



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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WASHINGTON NAVY YARD DC 20374-5066

IN REPLY REFER TO:

JAGNOTE 1500
001R
14 Jan 15

JAGNOTE 1500

From: Deputy Judge Advocate General for Reserve Affairs and
Operations; Deputy Commander, Naval Legal Service Command

Subj: ANNUAL TRAINING FOR RESERVE LEGALMEN

Ref: (a) 10 U.S.C.
(b) RESPERS M-1001.5
(c) BUPERINST 1001.39F
(d) COMNAVRESFORNOTE 1001 of 17 Sep 13
(e) JAG/CNLSCINST 1500.5

Encl: (1) Functional Lines of Communication Chart
(2) Sample RUAD
(3) Annual Training Request Form
(4) Annual Training Support Plan
(5) Exceptional Annual Training Request Form
(6) Annual Training Tracker
(7) Reserve Legalman Annual Training Feedback Form
(8) Planning Calendar

1. Purpose. To establish policy and publish guidance applicable to planning and utilization of Reserve Component (RC) Legalman (LN) on Annual Training (AT).

2. Background/Discussion.

a. In accordance with reference (a), the ongoing mission of the Navy Reserve is to provide reservists with resources, support, and advanced training as required to serve effectively and be ready and capable of implementing skill sets necessary for seamless transition to temporary active duty service when called upon to uphold national security. References (b) through (d) set the framework for Selected Reservists (SELRES) to participate in AT with the gaining command for the purpose of receiving intensive training in their field and maintaining mobilization readiness.

b. Pursuant to references (a) through (d), this notice provides a long-range planning process for identifying, prioritizing and coordinating AT for RC LN personnel commensurate with the billets and positions to which they are currently assigned

or likely will be assigned to ensure they are appropriately trained, and can meet the mission of the reserve component and adequately serve on active duty in the LN rating.

3. Applicability. This notice applies to all RC LN personnel assigned to Navy Legal Service Command (NLSC) billets, and to those in non-NLSC billets where applicable and as discussed.

4. Responsibility.

a. Active Component (AC) NLSC Commanding Officers (COs) and RC NLSC unit COs will ensure that established operational support requirements and prioritization of missions are met.

b. NLSC AC and RC Command Master Chiefs (CMCs) will collectively monitor the planning and management of the annual training program for reservists, and will keep the Office of the Judge Advocate General (OJAG) and the Deputy Judge Advocate General for Reserve Affairs and Operations (DJAG/RA&O) apprised of implementation of this notice.

c. AC Senior Enlisted Leaders (SELs) and RC NLSC unit SELs will maintain regular and ongoing communication about AT needs and assignment, and take full responsibility for execution and administration of the AT plan.

(1) Enclosure (1) is a comparative chart of AC/RC NLSC unit SELs, including those of the nine Reserve Legal Service Offices (RLSOs) and the Navy Justice School (NJS) Detachment, and represents the functional lines of communication required to ensure success of the coordinated AT plan.

(2) This chart will be updated to reflect changes in personnel in review of this notice each year, or as required.

d. All NLSC unit assigned RC LNs will participate in the LN Community AT program as specified in this notice, and all non-NLSC RC LNs will adhere to program parameters as required.

e. The Reserve Forces (RESFOR) LN Operational Support Officer (OSO) will act as Navy Reserve Order Writing System (NROWS) authority for mission/event and planning requirements, and as Resource Owner of all LNs in the reserve force.

f. The RC AT Coordinator will assist in the completion of the plan by acting as administrative manager of program information and technical expert and assistant to members.

5. Action.

a. RC Assets. Each RC NLSC unit SEL shall provide inventory of RC NLSC unit assigned LNs by submitting the unit's up-to-date Reserve Unit Assignment Document (RUAD), enclosure (2), to the appropriate AC SEL on 1 April of each fiscal year (FY).

b. AC AT Requests/Needs. Each AC SEL will submit an AT request plan that outlines operational support needs and priority missions.

(1) Plan Development.

(a) AC SELs will use enclosure (3) to request AT support. This request form will be submitted on 1 May of each FY.

(b) Priority of Needs. AT support needs will be prioritized as follows on the request form.

