tree. The crew provides her with information concerning the ship's upcoming home port change through both the mail and monthly meetings.

Where Navy People Can Get Help

Navy Family Support Program
OP-156/Pers 66
Department of the Navy
Washington, D.C. 20370-5000
DSN: 227-6550
(703) 697-6550

Decedent Affairs Branch
Bureau of Naval Medicine
23rd and E. St., N.W.
Washington, D.C. 20372-5102
DSN: 294-1345
(202) 653-1345

Navy/Marine Corps Relief
801 N. Randolph St., Rm. 1228
Arlington, Va. 22203
DSN: 226-4904
(703) 696-4904

Navy Wives Clubs of America
P.O. Box 6971
Washington, D.C. 20032

Navy Wifeline Association
Washington Navy Yard, Bldg 172
Washington D.C. 20374
DSN: 288-2333
(202) 433-1721

Fleet Reserve Association
125 N. West St.
Alexandria, Va. 22314-2754

American Red Cross
National Headquarters
17th & D St., N.W.
Washington, D.C. 20006
(202) 737-8300

Navy Family Ombudsman Program
OP-156/ PERS 66
Department of the Navy
Washington, D.C. 20370-5066
DSN: 227-6550
(703) 697-6550

Chief of Chaplains (OP-097)
Department of the Navy
Washington, D.C. 20370
DSN: 224-4043
(703) 614-4043

Navy Mutual Aid Society
Department of the Navy
Washington, D.C. 20370
(703) 694-1638

DOD Dependent Schools
Hoffman I, Rm, 152
2461 Eisenhower Ave.
Alexandria, Va. 22331

Casualty Assistance Branch
Bureau of Naval Personnel
Department of the Navy
Washington, D.C. 20370-5122
DSN: 224-2926
(703) 614-2926

Morale

Welfare

Recreation

Each time a Sailor or family member buys an item through the Navy Exchange System, Ships' Stores Afloat, MWR food or beverage operator, or uses recreational facilities that charge for their equipment or services, he or she not only saves money, but helps pay for MWR programs.

All earnings of the Navy Exchange System that are not required to finance exchange operations are used to help fund recreation programs. Approximately 50 cents of each local exchange profit dollar is retained to fund local recreation programs.

Recreation

The recreation programs offer a variety of activities and services, including sports and fitness, youth activities, outdoor recreation, community activities, fleet recreation, auto hobby centers and many more.

Whether aboard ship or ashore, Navy recreation programs are available to meet the fitness requirements and recreational needs of the Navy community. While it is impossible to list every recreation program or service offered, local Navy MWR staffs can



provide more information about the specific programs offered at their installation.

Navy club system

Navy clubs provide food, beverages and entertainment for the Navy community. They must meet the social needs of Navy personnel and their families. As a patron, you influence the type of services and programs provided in these clubs and whether military clubs continue operating.

Navy club profits also contribute to the continuance of other MWR non-revenue producing activities, such as hobby shops and youth programs.

Sports and physical fitness

Navy sports and fitness programs are designed for everyone.

Included in the total sports and fitness programs are instructional sports, recreation sports, fitness centers and programs to improve physical fitness.

Before and After School program

This program is now available at most installations and provides supervised recreation activities for children before and after school.

Information Tickets and Tours (ITT)

ITT offers a discount ticket service for information regarding both on-base and off-base recreation tours, shows, concerts and sports events on base as well as in the local community. The ITT office also can arrange group tours or help with travel plans.

Auto hobby shops

Amateur mechanics can find everything they need to keep their automobiles running smoothly while saving money on car repairs and

preventive maintenance. Many shops also provide sophisticated equipment often needed for major projects such as engine overhauls, tune-ups and auto body work. Skill classes provide you with the knowledge you need to work on your car. At some installations repair parts can be purchased from the auto hobby shop resale store.

Single Sailor program

Single, active-duty Sailors between the ages of 18 and 25 make up one-third of the Navy. The Single Sailor Program bridges the gap between the MWR department and the barracks or ship by actively involving Sailors in planning recreation activities to meet their specific needs.

MWR staffs ensure that a variety of

special events, classes, trips and outdoor activities are designed to meet these needs.

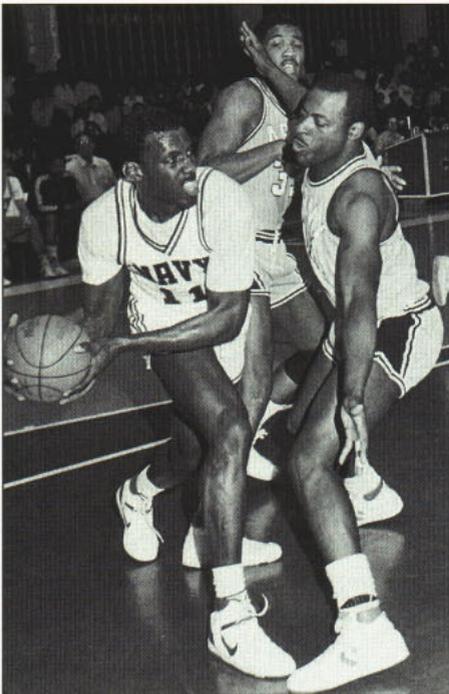
Community recreation

Like any good neighborhood, the Navy community often gets together for recreation activities. Ship homecoming parties, picnics, flea markets, carnivals, festivals and holiday programs are just a few of the events you often find aboard naval activities. Hobbyists can share their interests through riding clubs, ski clubs and many other groups.

