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CHAPTER 4

Fund Distribution

401. General. COMNAVRESFORCOM is allocated RPN funding, which includes funding for pay and allowances, travel and per diem, clothing, subsistence, and other related entitlements for SELRES. The RPN appropriation is divided into two Budget Activities (BA):

a. BA-1 is designated for unit and individual training. It provides funding for AT, IDT, IDTT, clothing (seabag/replacement issues), and subsistence.

b. BA-2 is designated as Other Training and Support. It provides funding for ADT-Schools, ADT-Specials, Merchant Marine Program, Individual Ready Reserve Program, Reserve Incentives, Death and Disability Program, Montgomery GI Bill-Selected Reserve (MGIB-SR), and MGIB-SR Kicker programs.

c. Realignment of funds between BA's is only allowed within Navy level within a \$10 million dollar threshold.

d. Once an Appropriation Act is signed, COMNAVRESFORCOM will receive an allocation from the Navy Office of Budget, Fiscal Management Division (FMB). Allocations will be distributed by FY quarters based upon phasing plans submitted from the Budget Submitting Office (BSO) to FMB. RPN funding is a 1-year appropriation.

e. Allocations address statutory limitations on the obligation and expenditure of appropriated funds, which are imposed by law. Many of these limitations are specifically addressed within the National Defense Appropriation Act (NDAA) public law. Public laws Title 31 United States Code (USC) sections 1301(a) and 1517, establish statutory limitations concerning expenditure of appropriated funds, as included in the Department of Defense Financial Management Regulation (DoDFMR).

402. Distribution of Funding. COMNAVRESFOR (NOOF2) will allocate RPN funds to the NROWS FMs through the Reserve Integrated Management System-Financial Management (RIMS-FM), via Funding Source Code (FSC). The funds will be allocated by program (e.g., Enlisted-AT, Officer-AT, ADT-Special, ADT-School and IDTT). Funds will be allocated for the FY with quarterly controls.

a. AT. As AT is required, all SELRES, less Voluntary Training Units (VTU), should be afforded the opportunity to perform an AT period each year. Throughout the execution year, FMs may redistribute funds between NRAs as necessary. This will allow the FM to shift money from NRAs that have excess funds to NRAs where AT requirements exceed funding.

b. IDTT. IDTT funding is discretionary funding, not an entitlement. IDTT funds will be distributed from COMNAVRESFOR (NOOF2) to the appropriate FM based on a distribution plan developed by echelon III.

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c. ADT. All types of ADT funding are discretionary funding, not an entitlement. Distribution of ADT (Special) funds will be based on the funding level annotated in OPNAV's on-line programming/budgeting system, Windows Program Analyst's Toolkit (WINPAT). Fenced funds (e.g., Counterdrug (GDIP), Civil-Military Innovative Readiness Training (CIVMIL IRT, etc.), etc) will be allocated to the appropriate FM when received. ADT (schools) will be allocated to COMNAVRESFORCOM (N7) as the FM.

d. FSC. FSC consists of data fields that make up the distribution of funds to the FM.

2002	00072	0	SSE - REDCOM SOUTHEAST
(1)	(2)	(3)	(4)

Notes::

1. FY (2002)
2. Bureau Control Number (BCN) (UIC who has 1517 authority) (i.e., 00072 for COMNAVRESFOR (N00F))
3. Program. Type of funds being distributed (E-Enlisted-AT, O-Officer-AT, T-Special Training, S-School Training, W-Inactive Duty Training Travel (IDTT), M-Merchant Marine and IRR, R-Reimbursable)
4. Activity Code/Description. Identifies the FM who is receiving the distribution of funds. (e.g., CN7 -COMNAVRESFORCOM N7; SSW -REDCOM Southwest; ASD -NAVAIRES San Diego.)

(1) The FM will suballocate funds to an OWA. The OWA role must assign a user(s) as the FA role to approve orders.

(2) When a member enters their order applications for AT, the FSC will default to their command's FSC based on the assigned UIC. The OS role must pick a different FSC if another command is paying for the orders; the Sailor does not have this option, as it is defaulted. For special and school training, the Sailor or OS role must pick the FSC to route the application for approval. The system will attempt to default the IDTT FSC, but either the Sailor or an OS may select a different IDTT FSC, if desired.