1. Priority 1: High. Consideration for this priority should be based on mission critical periods where the command is grossly impacted; for example: expected periods of increased productivity and demand for increased legal services, including tax season or scheduled Administrative Separation Board (ADSEP) periods; need for dedicated resources for intensive special projects.

2. Priority 2: Medium. This priority should include periods of non-critical need where the command mission is minimally impacted and support would improve efficiency of meeting service demands and may include backfill for projected Individual Augmentee losses; anticipated periods of AC leave, including personal, maternity, or hardship leave periods.

3. Priority 3: Low. This priority represents low need, where support is desired but not required; for example: anticipated or projected periods of AC gapped billets.

(c) Realistic Planning. AC SELs should limit the AT request plan to the number of assigned RC LN assets, and should consider factors that may impact availability of members throughout the FY to include mobilization, in-training status, and certain Manpower Availability Status (MAS) Codes.

(d) Additional Needs. AC SELs should include additional real need requirements above those assets available only as required to meet the gaining command critical demand signal. These needs will be filled by priority and with other resources and assets as set forth in paragraphs 5.e. and 5.f. when necessary.

(e) Planning for Duration. In accordance with reference (d), AC SELs will use 14 days of AT (exclusive of travel) as the basic block for planning purposes, and will express AT needs in 14-day increments; no line item of request will exceed 14 days in duration. Subsequent line items should be added when a single need requires support beyond 14 days.

c. Assessment of RC LN Training Needs/Candidate Matching.

(1) The promulgation of the LN Utilization policy and Professional Development Standards (PDS) as contained in reference (e), amplified the necessity to focus and strengthen the mechanism of AT as a planned evolution that provides training to LNs to the highest level of proficiency relevant to current assignment, and provided for assurance that LNs are integrated into the assigned command based on individual education, training, experience, and ability.

(a) Accordingly, as part of the process in identifying candidates qualified to fulfill AC AT needs, RC NLSC unit SELs will collaborate with their AC counterparts to provide an assessment of each RC LN in inventory, determine individual training needs, and assess when LNs are ready to fulfill support roles with limited additional training.

(b) PDS requirements of RC LNs will be evaluated and a formal training plan for members will be agreed upon to ensure opportunities are afforded to complete these standards during AT.

(c) For RC LNs that have completed the PDS specific to their billet, SELs will ensure that a training plan is in place for continued growth and development of the Sailor.

(d) This communication and training plan development will occur during the month of May of the FY.

(2) New affiliates.

(a) New affiliates who have not yet attended LN A-school will be considered to be in an "in-training" status and may be exempt from AT in the first year, or until A-school is successfully completed. When AT is desired before A-school attendance, or when the date of affiliation does not allow for waiver, an AT will be designed through the RC LN Community's NJS Training Unit to meet the immediate training needs of the member.

(b) Upon successful completion of LN A-school, in-training status will continue and the new affiliate will participate in AT at RLSO Great Lakes, or other specifically designated location, for an on-the-job training (OJT) AT within the first 18 months of affiliation.

(c) During the first independent AT in the second year of affiliation and upon assignment of the member to a NLSC unit, AC/RC NLSC unit SELs, in conjunction with the NJS Training Unit, will coordinate to ensure that a sponsor-based OJT AT occurs at the assigned gaining command.

d. AT Support Plan. During the month of May of the FY, RC NLSC unit SELs will communicate with each respective NLSC assigned unit LN to discuss plans for AT based on training needs and AC mission requirements, and to determine availability for assignment. Based on the collected information, RC NLSC unit SELs will provide a completed AT support plan, enclosure (4), to the AC SEL.

(1) The AT support plan will update the AT request form to include contact information of identified individuals and dates of availability to fill specific AC requests.

(2) This plan will be completed by 1 JUN of each FY.

(3) During the month of June, RC NLSC unit SELs and AC SELs will review and agree upon the AT support plan, and submit to the CMC echelon by 1 July of the FY.

(4) The AC and RC CMCs will review the plan and provide final recommendation to the COs by 15 July of the FY.

(5) By 15 August, COs will review and approve the plan, and ensure that funds are planned and budgeted for the FY.

(6) The approved plan will be disseminated throughout the chain of command no later than 1 September of the FY to ensure preliminary preparations, including NROWS mission event and requirement builds, can be accomplished in a timely manner.