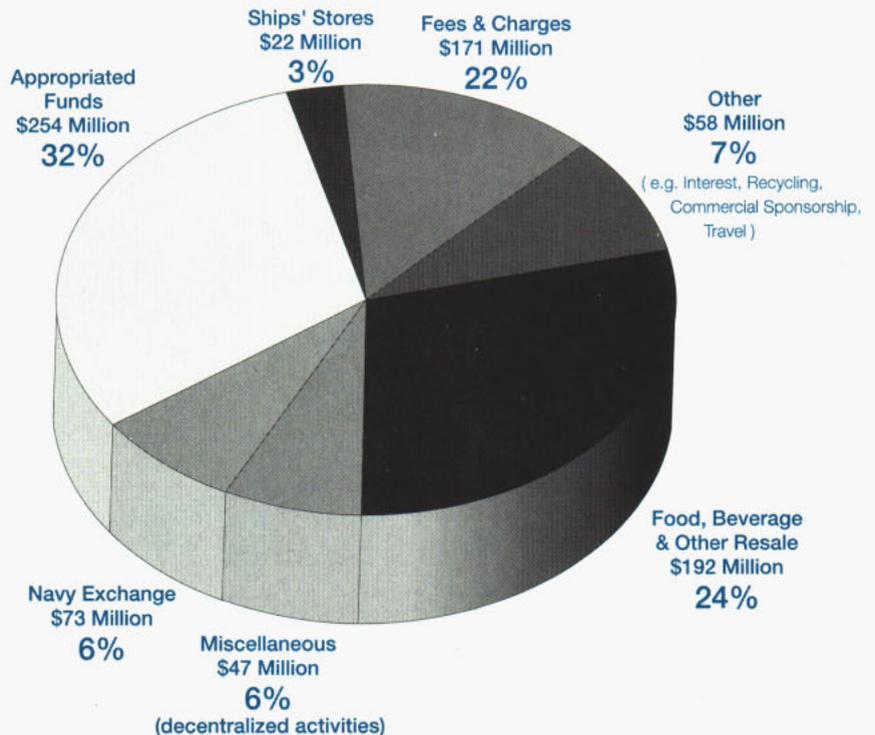
Also available are a variety of leisure learning classes such as aerobics, oil painting and cooking.



ENS Lynne Ritumalta uses the auto hobby shop to do some maintenance on her car.



FY94 MWR REVENUES \$795 Million



Retirement... *your future after the Navy*

One of the major attractions of a military career has always been the retirement package. Most members become eligible after 20 years of service. A Navy retirement provides an element of security as well as a chance for you to embark on a second career, while you still enjoy benefits. Still, there are many facts you should know before you retire.

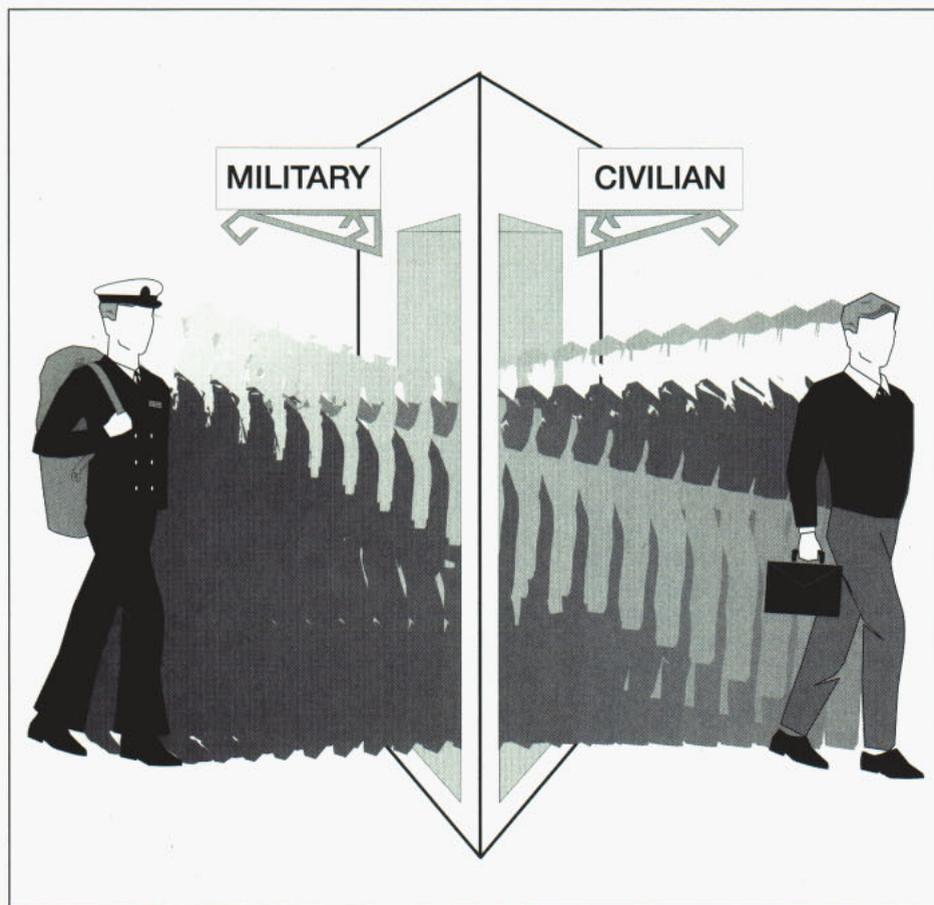
Transition Assistance

Sailors and their families facing separation from the Navy also face the transition from a lifestyle that is in many ways more secure and predictable than those in the civilian community. The Navy Transition Assistance Management Program (TAMP) provides services to make the move smoother. TAMP consists of pre-separation counseling, employment assistance, relocation assistance from overseas and a set of benefits for involuntary separatees.

If you are going to leave the Navy, pre-separation counseling information will be made available to you in nine areas:

- * Education assistance benefits,
- * Affiliating with the Selected Reserve,
- * Available programs for job search assistance,
- * Job counseling for your spouse,
- * Relocation assistance services and the Department of Labor's Transition Assistance Program (TAP),
- * Conversion health insurance or other medical and dental coverage,
- * The effects of career change on individuals and their families,
- * Financial planning assistance and
- * If you are being medically separated, a description of compensation and rehabilitation benefits from the Department of Veterans Affairs.

Your command career counselor (CCC) will meet with you up to 180 days before separation but not later



Retirement Applicants Checklist

12 to 18 Months in Advance

Obtain locally prepared statement of service from personnel office or career counselor.

Nine to 12 Months in Advance

Select date for which you are fully eligible and make application to transfer to the Fleet Reserve using NAVPERS 1830/1.

After submitting application review wills and other legal documents. If update is required, contact legal services office.

Submit NAVCOMPFOR 2274 for estimated pre-retirement pay computations.

120 days Prior to Transfer

Make arrangements for separation physical and dental examination.

Attend (with spouse) any local Pre-Retirement Seminars.

90 days Prior to Transfer

Make arrangements with dependent travel, if applicable.

60 Days Prior to Transfer

Receive counseling on Survivor Benefit Plan (SBP). Spouse should attend.

Make arrangements for shipment of household goods.

Coordinate with disbursing regarding allotments. Review the "Navy Guide for Retired Personnel and Their Families" for details.

Initial certificate of termination of mortgage insurance (DD Form 883), if applicable (SECNAVINST 1741.4).

Notify housing of termination of quarters, if applicable.

