



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

STANDARDIZED PRE-SEPARATION CHECKLIST

To ensure Sailors fully understand their eligibility and how to access transition services and benefits, the Navy adopted a standardized pre-separation checklist which is available online. Making the move from uniform to the civilian sector is an important transition which demands a Sailor's full attention in order to be successful. These standardized checklists will ensure Sailors have a thorough understanding and access to the full range of benefits available to them, no matter where they are in the world. [NAVADMIN 300/11](#) guides Navy Career Counselors and separating Sailors to the Web sites where they can download the new versions of pre-separation counseling checklist for active component service members (DD Form 2648) and pre-separation counseling checklist for Reserve Component service members released from active duty (DD Form 2648-1). Counselors can find the forms, which became mandatory 1 October 2011, at www.dmdc.osd.mil/tap.

DON'T FORGET TO "ACT"

This year, more than 1,400 Sailors at some level of personal crisis were reached by a shipmate, family member, friend or leader who remembered to ACT and found help. I want to thank each of you who had the courage to seek help and those of you who recognized a need and reached out to help a Shipmate.

ACT, which stands for **ASK, CARE, TREAT**, is an acronym to remind Sailors and their families of what they can do if they encounter a Shipmate, friend or loved one who may need help. Warning signs include: suicidal ideation, substance abuse, purposelessness, anxiety, hopelessness, withdrawal, anger, and recklessness.

Sailors should familiarize themselves with warning signs for depression and suicide and review resources available to help Sailors in crisis. Medical, base or shipboard chaplains and Fleet and Family Service Centers are resources where Sailors can get help for themselves or their shipmates. Just remember to ACT - Ask the question, care and help them find treatment.

[NAVADMIN 299/11](#) highlights additional information and resources that can help Sailors to ACT. Preventing suicides and connecting those in need of support is a top priority among leadership.

PHYSICAL READINESS CONTROL OFFICER PROGRAM

The newly established Physical Readiness Control Officer (PRCO) program will serve as a vital link between command fitness leaders and Navy Physical Readiness Program coordinators. In accordance with [NAVADMIN 203/11](#), echelon III commanders must now appoint a PRCO to liaison with OPNAV and provide assistance to subordinate commands on physical readiness program policy and compliance and also ensure physical fitness assessment (PFA) compliance reporting semi-annually.

The new collateral duty PRCO position and changes to the Physical Readiness Program took effect in July when the Navy announced the revision of [OPNAVINST 6110.1J](#) in NAVADMIN 203/11. It was the first major revision to the physical readiness program since 2005. NPC officials hosted training for the first group of PRCOs in September. During training, the PRCOs went through everything that CFLs learn during the five-day CFL certification course. They learned all the major components of policy, frequently asked questions that we receive at headquarters, everything about the PRIMS 2011 and also what their role and responsibilities are as a PRCO.

For a full explanation of physical readiness program changes, read NAVADMIN 203/11 or OPNAVINST 6110.1J. You can also visit the Navy Physical Readiness webpage on the Navy Personnel Command website at www.npc.navy.mil.

NEW CAC/ID CARD APPOINTMENT WEBSITE

The Defense Manpower Data Center (DMDC) has assumed management control of the online appointment system otherwise known as the Appointment Scheduler. The current Appointment Scheduler URL will re-direct customers to the new URL listed below for the next three months. This is the same system that has been on line since June 2010, just under new management. The CAC PMO no longer has access to help our administrators with issues, rather DEERS/Rapids station personnel will now contact the DMDC helpdesk for support. Appointments should be made at this URL: <https://rapids-appointments.dmdc.osd.mil>.

This Week in Navy History

Oct 10th 1923- First American-built rigid airship, *Shenandoah*, is christened. It used helium gas instead of hydrogen.

Oct 11th 1963- Navy medical team from Norfolk, VA begins massive inoculation program to safeguard against outbreak of typhoid in the wake of Hurricane Flora

Oct 12th 2000-Terrorists in a boat make suicide attack on USS *Cole* (DDG-67) while the ship refuels in the port of Aden, Yemen. Seventeen Sailors are killed.

Oct 13th 1775- The Continental Congress establishes Continental Navy, later the U.S. Navy. Our Navy Birthday!!

And on Oct 14th-1918- Naval Aviators of Marine Day Squadron 9 make first raid-in-force for the Northern Bombing Group in World War I when they bombed German railroad at Thielt Rivy, Belgium

Quote of the Week

"The best teacher is the one who suggests rather than dogmatizes, and inspires his listener with the wish to teach himself"

—Edward Bulwer-Lytton