(a) The RESFOR LN OSO, as Mission/Event Planner for enlisted orders, will review and enter AT mission events into NROWS during the month of September, and as otherwise required throughout the FY.

(b) All RC NLSC unit SELs will be granted Requirement Owner permission and will be responsible to enter requirements data in NROWS for ATs to be executed throughout the FY for those LNs assigned to their specific units.

1. When building requirements, RC NLSC unit SELs will ensure that there is sufficient time for processing AT orders through RESFOR N31, and will input requirements at a minimum of 10 days prior to orders start date for CONUS ATs; and at a minimum of 30 days prior to orders start date for OCONUS ATs.

e. Implementation of AT plan. Implementation of the AT plan will begin 1 October of the FY, and will adhere to the following guidelines.

(1) Gaining Command Support. All RC LNs, in both NLSC and non-NLSC billets, are required to participate in AT at their assigned gaining command as a first priority.

(a) The RESFOR LN OSO, as LN Resource Owner, will review all AT orders submitted through NROWS, and ensure that LNs are being appropriately sourced to the gaining command, and approve and obligate funding as permitted.

(b) In FYs when additional days of AT are available, a subsequent AT for enhanced professional development in the LN rating (for example to meet PDS requirements) may be approved if at least two-weeks of gaining command support has been fulfilled, and/or the command's AT requirements have been fully met.

(c) All AT requests outside of gaining command support will be reviewed by the LN requirement owner and determined if the requirement is valid before a requirement is built. If a requirement is built, the LN Resource Owner will ensure that the unit chain of command has approved release of the member, and that the needs at the gaining command level have been fulfilled, before additional or alternative ATs are approved.

1. LNs in Non-NLSC billets. Gaining command verification of release and approval is applicable to those LNs in non-NLSC billets when opting to provide AT support within the NLSC or Navy Reserve JAG Unit structure, including Defense Service Office (DSO) ATs, and ATs where there may be exceptional need.

2. DSO AT Support. To avoid conflict of interest and ethical compromise, NLSC unit LNs hard-assigned to RLSO billets are not authorized to complete AT requests at DSOs, and only non-NLSC billeted LNs will be considered for such ATs.

(2) Exceptional AT (E-AT). When AC AT needs for a particular mission extend beyond the 14-day planning figure, the same individual may use a combination of sequential AT periods up to the maximum allowed days for the FY in order to complete an AT of longer duration at the gaining command.

(a) Reference (d) will provide notice and specify E-AT guidelines for each FY, including maximum days of AT allowed.

(b) E-AT requests will be managed by the RC AT Coordinator on an as needed basis. The RC AT Coordinator will use the E-AT Request Form, enclosure (5), to submit requests to the RESFOR LN OSO via the chain of command.

(c) RC NLSC unit SELs shall not submit E-AT requests directly to RESFOR N31.

(3) Combination of funding streams. AT requests may be fulfilled using regular AT, E-AT, or combination with any of the following funding options as required. Direction will be provided and managed by the AT Coordinator, in consultation with the RESFOR LN OSO, when it is necessary to use these additional funding options with AT funds.

(a) Inactive Duty Training (IDT). SELRES perform 48 training drills each year. One IDT period is generally 4 hours of duty. The scheduling of the drills of Reservists at the supported command will be based on the requirements of the supported command and the availability of the individual reservist.

(b) Inactive Duty Training with Travel (IDTT). IDTT are regular IDT drills with travel pay. They are performed outside of 100 miles from the member's regular drill site or NOSC and can be used to travel to the gaining command.

(c) Active Duty Training (ADT). ADT is a period of Active Duty that is intended to support a specific training requirement and assist a command that has ADT funding available; usually discretionary funds owned by the command. Members may request ADT orders when they are requested by a command. The command requesting ADT orders for a member to support the command will provide the funding for the orders. Travel may or may not be authorized for ADT.

(4) Additional Reserve Support for Special Work. Active Duty for Special Work (ADSW) provides an option for additional Reserve support for special projects, exercise-related functions, and emergent, unplanned requirements. ADSW periods are generally between 31 and 365 days in duration and cannot cross fiscal years. Requests for ADSW are processed by Code 62 in April/May and adjudicated by PERS-4G2 in July of each FY.

f. Emergent Requests. Unexpected needs, emergency leave periods, and unknown events that require additional staff, including needs beyond available assets will be added to the AT plan, and will be processed as follows.