45 Days Prior to Transfer

Attend Pre-Separation/Retirement Interview.

Attend local Transition Assistance Management Program (TAMP) classes. (command career counselor will assist).

Make Survivor Benefit Plan election using NAVCOMPTFORM 2272.

30 Days Prior to Transfer

Complete locally prepared separation sheet.

Update Record of Emergency Data (NAVPERS 1070/602).

Review MILPERSMAN 6230120 concerning SGLI and VGLI insurance.

Advise PSD of any dependents receiving medical care.

Obtain pertinent copies of health record pages for establishing service connected disability with the VA.

RETIREMENT

than 15 days after your command receives official notification of your separation.

The CCC will have you sign a Page 13 entry to indicate in which of the nine areas you desire counseling. The CCC will then refer you to your family service center (FSC) for counseling.

Computation of retired/retainer pay

Navy retired pay is computed under a variety of provisions of law. Active-duty members who have questions about the formula used to compute retired pay should consult a career counselor. Retired members should submit questions in a letter to the Defense Finance and Accounting Service.

Survivor Benefit Plan

Established in 1972, the Survivor Benefit Plan (SBP) replaced the Retired Servicemen's Family Protection Plan for all personnel retiring with pay on or after Sept. 21, 1972.

SBP complements the survivor benefits of Social Security and provides all career members of the uniformed services who reach retirement eligibility — including reservists who qualify for retired pay at age 60 — an opportunity to leave a portion of their retired pay to their survivors.

The U.S. Naval Home

The United States Naval Home, Gulfport, Miss., is a retirement home for military retirees and certain veterans with significant wartime service.

Former Navy, Marine Corps and certain Coast Guard members who are 60 years old or older, and in good physical health, are eligible for admission. For a more detailed explanation of admission eligibility, call the Naval Home toll free at 1-800-332-3527.

Unemployment Compensation

Your eligibility for unemployment compensation is determined by the

law of the state in which you file a claim.

Contact your local office of the state employment service to determine eligibility. If there is no office in your locality, ask the local postmaster for the address of the nearest office.

Burial Benefits

The Retired Activities Section of the Bureau of Naval Personnel (Pers 662C) will, at the request of survivors of retirees, provide information about benefits for which they may qualify through the Navy and other agencies by reason of the military service of the deceased. You can call toll free 1-800-255-8950.

VA Medical/Dental services

Veterans discharged or released from active duty under conditions other than dishonorable may be



entitled to medical and dental care at VA health facilities around the United States. VA provides necessary dental treatment for veterans who were not able to receive a dental examination and treatment within 90 days of discharge or separation of military service. Different criteria apply for treatment of veterans who have dental disabilities resulting from either combat wounds or service-related injuries.

Education assistance

The VA administers a number of educational assistance programs for veterans and service personnel. Contact your nearest VA office for

details.

VA home loans

The VA home loan guaranty program offers advantages that other loan programs do not. The major advantage of the VA home loan program is that most VA loans are made with little or no down payment.

The borrower also has the right to repay all or part of the indebtedness at any time without penalty. To be eligible, a veteran must have been discharged under conditions other than dishonorable, after serving a minimum period of time on active duty and depending on the period of service.

Memorial affairs

Burial in a VA national cemetery is open to any veteran who has been discharged under other than dishonorable conditions.

Although the law does not provide for gravesite reservations, veterans can make things easier for survivors by expressing a desire to be buried in a national cemetery, keeping military service records accessible and verifying eligibility with VA.

Once eligibility and space are determined, the VA will open and close the grave, furnish a headstone or marker and provide care and maintenance.

Other Information

For many of the veterans programs, there are no time limitations. Eligibility for other benefits, however, does expire. The "Veterans Benefits Timetable," on the following page gives several VA programs and eligibility expiration dates.

The booklet, "Federal Benefits for Veterans and Dependents" gives up-to-date detailed information on all VA programs. If you are interested in a copy, send \$2.75 to: The Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The stock number is 051-000-00-198-2. †

Veterans Benefits Timetable

Time You Have (after separation from service)	Benefits	Where to apply
10 years	VEAP: The VA provides financial assistance for education and training of participants under the voluntary contributory program.	Any VA office.
No time limit	Home Loans: The VA guarantees your loan for the purchase of a home, manufactured home or condominium.	Any VA office.
No time limit	Disability Compensation: The VA pays compensation for disabilities incurred in or aggravated by military service.	Any VA office.
No time limit	Medical Care: VA provides a wide range of medical benefits including help for alcoholism and other drug dependency to veterans with a service-connected disability and to non-service-connected disabled veterans who qualify.	Any VA office.
90 days	Dental Care: VA provides necessary dental care for veterans who were not provided dental examination and treatment within 90 days of discharge or separation from service. The time limit does not apply to veterans with dental disabilities resulting from combat wounds or service injuries.	Any VA office or medical center.
Two years (from date of notice for a VA disability rating)	Life Insurance: Low-cost life insurance (up to \$10,000) is available for veterans with service-connected disabilities. Veterans who are totally disabled may apply for a waiver of premiums on these policies.	Any VA office.
120 days or up to one year if totally disabled	SGLI: SGLI may be converted to VGLI, a five-year, non-renewable term policy. At the end of the five-year term, VGLI may be converted to a policy with a participating insurance company.	Office of SGLI 213 Washington St. Newark, N.J. 07102-9990
No time limit	Employment: Assistance is available in finding employment in private industry, in federal service and in local government.	Local or state employment service, U.S. Office of Personnel Management.
Limited time	Unemployment compensation: The amount of benefit and payment period varies among states. Apply immediately after separation.	State employment service.
90 days	Re-employment: Apply to your former employer for employment.	Employer.
30 days	Selective Service: Male veterans born in 1960 or later must register.	Any U.S. Post Office; overseas at any U.S. Embassy or consulate.