(3) It is the responsibility of the FA to ensure they are approving orders that will be charged against their allocation. If an order is approved under the wrong FSC, the order must be cancelled and reentered using the correct code; the FSC cannot be modified after approval.

403. Phasing Requirements. Phasing is required for all annual appropriations to allow the U.S. Treasury to control its outlays. Following the Navy's budget submission, COMNAVRESFORCOM will identify a tentative funding profile for each program and provide this profile to each FM via the appropriate chain of command. This gives an activity a tentative Annual Planning Figure (APF) for the next FY to build a monthly phasing plan. The FM will be required to submit a monthly phasing plan to COMNAVRESFOR (N00F) for each allocation by program. Upon receipt of the monthly phasing plan, a tentative quarterly allocation is developed. During the July/August timeframe, COMNAVRESFORCOM will issue a tentative first quarter allocation to facilitate approving orders for the next FY. Once a final determination is made on distribution, Annual Planning Figures (APF) will be issued to the field.

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404. Execution Requirements

a. Obligations. When the FA reviews the order costing, the following obligation posting logic applies. The posting logic is as follows:

(1) Pay and allowances costs are obligated to the quarter of the report date. If the duty is less than 30 days, the full cost is charged. If the duty is greater than 30 days, the pay and allowances obligations are charged based on the duty days in each quarter.

(2) Travel and per diem costs are obligated against the quarter in which the order is approved. For example: When a FA approves an order in February for duty in July, the pay and allowances will obligate in the fourth quarter and the travel and per diem will obligate in the second quarter.

(3) When approving orders for subsequent FYs, the obligation logic for pay and allowances will be the same; however, the travel and per diem will post in the first quarter of the next FY. The FA needs to ensure funds are available for the next FY. NROWS will automatically obligate funding to the proper quarter. The FA needs to ensure they have available funding for the specific quarter. Once the application is approved, the funds are subtracted from the FA'S FSC, giving the available balance for the quarter/year.

b. Mid-Year Review (MYR). MYR will consist of a detailed review of each FSC. The FM is responsible to coordinate within their command to solicit unfunded requirements. Each FM is responsible to ensure a viable financial plan, not dependent on additional funding from COMNAVRESFORCOM, is maintained within their allocated funding. Unfunded requirements will be submitted to COMNAVRESFORCOM (N00F) by each FM via their appropriate chain of command by the 1 February each year unless otherwise directed.

c. Manual Orders. A block of sequence numbers (5 characters beginning with a letter) will be identified by the FM, for an OS to maintain. These are called TONS. The TON is required before an OS can enter a manual order into NROWS.

405. Funding Responsibility

a. FM

(1) Upon receipt of an allocation from COMNAVRESFORCOM (N00F), the FM is responsible to distribute these funds to an OWA. The OWA will establish who the FA will be for each program. An activity may have more than one FA, with the understanding that if multiple FAs are assigned, they will be reviewing the same status of funds. In other words, if a fund source code has multiple FAs, they will all be taking action on the same "pot of money".

(2) FMs will be responsible for the oversight of funding distributed to FAs using NROWS report capability.

b. FAs. The FA are responsible for managing the funds allocated to them. The FA should have knowledge of order types, obligation rules, AT requirements, and order writing/FY policy from COMNAVRESFOR. They should ensure unused tickets are returned, and cancelled orders are processed, through the system to recoup funding.