(1) RC NLSC unit SELs, in consultation with the RC AT Coordinator, will review the AT plan and determine total man-days of AT completed, and availability of SELRES LNs.

(a) NLSC unit LNs. When unit LNs have not fulfilled maximum allowed AT days, they will be requested to fill emergent requests.

(b) Region specific LNs. When all NLSC unit LNs have fulfilled allowable AT days, and AT funding has been exhausted, the RC AT Coordinator will request support of SELRES LNs in the region specific to the request and evaluate both funding and personnel availability to fill the need.

(c) RC LN Community. When SELRES LNs are not available in the region specific to the request, the RC AT Coordinator will request support of members from the entire RC LN Community, including those members in non-NLSC billets. When more than one member volunteers to support the emergent AT, the RC NLSC unit SELs and AC SELs will consult to select the most qualified member for the request.

(2) Paragraph 5.e., and its subparagraphs, is applicable when implementation of emergent request protocols is necessary.

g. AT Coordination. The RC AT Coordinator will perform the following additional basic functions to ensure effective administration of the program and ongoing program development.

(1) Communicate with members 30 days before AT to provide NROWS support, and maintain ongoing communication to identify orders issues and assist with resolution until orders are fully executed; provide DTS support as needed.

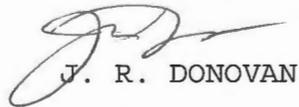
(2) Maintain the AT Tracker, enclosure (6), as an inclusive database of community-wide AT data. Communicate monthly with SELs to manage updates to AT requests, exceptional AT requests, and inform of progress when AT is complete and feedback has been submitted.

(3) Disseminate and collect AT feedback forms, enclosure (7), upon completion of AT requirements; provide documented report of feedback to the RC and AC CMCs on a quarterly basis and a compiled annual report for the period of 1 October to 30 September of each FY; submitted on no later than 15 October of each FY.

(4) Coordinate with OJAG CMC office and the RESFOR LN OSO to solve any issues related to AT requirements as applicable.

6. Planning Calendar. It is incumbent upon all responsible for planning and execution of AT as outlined in this notice to submit information and take action on the dates specified in enclosure (8).

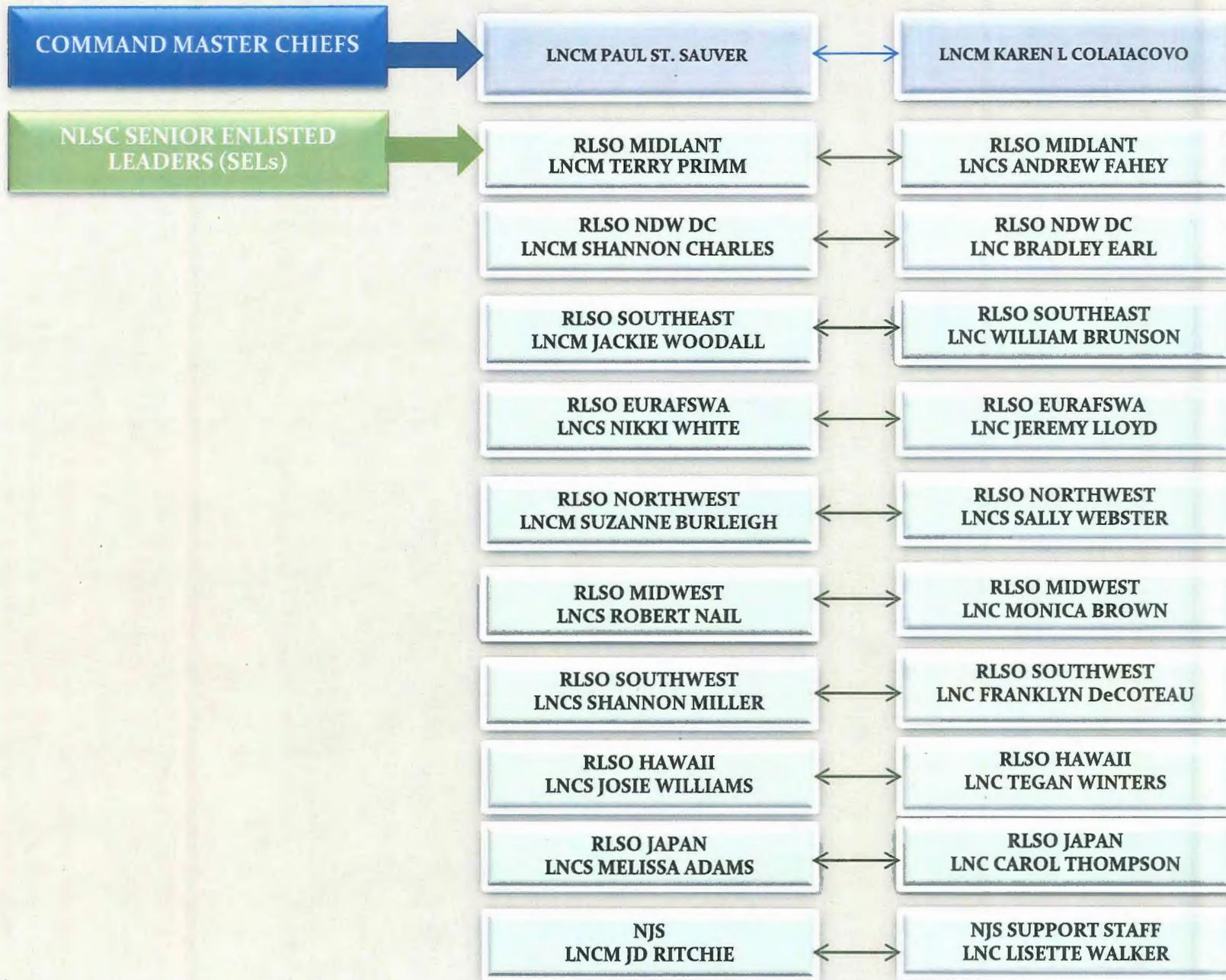
7. Cancellation. This notice will be reviewed annually and is cancelled when superseded by an updated notice.