Survivor Benefits for Active-

Benefit	Description
Arrears of Pay	Unpaid pay and allowances due to member at time of death.
Death Gratuity	Designed to help defray immediate expenses, the death gratuity is six times the active-duty member's monthly basic pay, to a maximum \$3,000 payable to beneficiaries, usually within 24 hours of death.
Survivor Housing Allowance	Surviving family of member who dies while on active duty may: (1) remain in government quarters for 90 days following date of death; or (2) receive up to 90 days of Housing Allowance (BAQ plus VHA). If the family vacates government quarters prior to 90 days the family will receive the cash balance of the 90-day Housing Allowance.
Social Security-Burials DVA Burial Allowance	\$255 lump sum death payment to widow(er) or eligible children of member covered by Social Security. \$300 basic burial allowance plus \$150 plot/interment allowance if burial is not in a national cemetery. Payment for service-connected deaths may go up to \$1,500.
Navy Scholarships	Various scholarships are available from Navy-affiliated organizations.
Uniformed Services ID and Privilege Card (DD Form 1173)	Unremarried widow(er)s, dependent children to age 21 (23 if attending a full-time institution of higher learning) and parents/parents-in-law determined to be dependent are entitled to an ID card and appropriate privileges, if deceased member had retired with pay from military service.
Exchange, Commissary and Theater Privileges	Sponsorship passes may be given to unremarried widow(er)s of retired member until such time as widow(er) remarries. Surviving children are entitled to exchange and theater privileges if dependent on widow(er) for more than one-half their support to age 21 (23 if attending full-time institution of higher learning).
Headstones and Grave Markers	When burial is in a national cemetery, a headstone or grave marker is provided without cost or application. Markers for private cemeteries will be shipped free, but applicant is responsible for transportation to the private cemetery and cost of placement at the grave. If a headstone or grave marker is purchased from a commercial supplier, a maximum of \$70 is allowed toward the purchase.
Household Goods Storage/Movement and Relocation of Family Members	Movement of family members who were eligible to relocate at government expense and movement of household goods allowed before the member's death are permitted within one year to any location at government expense, and storage in transit is allowed for up to six months.
SGLI 2	Automatic coverage (\$700,000 unless member elected lower amount -- \$10,000 to \$90,000 or no coverage). A member is covered for 120 days following separation or up to one year in the case of a veteran who is totally disabled at the time of separation (or retirement).
VGLI	SGLI may be converted to a five-year, non-renewable coverage known as Veterans Group Life Insurance (VGLI). Members on active duty entitled to full-time SGLI coverage can convert to VGLI by submitting the premium before the end of 120 days following the date of separation from service. Members with full-time SGLI coverage who are totally disabled at the time of separation may purchase VGLI up to one year from separation date.
Medical Care	Dependents of retirees who are eligible for medical care under USHBP-CHAMPUS remain eligible for care after the member's death as long as the spouse remains unmarried. Eligibility continues until the beneficiary reaches age 62 or is disabled for more than two years.
Navy Mutual Aid Association	A membership organization which provides life insurance for its members, assists beneficiaries in filing claims for government benefits and provides follow-up service as needed.
Navy-Marine Corps Relief	May provide counseling, referral services or temporary financial assistance to dependents of deceased Navy members.
Retired Serviceman's Family Plan (RSFPP)	Provides annuities to beneficiaries of deceased military members who participated in the program and retired before Protection Sept. 21, 1972.
Survivor Benefit Plan (SBP)	Provides annuities to beneficiaries of deceased military members who participated in the program including those who retired before Sept. 21, 1972, who enrolled in the program during open enrollment seasons between Sept. 21, 1972, and March 20, 1974 and between Oct. 1, 1981, and Sept. 30, 1982.
Social Security Benefits (SSB)	SSB payments are separate from any RSFPP/SBP or monthly DVA compensation. SSB may provide (a) monthly benefits to surviving widow(er)s and dependent children; (b) MEDICARE coverage; and (c) lump-sum death benefits.
Dept. of Veterans Affairs Dependency and Indemnity Compensation (DIC)	DIC is a monthly benefit determined on the basis of member's grade and rate and authorized for unremarried widow(er)s, unmarried children under age 18, children 18 to 23 (if attending a VA-approved school) and dependent parents of members who died in service or died following discharge for a service-connected disability. \$1,790.00
Veterans Survivors Pension	Payable to widow(er) and children of a member whose death was not service-connected, providing their income needs do not exceed certain limitations and their net worth is within reasonable limits under DVA guidelines.

duty Members and Retirees

Where to Apply

How to Apply

Commanding Officer, Defense Finance and Accounting Service, (DFAS) Cleveland, Ohio 44199-2059. Phone: 1-800-321-1080.

Submit a claim for Unpaid Compensation of Deceased Members of the Uniformed Services (SF-1174).

Payment of local disbursing office is automatic upon notification of death and Bureau of Naval Personnel (BuPers) approval.

The local Navy disbursing office will provide assistance and information on death gratuity payments.

Local disbursing office.

The local Navy disbursing office will provide assistance and information on Survivor Housing Allowance.

Local office of the Social Security Administration (SSA). Regional office of the Department of Veterans Affairs (DVA). (Each state has at least one DVA regional office.)

Apply to the local SSA office within two years of member's death. Application must be made within two years of member's death on VA Form 21-530 by mortician, survivor or person paying burial expenses.

Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370-5602.

BuPers will supply information on type and number of scholarships available.

For determination of dependency for parent or parent-in-law: Family Support Directorate, Cleveland, Ohio 44199-2087. For renewal or replacement of ID cards: The nearest naval activity authorized to issue ID cards or the Bureau of Naval Personnel, (Pers 334), Navy Department, Washington, D.C. 20370-5602.

The following documents must accompany application: a copy of retired member's orders; death certificate; marriage (birth) certificate (as appropriate); interlocutory of final divorce decree (if appropriate); and letter from the Social Security Administration certifying you are not entitled to Social Security hospital insurance (Part A) [applicable only to widow(er)s 65 and over].

See above information on Uniformed Services Identification and Privilege Card (DD 1173).

See above information on Uniformed Services Identification and Privilege Card (DD 1173).

Director, Headstone Service (42A), Department of Veterans Affairs Central Office, 810 Vermont Ave., N.W., Washington, D.C. 20420.

Submit VA Form 40-1330 for procurement of a headstone or grave marker and VA Form 21-8834 for reimbursement of commercially purchased headstone or grave marker. Forms are available at any regional DVA office.

The Installation Transportation Officer (ITO) at your local military activity will provide household goods information. The local military activity will also assist in the transportation of family members.

The ITO will require copies of orders in addition to other selected forms. Check with the ITO for specific information.

Serviceman's Group Life Insurance, 213 Washington St., Newark, N.J. 07102-9986.

The beneficiary will be contacted and given VA Form 29-8283 by BuPers upon receipt of official death notice. VA Form 29-8283 and a certified copy of the death certificate are sent by claimant to SGLI.

Serviceman's Group Life Insurance, 213 Washington St., Newark, N.J. 07102-9986.