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c. Financial Management Oversight

(1) The FM/subfund manager is responsible for managing resources received. The FM will follow-up on unliquidated orders (orders with expenditures 30 days past the end date). Monitor the expenditures against the order estimate and identify to COMNAVRESFORCOM (N00F) any expenditures that appear to be out of the ordinary. The FMs will follow-up on canceled orders with airline tickets to ensure credits are received. Some credits may take up to 3 months to be received. Any canceled order with ticket charges older than 3 months should be researched to make sure: (1) The hard ticket was returned, if received; or (2) NAVPTO requested a credit on the E-ticket. The FA will identify the orders to COMNAVRESFORCOM (N00F) on any canceled orders that have expenditures against them, except airline tickets. Using NOW reports should provide the tools for OPTAR management as described below:

(a) Comptroller - Fund Allocation Report. This report shows the FSC status of funds that reflect both obligations and commitments by quarters. Obligations include both obligations and expenditures that have been posted. The variance portion of the status of funds will reflect the difference between the initial obligation and expenditure received in total. This report will have the ability to view the overall status of funds along with each suballocation for your command.

(b) Liquidated Report. This is a report that shows orders that have been fully liquidated.

(c) Unliquidated Report. This report shows orders that have not been fully liquidated. This report will be used to monitor orders that need to be researched to determine if the SELRES performed the duty or if the order can be canceled.

(d) Variance Report. This report will be used to identify erroneous expenditures or under obligations (estimate cost is below expenditures). Orders needing research, based on expenditures, should be identified to COMNAVRESFORCOM (N00F) through the FM. Occasionally, PERSUPPDET and Personnel Support Activities (PERSUPPACTs) disburse the order against the wrong line of accounting, causing unmatched disbursements. Identifying these orders to COMNAVRESFORCOM (N00F) for cost transfer will correct these problems.

(e) Cancellation Report. This report reflects all orders that have been canceled. If an order has commercial travel, this report will be used to ensure that credits are returned.

(f) Manual Report. This report will show the orders approved using manual orders. The report will give each activity the ability to monitor the number and frequency of manual orders issued.

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CHAPTER 5

Travel

501. General. The decentralized nature of NROWS allows OWAs to approve various options concerning official travel. It is imperative that all personnel assigned a role in NROWS have a full understanding of the entitlements authorized in each situation. This chapter is not meant to be a reiteration of reference (c) or any other instruction that governs entitlements. Rather, it delineates policies regarding official travel specific to the Naval Reserve.

502. General Policy. The Navy is contractually obligated to use SATO to make travel arrangements for all U. S. Navy and Naval Reserve personnel. Further, it is COMNAVRESFOR policy to use NAVPTO and SATO New Orleans to arrange all travel in conjunction with AT/ADT/IDTT orders for the Naval Reserve. SATOs, other than SATO New Orleans, will not be used to arrange travel that is charged to RPN funds. Only NAVPTO New Orleans may authorize a member to purchase their own airline tickets using a Government Travel Charge Card (GTCC).

503. Temporary Additional Duty (TAD). Occasionally, active commands may opt to pay for SELRES travel and/or per diem using their own accounting data. It is the responsibility of the OWA to ensure the individual is first placed in a duty status before any execution of TAD occurs. TAD orders, in and of themselves, do not place an individual in a duty status, nor are base pay and allowances provided under TAD funding. Gaining commands are not authorized to fund base pay and allowances using their own line of accounting. Gaining commands have the options to either issue TAD orders or provide the OS a direct line of accounting data. When a direct line of accounting data is provided, the OS will select "other appropriation" in NROWS and enter the accounting data to be printed on the Reserve orders.

504. Travel Days

a. The NROWS automatically calculates 2 travel days if either the initial gaining command or Permanent Mailing Address (PMA) (where travel is being initiated) is OCONUS. INCONUS air travel is allotted 1 travel day. Some OCONUS locations may only require 1 day of travel and can be adjusted, if required. Travel days may also be adjusted when travel arrangements are made.

b. Constructive Travel Days. NAVPTO/SATO are required to make arrangements based on the member's report date. In some cases, flight availability may increase the number of travel days required. For return flights, Personnel Support Detachments (PERSUPPDETs) use the itinerary to compute any additional travel days and entitlements derived from the return leg.

505. Air Travel General. While NROWS affords more flexibility for SELRES to request specific flight arrangements, NAVPTO/SATO will still adhere to governing guidance when making reservations. NAVPTO/SATO will endeavor to accommodate specific travel requests that are not in conflict with the JFTR or other governing instructions. It is important to realize that there are limited government contract seats on any given flight. Timeliness of the request is essential to booking a desired flight at the government contract price.