J. R. DONOVAN

Distribution:

Electronic only via the OJAG website at <http://www.jag.navy.mil> and Navy Knowledge On-line, <https://www.nko.navy.mil/>

AC/RC AT Functional Lines of Communication



RUIC RESERVE UNIT RESERVE ACTIVITY AND LOC ST UIC RCC NRA RPC
 87427 NR REGION LEG SVC OFF SW NOSC SAN DIEGO CA CA 62106 SW 1942 36

ENLISTED

Assigned Local

LN2 SAILOR, TRAINEE A															FIT: ✓	
BIN	RFAS	REQ RTNG	PNEC	RATE	NEC	PRD	IMS	MAS (A)	MAS (M)	MAS (T)	AUIC	TRUIC	UMUIC	ABSC	RBSC	
0886487	5AAE	LN2		LN1	90NI	201509	RM1				31530	87427	87427	35040	7004	
MOB ACTIVITY		RLSO SW SDIEGO					MOB BILLET			LAW SPEC						
CONTACT		123 ANY STREET, ANYTOWN, CA 99900 Home Phone: (123)456-7890														
LNC TOPDOG, BEST B															FIT: ✓	
BIN	RFAS	REQ RTNG	PNEC	RATE	NEC	PRD	IMS	MAS (A)	MAS (M)	MAS (T)	AUIC	TRUIC	UMUIC	ABSC	RBSC	
0575206	7AAE	LNC		LNC	2960	201611	RD2				31530	87427	87427	65010	7002	
MOB ACTIVITY		RLSO SW SDIEGO					MOB BILLET			PARALEGAL/OFF SUP						
CONTACT		456 EVERY STREET, BIGTOWN, CA 92900 Home Phone: (619)222-4444														
LN1 TRAINED ASSET C															FIT: ✓	
BIN	RFAS	REQ RTNG	PNEC	RATE	NEC	PRD	IMS	MAS (A)	MAS (M)	MAS (T)	AUIC	TRUIC	UMUIC	ABSC	RBSC	
0840524	6AAE	LN1		LN1	3499	201707					65116	87427	87427	45455	0040	
MOB ACTIVITY		NMARAJAG WASH DC					MOB BILLET			LEGALMAN						
CONTACT		7777 FOREVER STREET, WHERETOWN, CA 92999 Home Phone: (666)777-1111														