Submit VA Form 29-8283 (available from regional DVA office) and certified copy of death certificate to SGLI.

Consult your local Navy activity for entitlement/CHAMPUS information.

CHAMPUS guidelines and medical care information are available from BuPers, Navy Department, Washington, D.C. 20370-5602

Navy Mutual Aid Association, Navy Dept., Washington, D.C. 20370.

Contact Navy Mutual Aid for more information.

Headquarters, Navy-Marine Corps Relief Society, 801 Randolph St., Rm. 1228, Arlington, Va. 22203-1989

Apply in person at an NMCRS auxiliary, call or telegram NMCRS headquarters or contact the local Red Cross chapter in an emergency.

Commanding Officer, Defense Finance and Accounting Service (DFAS), Cleveland, Ohio 44199-2059

Submit application Form DD-768 to DFAS to receive annuities.

Commanding Officer, Defense Finance and Accounting Service (DFAS), Cleveland, Ohio 44199-2059

Submit application Form DD-768 to DFAS to receive annuities.

Contact the local Social Security Administration Office upon a member's death as claims may not be honored after an extended lapse of time.

Assistance will be provided by the local Social Security Administration office.

Your local DVA regional office.

Submit application on VA Form 21-534 (available at any DVA office).

Your local DVA regional office.

Submit application on VA Form 21-534 (available at any DVA office).

Where are we going?

What are the Navy's plans for 1995 and beyond?

Editor's note: In January, Chief of Naval Operations ADM Mike Boorda sent a message to the fleet detailing his assessment of the Navy in 1995 and his goals for the near-future. The message was not only for the fleet and force leadership but also was intended for all Navy men and women.

Since this issue is about the Bureau of Naval Personnel

(BUPERS), a command of Navy people taking care of Navy people, we thought excerpts of the CNO's message would fit right in. The accompanying charts and graphs illustrate where our Navy is and identify trends that tell us where we are going.

"You can expect quality of life (QOL) to continue to get a big push. Look for increases in

housing, MWR, pay, child care and other QOL programs.

"In the pay area, it has been decided that DOD will request the maximum pay raise permitted by current law. The bachelor allowance for quarters (BAQ) will be brought back to proper levels during the program years. CONUS cost of living allowances will be funded. Other items being considered include full sea pay for tenders and BAQ for





petty officers 1st class on sea duty.

Medical care

"I think you and your families will be pleased with the strides made in medical care. The new program for care in civilian facilities will be phased in throughout the United States during the next three years. In my opinion, it is a big improvement because it gives all of us the freedom of choice, lower costs for the average family, and the nagging paperwork and a long wait for payment is eliminated while care in our military

facilities continues to be available under current rules. We can keep the 'old' system if we like it better or we can switch to the 'new' one. We'll get to review our individual decisions each year and change if we like.

Getting smaller

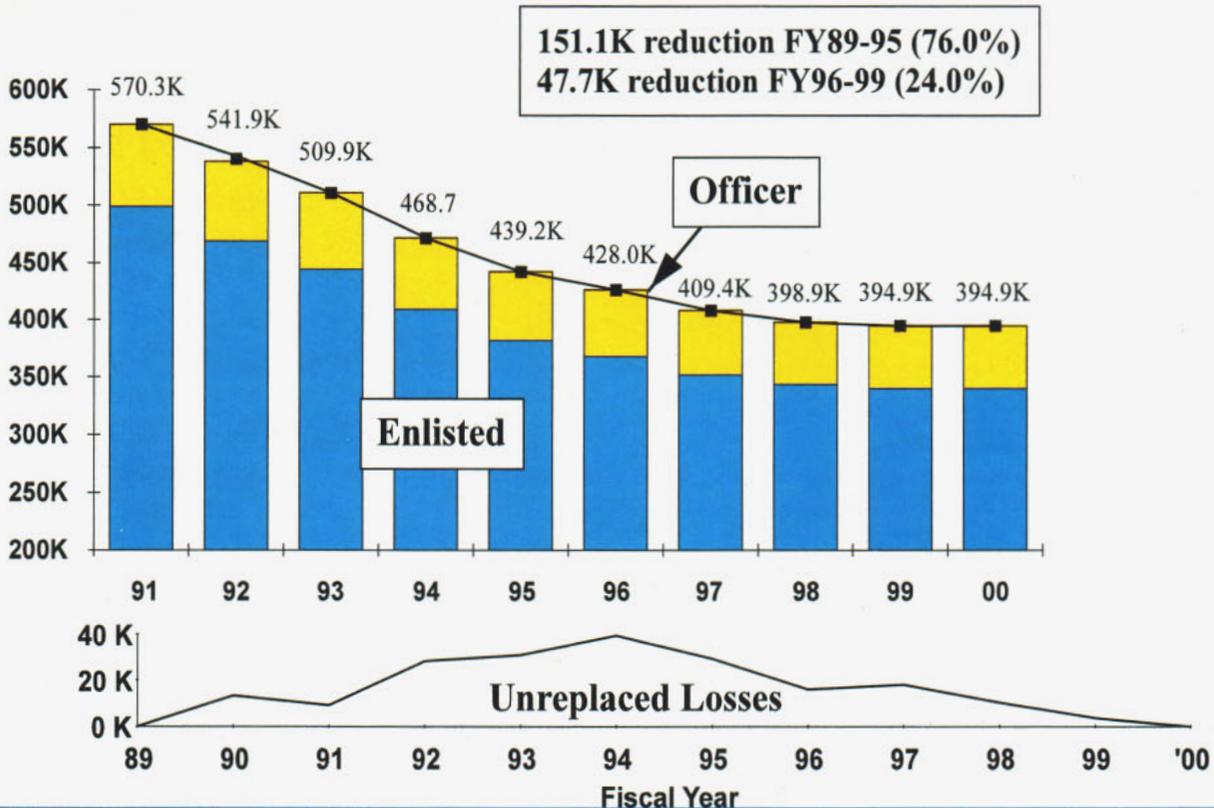
"We are not finished with the downsizing just yet but we are getting close. By the end of this year we will be at least 75 percent of the way. Advancement opportunities are up and will continue to rise. Enlisted to officer programs are steady and the new Seaman to Admiral

Program just selected its first 50 candidates. Opportunities for reserve officers to augment and become regulars increased greatly in 1994. Reenlistment authority was given back to commanding officers for all but the most overmanned enlisted ratings. We were able to cancel the enlisted SERB in 1994 and hope to be able to do the same in 1995.

"Opportunities continue to increase for women in the Navy.