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506. Business Class Travel

a. Per reference (d), Navy-sponsored travelers are not permitted to use First Class accommodations on official travel unless authorized in writing by the Under Secretary of the Navy. References (c) and (d) permit the use of Premium Class other than First Class travel, which includes Business Class, under specifically defined circumstances if authorized by order-issuing officials. Requests for exceptions to this policy must be fully justified and in strict accordance under the criteria of references (c) and (d). Approval authority remains with COMNAVRESFORCOM, the order-issuing official, and will not be delegated to OWAs.

b. Premium Class travel is typically far more expensive than Economy Class travel. That additional cost will have a direct negative impact on the RPN accounts that are used to fund Naval Reserve support to the active component. Consequently, requests for Premium Class travel will be considered only in situations that are in keeping with common practices of the active component and which will provide time critical support that is essential to mission accomplishment. Current practice calls for traveling earlier or later by 1 day or by using an authorized delay in route to alleviate long duration flights.

507. Travel From Home for AT/ADT. Unless a SELRES is away from their home on another set of orders, the JFTR requires travel for AT/ADT to originate and terminate at their home. During the application process, individuals may elect to request a change to their PMA via NROWS, if the PMA for their home is incorrect. Changes to the PMA via NROWS constitute automatic authorization for the OWA to make the same change in NSIPS. OWAs will validate the change and should enter the change of PMA in NSIPS before routing the order. Using this feature for the purposes of traveling from a location other than home due to business or personal reasons is not authorized. Changing the PMA for unauthorized purposes will be considered a violation of the Uniform Code of Military Justice and may result in disciplinary action against the offending member.

508. IDTT Travel. IDTT travel is from home or drill site, whichever is most cost efficient. The JFTR does allow a provision to travel from other than the above locations provided it is more cost efficient. Accordingly, NAVPTO will only authorize those travel arrangements that are actually less than travel from home or drill site. IDTT orders will normally be written to commence on expiration of AT/ADT orders.

509. Ticketing Procedures. Upon funding approval, SATO is authorized to charge the cost of travel arrangements to the COMNAVRESFORCOM RPN account. Changes to travel requirements after FA are not authorized unless a modification is entered into NROWS. Changes desired for personal reasons may be made by SATO after the initial arrangements are made if there is no cost difference. Any official changes to travel after the order is approved will require a modification to be entered by the OWA. Changes required while in a travel status are to be processed by the COMNAVRESFORCOM travel counselor by calling the toll free number listed on the orders.

510. Ticket Types

a. To the maximum extent possible, SATO will use electronic tickets (E-ticket) for airline travel. The traveler will receive an email link to the Sabre "Virtually There" itinerary, if they are provided an email address in the NROWS application process. Additionally, both the NRA and the traveler have access to the same link via the NROWS application. In cases where

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E-ticketing is not an option, SATO will ensure ticket delivery in sufficient time to execute the orders.

b. Prepaid Tickets. COMNAVRESFORCOM (N33) approves prepaid tickets only as a last resort. When time does not permit delivery of an airline ticket to the Reservist by any other means.

c. When a prepaid ticket is booked and the member does not travel, the member must notify the parent NRA immediately. The NRA will then notify NAVPTO New Orleans.

511. Lost Ticket Procedures. The following information applies if an airline ticket issued by NAVPTO New Orleans is lost:

a. If a Reservist loses a ticket before reporting for AT/ADT they must submit an order modification via the chain of command to COMNAVRESFORCOM (N33) who will issue a new ticket based on the approved modification. In addition, the supporting NRA will submit a Lost Ticket Report (report symbol COMNAVRESFORCOM 1571-28).

b. If the Reservist loses a ticket while on AT/ADT and a portion of the ticket has already been used, a replacement ticket may be issued by the originating airline. The member must pay for any service charge assessed. If the originating airline is unable to replace the ticket, the member must contact the COMNAVRESFORCOM (N33) duty person at the 1-800 number printed on the order form.

