



*Career progression, community management, personnel matters, and general information from the desk of the Navy Personnel Command, Force Master Chief, FORCM Jon Port*

### ***TAP IS THE TICKET***

Those being involuntarily separated are eligible for additional benefits, but the absolute first step whether leaving under ERB or other circumstances, is to get with the Command Career Counselor and complete a Pre-Separation Counseling Checklist (Form DD-2648) per NAVADMIN 300/11. Then enroll in TAP. Both steps will help Sailors formulate a plan of action and ensure Sailors prepare in a timely fashion. There are decisions to be made in this process - life decisions. Though our demanding missions go on in our commands, take the time to work with affected Sailors to set them up for success during their transition to civilian life. The TAP process thoroughly covers everything they need and are entitled to. Talk to your Command Career Counselor to enroll in a TAP class.

### ***HIGH YEAR TENURE (HYT) POLICY UPDATE***

NAVADMIN 030/12 outlines several significant changes to HYT. Under the new policy, HYT for E-2 Sailors will be four years, down from six. Additionally, E-3 Sailors will reach HYT at five years vice six, and continuation to eight years for passing a Navy Wide Advancement Exam has been eliminated. Policy changes outlined in the NAVADMIN will take effect July 1, 2012. Effective July 1, active and full time support E2 and E3 Sailors with active service in excess of these HYT lengths of service gates must separate by Mar. 31, 2013, unless advanced or waived. HYT waiver procedures can be found in MILPERSMAN 1160-120. These HYT changes will not affect Sailors who have reached sanctuary, which occurs at 18 years of cumulative active duty. HYT policy for E-4 through E-9 has not changed. For full details read NAVADMIN 030/11 and visit the NPC Website for HYT FAQs.

### ***TIMELY IN-PROCESSING***

As 2012 unfolds, we're asking commands to pay close attention to timely gains and losses of personnel. Administratively gaining and losing within four days of arrival/departure assists the Sailor, the Navy and your command. Pushing the envelope on these transactions impact Sailor entitlements, timely manning fills, personnel accountability on NFAAS in emergencies, and command and control of our most precious (and expensive) asset - our people. Pay problems can be completely avoided when commands enforce strict gain/loss deadlines.

### ***TUITION ASSISTANCE POLICY CHANGES***

NAVADMIN 029/12 announced policy changes to the Department of Defense Tuition Assistance program and Navy Voluntary Education. DoD instruction 13222.25 released in March 2011 required a signed Memorandum of Understanding (MOU) with academic institutions and DoD by January 1 to be eligible to receive TA funding. DoD recently moved the due date to April 1. As a result, the Navy's policies for authorizing Tuition Assistance (TA) have changed and Sailors will not be able to use TA for courses at institutions without a signed MOU by April 1. To help Sailors through this transition process, Sailors who meet all requirements for TA and submit a command-approved TA request prior to April 1 for courses beginning between April 1 and May 1 will be approved for TA regardless of their institution's DoD MOU status. Sailors who meet all the above requirements but whose TA request is submitted after April 1 will be approved for TA only if their institution has a signed DoD MOU. Sailors can check the DoD MOU status of the academic institution they are attending by going to [www.DODMOU.com](http://www.DODMOU.com) and clicking on the "Participating Institutions" tab. Sailors enrolled in Navy College Program for Afloat College Education (NCPACE) courses will not be affected by the DoD MOU requirement. Read NAVADMIN 029/12 for full details.

### ***VOLUNTARY EDUCATION***

Service members who are transitioning out of the military are highly encouraged to use the Voluntary Education Center (VEC), and the Navy College Offices (NCOs) for education services to prepare for the next stage of life, especially if they are stationed at remote naval stations far away from their school of choice. NCOs can conduct interest inventories, education plans, outreach briefings, and other counseling to ensure Sailors leaving the military have the right information and tools to properly pursue an education and succeed in their degree goals. The VEC is also available and offers education services, including education counseling, authentication of transcripts, posting of degrees in Sailors' service records, Sailor and Marine American Council on Education Registry Transcript (SMART) updates, and answering general inquiries. The VEC can be reached via phone (1-877-838-1659), email (VEC@navy.mil), and most recently through a web-cam enabled video capability. It is open Monday-Friday, 0600 to 2100 Eastern Time. Make sure your personnel use these resources as they make the transition out of the military.

### ***This week in Navy History***

Jan 23<sup>rd</sup> 1960 - Bathyscaph Trieste descended to deepest part of the ocean, Marianas Trench  
Jan 24<sup>th</sup> 1991 - Helos from USS LEFTWICH and USS NICHOLAS recaptured first Kuwaiti territory from Iraqis  
Jan 25<sup>th</sup> 1968 - Operation Windsong I in Mekong Delta, Vietnam  
Jan 26<sup>th</sup> 1968 - 1913 - The body of John Paul Jones is laid in its final resting place in the Chapel of Naval Academy, Annapolis, MD  
Jan 27<sup>th</sup> 1973 - Paris Peace Accords signed, ending U.S. participation in the Vietnam War

### ***Quote of the Week***

**“A great leader's courage to fulfill his vision comes from passion, not position” ~ John Maxwell**