"In 1995 we will continue to open combatant ships at the maximum pace which will be successful at all levels as

Navy Drawdown Profile



Advancement opportunity

Projections are based on current retention behavior and planned future force levels.

	FY94	FY95	Projected FY96	Steady State
E-9	4%	8%	9%	14%
E-8	7%	8%	9%	10%
E-7	11%	12%	13%	16%
	Sep93	Mar 94	Sep 94	Steady State
E-6	7%	7%	8%	14%
E-5	11%	11%	13%	17%
E-4	41%	43%	45%	49%

ENCORE

- * **Reenlistment reservation system for first-term Sailors.**
- * **Important career force shaping tool.**
 - Moves Sailors from over-manned to under-manned ratings vice forcing them from active duty.
- * **FY94 totals:**
 - 28,099 Reenlistment requests received FY94 EAOS.
 - 21,600 In-rate reenlistment requests approved.
 - 4,403 Conversions approved.
 - 463 Sailors separated due to quota unavailability.

(1.6% of these requesting reenlistment)
- * **NAVADMIN 120/94 returned reenlistment approval authority for all Sailors in CREO 1 and 2 to the fleet.**
 - CREO 3 ratings continue to be competitively stacked for reenlistment, however, stack will be reviewed twice a month vice monthly.

women join wardrooms, CPO messes and their fellow petty officers and non-rated Sailors.

Recruiting

“Our recruiters did a great job in 1994, bringing in the numbers we needed and meeting quality goals. However, they did so with a reduction in the number of eligible candidates in the delayed entry program (the recruiters’ bank account of people who have signed up early).

“These are tough recruiting days. The population of enlistment-age people is the lowest in recent times. We are in competition with civilian employment and with higher education. You can help.

“When you are home, assist our recruiters by talking the Navy up to good candidates. Those new recruits are our future.

The Naval Reserve

“Last year was full of examples of daily contributions by reservists (Seabees, frigates, logistics and tactical aircraft, medical, intelligence and more) working side by side with active counterparts in CONUS, and overseas in places like the Persian Gulf, Haiti, the Balkans, Cuba and others.

“It is clear to me that we are, indeed, one Navy and the sooner we plan, program and execute the missions that way the better and more capable we will be.

OPTEMPO/ PERSTEMPO

"Our nation's military leaders agree with our policy to keep routine Navy deployments to six months. In 1994 we were able to do a good job of that. While I got the question about longer deployments quite frequently as I traveled around our Navy last summer, I don't hear it much anymore. Our policy will remain six month deployments and I don't foresee any change in 1995 or beyond.

Hardware and programs

"Our Navy has 381 battle force ships. We are well on our way to reaching our final force structure size. The exact number of ships we will have by the end of this century will be the subject of much discussion as we begin our program review for FY97.

"We have several programs to keep our Navy on top. In 1995 we will be testifying before Congress regarding the need for the final SSN of the *Seawolf* class (SSN 23). We will also be working to keep the new attack submarine on track.

"Our newest aircraft, the F/A-18E/F remains on track with the first flight expected in a year. The DDG 51 program is doing well and we expect to buy 16 new ships of this class during the next six years. The new amphibious ship, LPD 17, is being requested for FY98.

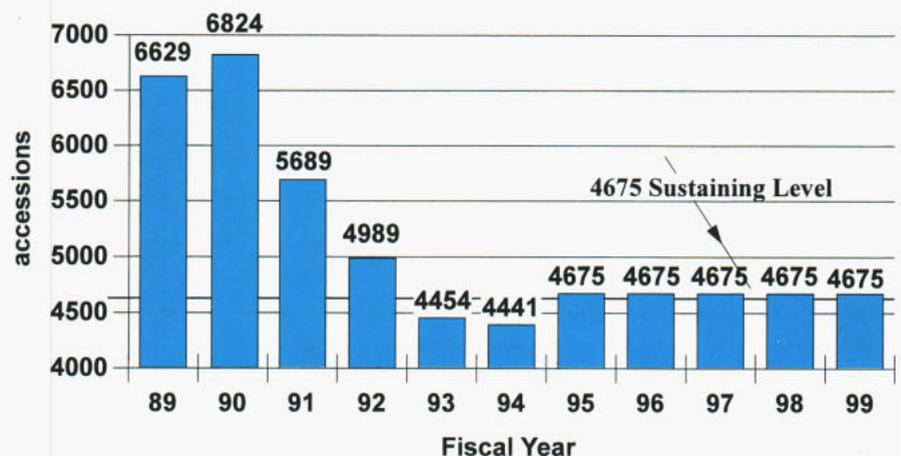
"We did some outstanding work with Theater Ballistic Missile Defense (TBMD) in 1994 and that will continue with some special firing tests. The need for TBMD was clearly demonstrated when Iraq began firing *Scuds* at our forces during the Gulf War. The Navy has a significant role to play by using our CG 47 and DDG 51 classes as platforms to detect, track and destroy theater ballistic missiles. In a related program USS *Dwight D. Eisenhower's* Battle Group demonstrated a new

capability in 1994 – Cooperative Engagement Capability (CEC). With CEC it is possible for a ship or shore battery to fire on a target without first seeing it on its own radars.

Quality leadership

"I have been impressed by the quality of our people and of our leaders. Caring leadership is the norm and I have seen that demonstrated in many ways. I also have been concerned by the number of good people who don't seem to get the most out

Officer Accessions



"There are planned changes to Navy training practices that could give Sailors an average of up to 19 fewer days at sea between deployments. The time between deployments is spent training. By training for the upcoming mission instead of training for all possible missions, including some that are improbable, we significantly reduce the amount of training time and we help ships be home more."

– ADM Mike Boorda

THE NAVY'S FUTURE

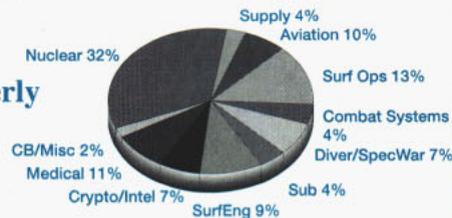
Selective Reenlistment Bonus (SRB)

* **Effective tool for...**

Increasing and maintaining adequate retention in mission-critical skills

* **Award levels reviewed quarterly**

- Revised based on manning and retention needs
- FY-95 SRB - 64.6 million



of their service. While our discipline rates are the lowest in our history they still are too high. Otherwise good people too often, much too often, make mistakes that eventually find them at NJP or courts-martial.