512. Ticket Itinerary Changes

a. To change a ticketed flight itinerary does not always require the canceling the previously issued airline ticket. More appropriately, some airline ticket coupons can be "revalidated" for minor itinerary modifications. This procedure is more efficient than canceling the ticket as it precludes the double obligating funds while the cancelled ticket funds are being recouped. "Revalidation" should normally occur under the following circumstances:

- (1) Report date has changed.
- (2) Days are added or subtracted.
- (3) Departure delayed due to inclement weather.
- (4) The member missed the designated flight.

b. To "revalidate" an airline ticket the traveler takes the ticket coupon they have in their possession to the airline ticket counter and exchanges it for a new ticket coupon. COMNAVRESFORCOM (N33) will make every effort to "revalidate" vice "reissue" or "prepay" a new set of airline tickets. To allow consideration of the "revalidation" option, airline ticket coupons should not be returned to the issuing authority until replacements are in hand or directed to do so by COMNAVRESFORCOM (N33) Order Services Division. Tickets cannot, repeat cannot, be revalidated if the tickets are not in the traveler's or NRA's possession.

c. "Prepaid" tickets will be issued only when all other means have been exhausted. COMNAVRESFORCOM (N33) will approve this option on a case-by-case basis. (Note: In most cases, airlines will allow a traveler to make "same

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make "same day" ticket changes if seating is available. For "same day" ticket changes, the traveler should contact the airline directly. If the Reservist encounters problems enroute to their training site contact a COMNAVRESFORCOM travel counselor at 1-877-583-8671.)

513. Unused Tickets/Cancellations. NROWS will automatically credit the OWA's account when an unused ticket is processed, and RLMS(FM) passes the credit to NROWS. Credits for unused E-tickets and E-ticket cancellations will occur without intervention. Paper tickets are bearer instruments that must be returned to NAVPTO New Orleans for processing. Paper tickets that are not returned for processing will remain debited to the OWA's account until lost ticket reports are submitted.

514. Rental Cars. When a rental car is authorized by the OWA, SATO will reserve a rental car for the traveler. The default location for rental car pick-up and drop-off is at the airport of arrival, but a different location may be entered via NROWS. If a compact car is not desired and requesting an upgrade, spell out in the Special Instructions for travel box.

515. Privately Owned Vehicles (POV). POV travel is classified as either "Advantageous" or "Not Advantageous" to the Government. In making determinations whether POV travel is "Advantageous" or "Not Advantageous" to the government, the following must be considered:

a. Advantageous. While the OWA may authorize this category of travel, it cannot be directed in lieu of other forms of government-sponsored travel. Under this authorization, travel days/per diem are computed based on miles traveled. If the combined costs of a GTR directed travel, including the travel day(s), will exceed the combined costs of the associated travel days, per diem, mileage, and miscellaneous costs of POV travel, then this mode of travel may be authorized.

b. Not Advantageous. The member is entitled to 1 travel day for the purposes of pay and allowances regardless of the duration of the travel. Reimbursement of mileage will only be up to the amount that would have been expended had the government purchased transportation for the member (GTR rate). This mode of travel is generally authorized for the convenience/preference of the member. Due diligence should be exercised by the OWA when authorizing this category of travel for long distances. Individuals injured in an accident that occurs enroute to duty before the travel day, i.e., before the traveler is in an official travel status, may not be eligible for benefits and medical care normally available in a duty status.

516. Buses. Funding and approval for bus use is managed by COMNAVRESFORCOM and does not affect local funds. Requests for buses will be submitted using the Mass Transportation Request (MTR) function in NROWS by the OS. Bus requests should be submitted at least 30 days prior to travel to allow both sufficient processing time and flexibility in making alternate travel arrangements if a bus is determined to be "not most advantageous to the Government." As MTRs are separate from the orders, there should be no delay in submission after the requirement is identified.