Total Assigned Local = 4

CAI

LNC LOOKING, GOOD D															FIT: ✓	
BIN	RFAS	REQ RTNG	PNEC	RATE	NEC	PRD	IMS	MAS (A)	MAS (M)	MAS (T)	AUIC	TRUIC	UMUIC	ABSC	RBSC	
3060510	8AAE	LNCS		LNC	0000	201610	RDA				31530	85001	87427	62420	7011	
MOB ACTIVITY		RLSO SW SDIEGO					MOB BILLET			PARALEGAL						
CONTACT		909 WORK ROAD, UPPER, UT844400 Home Phone: (888)999-3333														

Total CAI = 3

Vacant

															FIT: ✗	
BIN	RFAS	REQ RTNG	PNEC	RATE	NEC	PRD	IMS	MAS (A)	MAS (M)	MAS (T)	AUIC	TRUIC	UMUIC	ABSC	RBSC	
0840521	7AAE	LNC									65116		87427	45450	0037	
MOB ACTIVITY		NMARAJAG WASH DC					MOB BILLET			LEGALMAN						
CONTACT																
															FIT: ✗	
BIN	RFAS	REQ RTNG	PNEC	RATE	NEC	PRD	IMS	MAS (A)	MAS (M)	MAS (T)	AUIC	TRUIC	UMUIC	ABSC	RBSC	
3034486	5AAE	LN2									68323		87427	63542	7008	
MOB ACTIVITY		CNLEGSVCC ALEX					MOB BILLET			LAW SPEC						
CONTACT																

Total Vacant = 4

ENLISTED Billet Summary

Total Billets: 6
 Local CAI Vacant Fit
 3 1 2 4
 50% 17% 33% 0.66

ENLISTED Personnel Summary

Total People: 6
 Local CAO IAP
 3 0 0
 50% 0% 0%

RESERVE UNIT ASSIGNMENT DOCUMENT (RUAD)

1. General. The RUAD is the official manning document and manpower authorization for NR units. RUADs contain specific billet requirements for pay grade, designator or rating, and required NEC codes. RUADs also list the readiness and training level of persons assigned, plus other personal information.

a. Reading the RUAD. Learning to correctly read a RUAD is essential to proper management of billets. Information in the RUAD will be used for manpower management and billet rotation. There are two main portions of each RUAD-officer and enlisted. Each portion has its own fields with information. The definitions of the fields are listed in the next sections. An example of a RUAD with different field possibilities is attached.

b. For the purposes of this notice, only the enlisted fields are discussed.

(1) Header Information. The following fields are in the header of enlisted sections of the RUAD and give information about the unit that "owns" the billets/personnel, and readiness of the assigned member.

(a) BIN. Billet Identification number. Sequential seven-digit number generated by TFMMS when a new requirement is entered into TFMMS.

(b) RFAS. Reserve Functional Area and Sex code identifies allowable substitutions for a given billet. A listing of RFAS codes and their definitions is attached.

(c) REQ RTNG. The exact-match rate for a billet. The enlisted rates shown under the REQ RTNG and RATE columns are self-explanatory, e.g.: LNC, LN1, LN2.

(d) PNEC. Primary Navy Enlisted Classification. This column lists any specific NECs required to fill a billet. Most enlisted billets that require a specific NEC have an RFAS code of "NABE", which means that the NEC is the overriding criterion to fill the billet.

(e) RATE. The rate of the person filling the billet.

(f) NEC. The last NEC, if any, received by the enlisted member filling a billet.

(g) PRD. Projected Rotation Date.

(h) IMS. Individual mobilization status (IMS) codes. IMS codes provide a method to keep a detailed automated accounting of the status of Navy Reservists in both the activation and post-activation phases of mobilization.

(i) MAS (A). Administrative MAS codes are used to report and track administrative issues that may preclude a Reserve Sailor from executing active duty orders.

(j) MAS (M). Medical MAS codes are used to report and track potential medical/dental issues that may preclude a Reserve Sailor from executing active duty orders.

(k) MAS (T). Training MAS codes are used to report and track Reserve Sailor who are in special training programs or who have not completed all training required by law, DOD directive or other directives/instructions.

(l) AUIC. Active Unit Identification Code represents the command that created and maintains the billet.

(m) TRUIC. The training unit identification code where a person physically drills.