"Let's make 1995 a year where our discipline rates go down, not because we are ignoring offenses but, because there are less offenses because of our leadership. You've done a great job in 1994 but, in the spirit of continuous improvement, let us all work hard to prevent violations by providing just the right touch at just the right time. I know we can do it.

Recruit training

"How we train new recruits is undergoing change in 1995 and it is important that you know about it. You will be the ship-mates and leaders of these new Sailors. All recruit training is now done at Great Lakes.

"I expect the 1995 recruit training grads to be in better physical condition with a better understanding of what it means to be a member of a military unit charged with an important mission and with increased dedication and understanding of our core values of honor, commitment and courage than ever before.

Equal opportunity

"In my first message as CNO I talked about equal opportunity. Equal opportunity is more than

FY95 CPO selectees

* **Overall advancement rate: 12%**

* **Warfare qualification:**

- ESWS (SW): 16%
- EAWS (AW): 19%
- Sub (SS): 11%

* **NEC Qualification:**

- Recruit company commander: 17%
- Command career counselor: 19%

* **Advanced education:**

- Associate's degree: 12%
- Bachelor's degree: 17%
- Master's degree: 18%

Officer early retirement (TERA)

* **FY95 goal - 422**

- **Approved/Pending: 390/10.**
- **Primary target group: twice FOS'd O-4s.**
- **Voluntary target groups: (Closed out Oct. 1, 1994).**
 - > **O-5s in communities with grade imbalance.**
 - > **LDOs with 8 years commissioned service.**
 - > **WOs with 3 years commissioned service.**
 - > **O-4s FOS'd once.**

* **FY96**

- **Expect similar offering.**

not discriminating against another person because of race, religion or gender. It is more than avoiding treating a person differently because they are not exactly like you. It is more than simply not harassing someone or not breaking rules, regulations or laws.

“Let’s be clear. All of these things are just the minimums everyone is expected to comply with. If we don’t, the result will be a predictable one. The key here is that we want everyone, repeat, everyone to be just as good as they can be and we will not let anything get in the way of that goal. If we all sign up to that definition of equal opportunity, our Navy will continue to get better and better as our people grow and succeed.



Bupers Access

Allows members to use their command or personal home computer to communicate with BUPERS.

– E-Mail communication with all detailers (command access is required to access special programs detailers) and many other departments within BUPERS.

– Retention Information Bulletin Board System (RIBBS) contains many retention and Navy policy bulletins, as well as NAVADMIN and NAVOP messages.

– Major advancement and board results.

– Orders status information including date orders were cut, message DTG (if orders were transmitted by message), number of modifications, report NLT date and family member information.

Electronic access to the system may be achieved using the following numbers:

Toll free (CONUS, Hawaii and Puerto Rico): 1-800-346-0217

COMMERCIAL: 703-624-3174

DSN: 224-3174

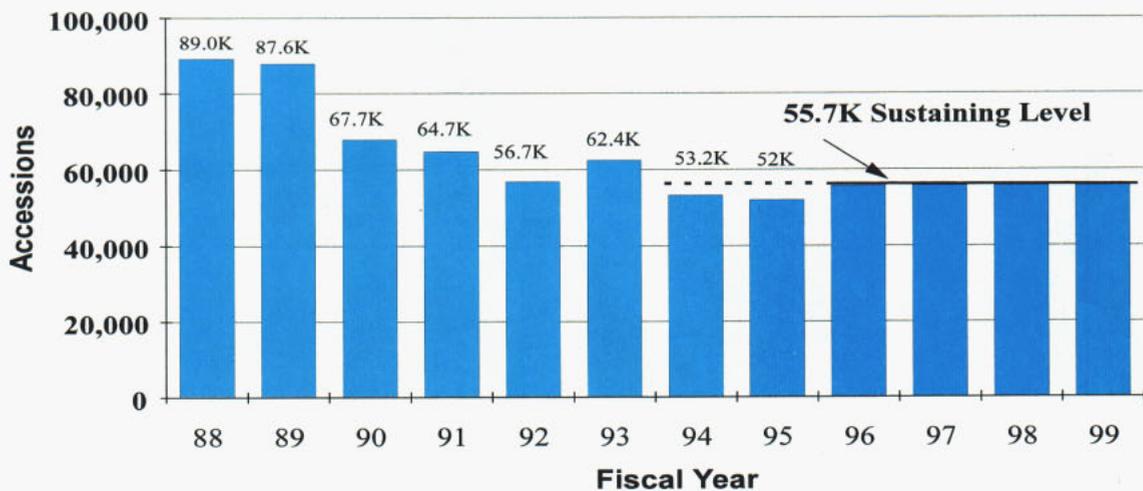
For more information on BUPERS Access contact our Development and Support staff at DSN: 224-8083 or (703) 614-8083.



THE NAVY'S FUTURE



Enlisted accessions



"Forward ...from the sea"

"All of what we do is related to the reason our Navy exists ... to provide for the defense of this nation and to carry out the specific tasks properly assigned to us. In the fall of 1994 we

updated our basic strategy of "... From the Sea," to "Forward ... From the Sea."

"This outlines the way our Navy and Marine Corps will continue to be on scene, to control crisis, to fight if necessary and to win if we must fight. It is a statement of what our

Navy and Marine Corps are all about ... forward forces, trained, equipped and ready to carry out their missions. Forces that can be counted upon to do what is required. In 1994 you did just that. In 1995 we will work together to maintain that superb record." †

Enlisted early-out program

FY95 – (NAVADMIN 031/94)

- * **Reduces CO authority to 6 months.**
- * **BUPERS approval is greater than 6 months**
- * **Decoms and home port change – regardless of EAOS.**
- * **Extension cancellation**
 - **CREO 3 rating normally approved.**
 - **CREO 1 or 2 rating, case by case.**

Enlisted early retirement (TERA)

- * **FY94 – 968 personnel separated.**
- * **FY95 goal – 3,968 (NAVADMIN 049/94 & 117/94).**
 - **E-5 to E-7**
 - > **15 to 20 years of service.**
 - > **Selected over-manned skills.**
 - **Special TAR TERA**
 - > **PEBD on or before Dec. 31, 74 & 17 to 20 active YOS.**
 - > **18 to 20 active YOS (phase II offering).**
 - > **Selected overmanned skills.**
- * **FY96 goal – 4,450**
 - **E-5 to E-7**
 - > **15 to 20 years of service.**
 - > **Selected overmanned skills.**

Enlisted VS/SSB

- * **FY94 – 3,209 separations**
- * **FY95 – 411 approved**
- * **FY96 goal – 750**



Supporting the

VADM Bowman tells of BUPERS' future

"We're coming out of downsizing; the most difficult part is in our wake. Last year was the toughest year; we separated 41,000 Sailors without replacements. Approximately 27,000 more personnel will leave without replacement this year. But by the end of 1995, we'll be more than 75 percent through the drawdown.