517. Travel Mode 7. Personally Procured Commercial Transportation Authorized/GTR Considered Available. You are authorized to personally procure commercial transportation. Reimbursement is per JFTR, paragraph U3110-B. If the cost of direct transportation is allowed and if the cost of transportation is more than \$100, reimbursement will not exceed the cost had government procured transportation been used. Travelers with a GTCC are

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eligible for the government contract rate and should request this rate from the government carrier. Travelers without a GTCC should request discount fares available to the general public. (Note: Blanket authority to use travel Mode 7 is not authorized. Travel Mode 7 is reserved for use in the rare event that a GTR cannot be negotiated. COMNAVRESFORCOM (N33) can respond immediately to short notice changes in orders and tickets to meet any unique mission requirements. Individually purchased airline tickets lack the flexibility for changes/cancellations, contract guarantees, and cost savings associated with a government purchased ticket.)

518. Travel Time. The formula for computing travel time is as follows:

a. If the ordered reporting hour is 0730 and the Reservist cannot complete travel between 0600 to 0730, the Reservist will travel the day before and receive a paid travel day.

b. If a Reservist cannot complete return travel before 2400, they are authorized to travel the following day and receive a 2nd travel day. COMNAVRESFORCOM authorizes local disbursing offices to pay this travel day without an order modification under circumstances where a delay was unforeseen.

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CHAPTER 6

Order Processing

601. Manual Orders. Manual orders are written orders, caused by a system failure or other extenuating circumstances, must be entered into NROWS after the START of the order. A FA must authorize manual orders in advance. The OS may not issue a TON without this approval. NROWS requires an OS to use a TON to enter the order into NROWS.

602. Confirmation Orders. Orders issued orally to a member due to a national/regional emergency (mission-essential), which may preclude using NROWS and/or the Commercial Travel Office (CTO) to make routine travel arrangements before executing the order. Only the CO of the Reserve unit or higher Naval Reserve echelons (echelon V and above) may issue Confirmation Orders. These orders must be entered into NROWS as soon as practical by the OS. Confirmation Orders are for emergency use only, and are not to be used as a means of circumventing the normal orders/travel process. Here are several impacts that must be considered before issuing Confirmation Orders:

a. Reimbursement of travel charges resultant from Confirmation Orders may exceed the cost that would have been incurred had the travel been procured by the CTO. Government contract rates are required to be provided to all GTCC holders, if available. Non-GTCC holders may request contract rates but there is no obligation for the transportation provider to comply. SELRES traveling on Confirmation Orders shall, whenever possible, obtain the government contract rate when purchasing commercial travel. Regardless, a lawful order obligates the government to pay associated travel charges.

b. Obligation of funds: The funds used for confirmation be accurately reflected in NROWS because the travel costs are actual, until liquidated.

c. Absence of written orders: There is an inherent risk under verbal orders. Civilian officials, as well as military personnel, may question/detain the Reservist in their mission incumbent upon the OWA to ensure paper orders are provided as soon as possible.

603. Watermark. For the purposes of obtaining a copy of orders to provide to employers or other organizations, and reducing the administrative burden of stamping each set of orders, NROWS uses a watermark feature that is present on the order when printed. Before final approval, the watermark will read "DRAFT." When the order is final, the watermark will change to "ORIGINAL." Normally, the FA is the final approval, but when orders are nonpay, a modification that does not involve funds, a cancellation, or funded using 'Other' appropriation, the approval authority is the last NROWS user to approve the application. Only orders bearing the "ORIGINAL" watermark are official orders. "ORIGINAL" orders do not require further annotations before execution. Reporting/detaching endorsement procedures remain unchanged. Disbursing activities will only liquidate "ORIGINAL" orders with required reporting/detaching endorsements.

604. Order Processing. While NROWS relieves the majority of lead-time requirements previously needed under the legacy systems, it is important to be aware of other time constraints when processing orders. A thorough understanding of the following will assist all NROWS users:

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a. Bachelor Quarters (BQ) Reservation System. SATO makes BQ reservations via the BQ reservation system. Room availability is not posted until 45 days in advance of the current date. SATO will not process travel requests prior to 45 days before report date to verify room availability or issue a Certificate of Non-availability (CNA). To bypass this delay, and thereby authorizing full commercial lodging expenses, you must contact the COMNAVRESFORCOM Travel Desk.