(n) UMUIC. The Ultimate Mobilization Unit Identification Code is the UIC of the unit that "owns" the billet.

(o) BSC. Billet Sequence Code. A number assigned to organizationally structured billets (manpower authorization) and notes within an individual AMD; used as an Automatic Data Processing (ADP) control to sequence entries and to administratively identify the specific billet and organizational notes.

1. ABSC. Active Billet Sequence Code. A five digit number that represents the active duty billet that the member is assigned to for mobilization purposes.

2. RBSC. Reserve Billet Sequence Code. A four digit number that represents reserve billet for the unit where the member is hard-assigned.

(p) MOB ACTIVITY. The name of the mobilization activity for the billet.

(q) MOB BILLET. The name of the mobilization billet for the reserve billet.

(r) CONTACT. Contains the contact information of the reserve Sailor, including home address and phone number.

(2) Additional information. "Assigned Local", "CAI", and "CAO" are "permanent" assignments, meaning that an incumbent may remain in that billet for as long as they meet the billet's exact-match or RFAS requirements. "IAP" is a temporary assignment.

(a) ASSIGNED LOCAL. Personnel who are assigned to the unit and drill at the drill site. Their TRUIC and UMUIC are the same.

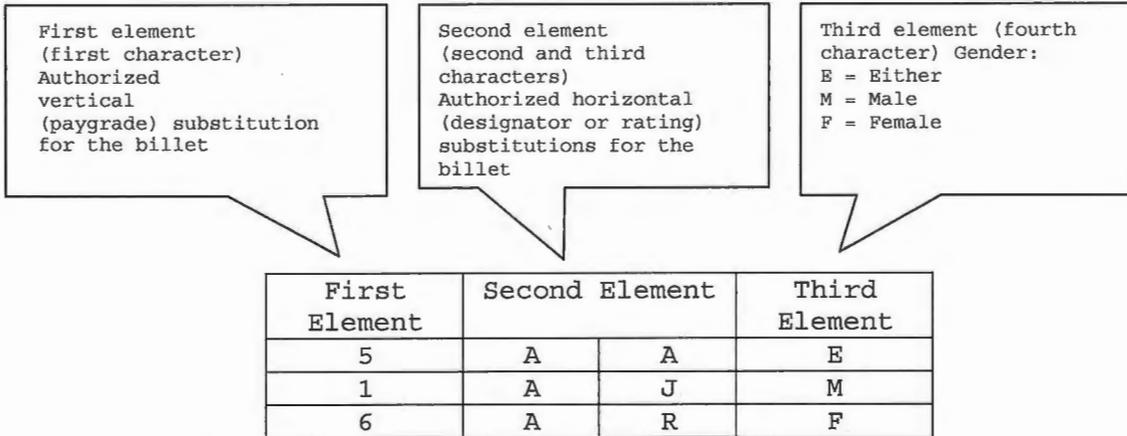
(b) CAI. Cross-assigned in. Incumbent occupies a billet in one of your units, but is drilling with a unit outside your area.

(c) CAO. Cross-assigned Out. Incumbent drills with one of your units, but occupies a billet in a unit outside your area.

(d) IAP. In Assignment Processing. Personnel must fill an authorized manpower requirement (billet) to remain in a pay status. Initial assignment to IAP status should not exceed 90 days and is intended to allow personnel to search and compete for a billet. Personnel IAP over 90 days will be subject to assignment orders initiated by COMNAVRESFORCOM (N12) or transfer to non-pay status. COMNAVRESFORCOM (N12) may authorize personnel in the categories listed below to be retained in IAP status for up to three years if no matching billet is available.

SELECTED RESERVE FUNCTIONAL AREA AND SEX (RFAS) CODES

1. RFAS codes are used to provide assignment flexibility per coordination between Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N12) and Operational Support Officers (OSOs). RFAS codes consist of three elements (four characters).



2. Enlisted RFAS Codes

a. Enlisted "Vertical" Paygrade Substitution Codes (1st Character)

Code	Billet Criteria	Authorized Personnel Substitution								
		E9	E8	E7	E6	E5	E4	E3	E2	E1
M	CMC billet	X								
9	E9	X	X							
S	CSC billet		X							
8	E8	X	X	X						
7	E7		X	X	X					
6	E6			X	X	X				
5	E5				X	X	X			
4	E4 through E1					X	X	X	X	X
3	E3 through E1						X	X	X	X
N	E9 through E1 requiring NEC	E9 through E1 meeting horizontal AB or BB RFAS								

b. Enlisted "Horizontal" Skill Substitution Codes (2nd and 3rd characters).