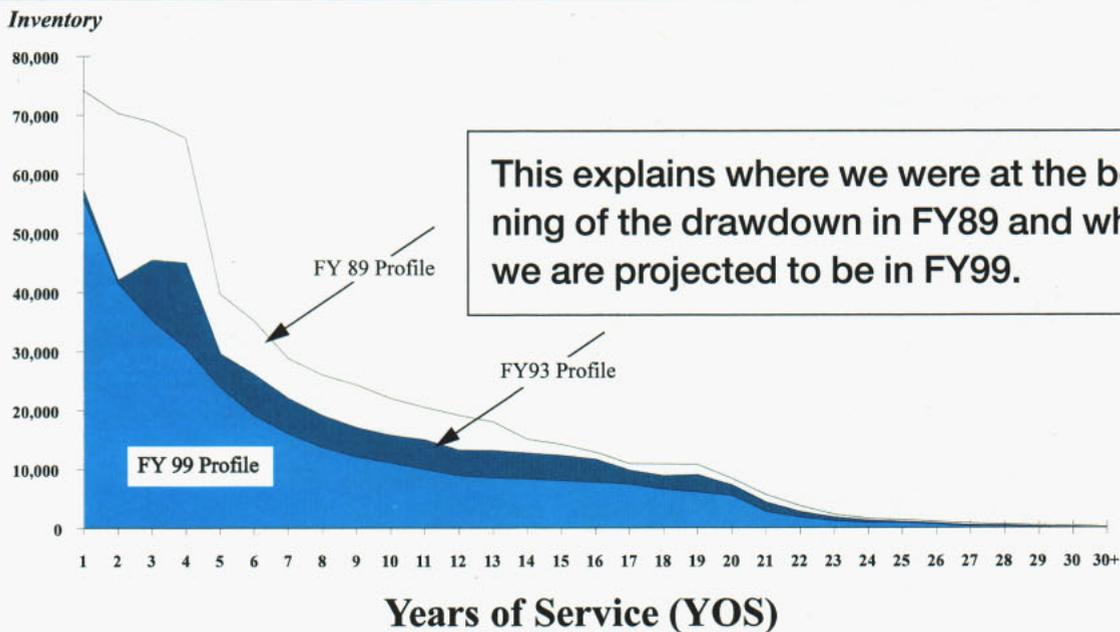
"We've changed the BUPERS banner to read, 'We're here to help you stay Navy.'

"We're back full time into career planning and retention. Here's proof:

- Promotion, advancement and augmentation opportunities are up.
- No E-SER Board this year. We reduced the number of O-SER selectees.

"We've returned reenlistment approval to commanding officers for CREO Groups I and II. Despite decreases in overall Navy funding,

Shaping the enlisted force





Navy team

dollars for quality-of-life programs have increased for each of the last three years.

“We’re shifting dollars away from separation programs (such as VSI/SSB) and toward retention and recruitment programs (like SRB and enlistment bonuses.)

“We’re fighting to achieve and maintain pay comparability.

“We’re committed to providing the highest affordable standard of quality living for our Sailors and their families.

“We’re trying to create a professional military

environment that allows all our team members to ‘Be all they can be.’

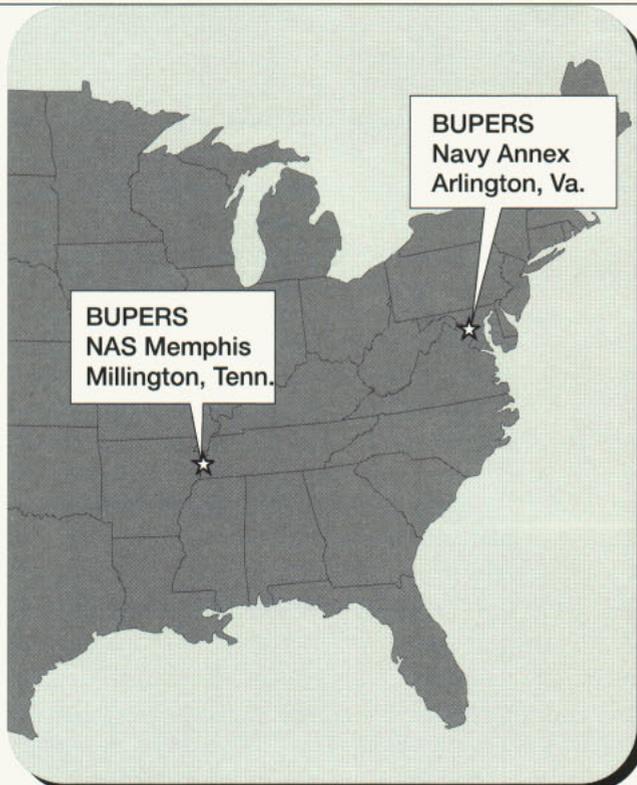
“Each of us has the right to come to work every day, free from worry that we’ll suffer harassment or discrimination.

“Our latest NEOSH Survey shows improvement in these areas, but we can’t take the banner down yet. We want to build a Navy where we really do treat others exactly like we want them to treat us and our families. Living the Golden Rule will be the way we do business, every day with everybody.

“We listen, we care, we try to say ‘Yes!’”

The move...

Within the next four years, BUPERS will be moving from the Navy Annex, Arlington, Va., to Naval Air Station Memphis, Millington, Tenn. During this time BUPERS will continue providing services to its many customers while preparing for the move and thinking of ways to improve services. Among the improvements are new automated telephone and video teleconferencing, which will provide more efficient communication between BUPERS and the fleet.



Name: DC1(SW) Alicia Colette Harris

Hometown: Columbia, S.C.

Hobbies: Listening to music (especially live entertainment), art, cooking and eating, traveling and collecting tropical fish.

Job description: "Making assignments for damage controlmen and matching their desires with the needs of the Navy."

Best part of the job: "To be able to make Sailors happy by matching them up with the orders they desire."

Prior tours: Harris is a damage controlman detailer at BUPERS. Previous tours include USS Samuel Gompers (AD 37) and USS Santa Barbara (AE 28).