b. Travel Advance. Per reference (e), (DoDFMR, Volume 9, Chapter 3 Paragraph 030304), members who are non-GTCC holders and require a travel advance, should enter their application in time to allow the processing time required by their supporting PERSUPPDETs/PERSUPPACTs. PERSUPPDETs/PERSUPPACTs generally require 10-14 days to process an advance by Electronic Funds Transfer (EFT).

c. Country Clearance Requirements. Most country clearance messages require a copy of the traveler's itinerary. Orders for those travelers requiring country clearances should be entered in sufficient time for NAVPTO/SATO to provide an itinerary prior to country clearance request deadlines. In extreme cases, the host country may require up to 60 days advance notice of the SELRES' arrival. The DoD Foreign Clearance Guide, <http://www.fcg.pentagon.mil>, will provide up-to-date country clearance requirements.

d. Group Travel. Group travelers requiring the same commercial travel arrangements should submit requests at least 30 days in advance of travel. Those travelers not traveling as a group but requiring collocated berthing for the purposes of sharing rental vehicles shall also submit their requirements at least 30 days in advance.

e. Airline Seat Availability. Normally there are a limited number of seats on any aircraft that are available at the government fare. As flights are filled, seating on a particular flight may no longer be available at the government fare, requiring either alternate flight arrangements or more costly ticketing. Timely submission of applications will help ensure desired flights are obtained at the best fare.

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CHAPTER 7

School Quota Management

701. Quota Responsibility. The requesting member's CO will ensure a valid quota reservation exists to support travel to any school other than an "A" or "C" school. COMNAVRESFORCOM (N7) will retain responsibility and authority to coordinate enrollment and funding to attend "A" and "C" schools.

702. Obtaining Quotas. The NROWS software is designed to automatically route all order applications with Course Identification Numbers (CIN) and/or Course Data Processing (CDP) code numbers to the consolidated COMNAVRESFORCOM (N7) school shop for approval. COMNAVRESFORCOM (N7) will apply the below procedures when reviewing orders applications to schools:

a. For "A" and "C" schools: The consolidated COMNAVRESFORCOM (N7) School Shop will coordinate enrollment to Navy "A" and "C" schools for all SELRES. To obtain "A" and "C" school dates, command training officers must communicate with the COMNAVRESFORCOM (N7) School Shop to request and receive approval to enroll a member into a Navy "A" or "C" school, before submitting an order request via NROWS. COMNAVRESFORCOM (N7) will ensure sufficient ADT (school) funding is available and obtain the quota. Once funding is confirmed and the quota obtained, COMNAVRESFORCOM (N7) will advise the member's command to submit the travel order request for COMNAVRESFORCOM (N7) approval.

b. Other than "A" and "C" schools: For all schools other than "A" and "C" schools, commands shall obtain quotas directly from the quota control agent identified in the Catalog of Navy Training Courses (CANTRAC) or applicable school course catalog. COMNAVRESFORCOM (N7) School Shop will approve these orders without taking any action to confirm quota availability. Note: A future NROWS software improvement will change the automatic routing of orders requests for schools, other than "A" and "C" schools, from COMNAVRESFORCOM (N7) to a local NRA schools quota stage.

c. Naval Justice School: All Naval Justice School quotas are controlled by COMNAVRESFORCOM (N00J). Quotas for Naval Justice School courses shall be obtained directly by commands by obtaining a course quota control number from COMNAVRESFORCOM (N00J) by telephone to (504) 678-5180. Order applications without a course quota control number shall not be approved.

703. Validating Course Prerequisites. Unit COs bear the responsibility to ensure that their applicant meets all course prerequisites as published in the CANTRAC or other applicable course catalog. The CANTRAC is available to all Navy military personnel via the Internet at www.cnet.navy.mil/netpdtc/cantrac/.

704. Security Clearances. The requesting member's command/NRA will provide the school with clearance information and/or security program indoctrination via certified copy of OPNAV 5520/20 or message or other method as identified by the school itself.

705. Tuition and Related Fees. RPN funding may not be used to pay tuition, conference fees, laboratory consumables, or related training charges. These expenses must be paid from Operational and Maintenance, Naval Reserve

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(O&M, NR) accounts. Applications for courses levying such charges will require a completed Agreement, Certification of Training Reimbursement (funding drawn from the applicable echelon IV for enrollment in courses such as those taught at the Academy, state maritime academies, local (DD Form 1556) for I&M, NR funding drawn from the applicable echelon IV). Examples include reimbursement for enrollment in courses such as those taught by the U.S. Merchant Marine Academy, state maritime academy, local community colleges, civilian vocational schools, and other institutions certified by a CNET designated Local Training Authority.

706. Cancelling Orders and School Quotas. Cancelling a travel order and the associated school quota are two distinct and different actions. COs must ensure that whenever orders to a school are cancelled, the quota control authority for the school is also advised to prevent no-shows and under-used school quotas.

CHAPTER 8

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NROWS Training

801. General. Training is available for all personnel responsible for entering and/or managing AT/ADT/IDTT order requests in NROWS.

802. Formal Training. Formal classroom training is mandatory for all personnel assigned to duties as NROWS FMs, FAs, and OSs. The Naval Reserve Professional Development Center (NAVRESPRODEVCCEN) New Orleans provides formal training. Refer to the annual NAVRESPRODEVCCENNOTE 1500 for quota control procedures and convening dates.

803. Nonresident Training. Nonresident training will be available for NROWS FMs, FAs, and OSs via Navy E-Learning. COMNAVRESFORCOM (N7) will provide these courses on a CD-ROM to the NRAs for distribution.

804. NROWS Embedded Training. NROWS contains help screens, within the application, demonstrating the keyboard actions required to enter and approve orders.

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Appendix 1

TRAVELER CHECKLIST

For success in your travel, be proactive. Follow the Clip 'N Save Checklist below:

Clip 'N Save Checklist

I got my request in as soon as possible (about 60 days before travel).

I made certain I communicated information concerning the travel to the Annual Training Coordinator; all information was complete and that any unique travel needs or desires were mentioned.

After my orders came back, I immediately checked for the following:

- o Will the itinerary work for me?
- o Was a rental car authorized for me, if necessary?
- o Did I receive a BOQ/BEQ reservation or a Certificate of Non-Availability (CNA)?
- o Was I booked out of the right airport?
- o Is there a requirement for a modification to pay orders (i.e., correct paygrade, family member status correct, flight pay authorized)?
Dates? Availability number?

If I have a problem, I will follow the chain of command and call my Reserve Center or support site. However, if I am en route to my training site or unable to get assistance from my Reserve facility, I can call: 800-576-9327 for BOQ/BEQ reservations, or 877-583-8671 or 504-228-7153 for other emergencies.

26 FEB 2004

Appendix 2

Memorandum
Order Format

From: Commanding Officer

To: (Grade/rate, name, social security number)

Subj: MEMORANDUM ORDERS FOR ANNUAL TRAINING/ACTIVE DUTY TRAINING

Ref: (a) COMNAVRESFOR Travel Order Number (TON)

1. Per reference (a), report to (activity holding health record) for a physical examination. If found not qualified, these orders are cancelled.
2. If found physically qualified, report to (complete reporting instructions to activity where performing annual training/active duty training).
3. You will be in an active duty status for (the number of days) days plus the time necessary to travel to and from your duty station, not to exceed one-day travel. While in a duty status, you are subject to the Uniform Code of Military Justice.
4. A copy of your orders reflecting accounting data will be forwarded to your training site soonest.
5. There will be no payment for base pay, allowances, incentive/special pay, travel, and per diem on memorandum orders.
6. Select one of the following statements:
 - a. You must travel by using a government transportation request. Your travel will be coordinated through Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) (N33) Order Services Division. Contact COMNAVRESFORCOM (N33) duty representative at 1-800-269-8998, pager number (504) 547-5496.
 - b. Authorized to travel by privately owned vehicle as most advantageous to the government.
 - c. Authorized to travel by privately owned vehicle as not most advantageous to the government. Reimbursement will not exceed the government transportation request rate.
7. Signature of order issuing authority.

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