RFAS	DESCRIPTION
AA	Must match billet rating
AB	Any source rating of the required NEC per NAVPERS 18068F, chapter IV. Must sign a NAVPERS 1070/613 and earn NEC within 3 years. Reserve indicator (NR IND) must show NEC attainable
AC	BM, OS, QM
AD	EM, GSE, IC
AE	EN, GSM, MM
AF	DC, HT, MR
AG	AD, AE, AF, AM, AME, AO, AT, AZ, PR
AH	ABE, ABH, ABF, AS
AJ	ET, ST, FC
AK	GM, MN, TM
AM	ET, IT, CTN
AN	Any rating originating from Airman Apprenticeship except AC, AG, AW
AP	BU, CE, CM, CU, EA, EO, EQ, SW, UC, UT
AR	MC, LN, PS, YN
AS	CS, LS
AT	SO, SB
BB	Any source rating of the required NEC <u>and</u> holding the NEC or component NEC per NAVPERS 18068F, chapter IV
CC	Any rate, must hold NEC or component NEC per NAVPERS 18068F, chapter IV
CD	AG, CT, IT, IS
CN	CTI, CTM, CTN, CTR, CTT
FN	Any rating originating from Fireman Apprenticeship
GK	Any rating
GS	MA or any rate holding 9545 NEC
SN	Any rating originating from Seaman Apprenticeship

INDIVIDUAL MOBILIZATION STATUS (IMS) CODES

IMS Code	Resp Ech	Definition
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MOBILIZATION PROCESSING

	II	Not ID'd for MOB. No action required/pending.
RXX	II	Precedes R##. HQ use only for planning purposes.
RYY	II	Precedes R##. HQ use only for planning purposes.
R##	II	ID'd for MOB
RC1	IV/V	NRA verbally contacted Reservist ID'd for MOB
RC2	IV/V	Mobilizing Reservist completed medical screening (NAVMED 1300/4 through 1300/11)
RC3	IV/V	Mobilizing Reservist departed NRA and is en route to NMPS (closes Reserve pay record)
ROC	II	MOB orders cancelled prior to execution
RU1	IV/V	NRA unable to verbally contact Reservist ID'd for MOB after 14 days
RU2	IV/V	NRA unable to verbally contact Reservist ID'd for MOB after 30 days
RUA	IV/V	NRA verbally contacted Reservist ID'd for MOB, but Reservist did not report as ordered
RDD	IV/V	Member declared a deserter. First obtain Ech IV and CNRFC N35 concurrence.

ACTIVATION STATUS

RM1	II	Gained to active duty. Reservist officially mobilized. <i>(system generated)</i>
RVC	II	Serving on 12301D (volunteer) orders or other voluntary MOB orders
RM2	II	Reported to ultimate duty station
RM3	II	Remaining on active duty
RM4	II	Reassigned to another command
RM5	II	Administrative hold
RM6	II	Judicial hold
RM7	II	Medical hold, Medical Eval, Medical Delay
RM8	II	Discharged from active duty
RM9	II	Temporary Disability Retired List (TDRL)
RMR	II	Retired from active duty
RMD	II	Died on active duty
RML	II	Released to NMPS/PSD for out-processing
RMP	II	Reported to NMPS/PSD for out-processing

DEACTIVATION STATUS

RD1	II	Released from active duty <i>(system generated)</i>
RD2	V	Reported back to NRA
RDA	II	Dwell time has expired <i>(system generated)</i>

DELAYS

D7G	IV/V	1-3 day delay granted by NRA CO with approval from CNRFC N35
D3P	IV/V	4-30 day delay pending (applied for)
D3G	II	4-30 day delay granted by CNRFC N35
D6P	IV/V	31-60 day delay pending (applied for)
D6G	II	31-60 day delay granted by PERS-9

IMS Code	Resp Ech	Definition
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DEFERMENTS

DMC	IV/V	Non-deployable mother, child less than 12 months old
DMT	IV/V	Temporary medical deferment, awaiting adjudication
DTH	IV/V	High school student, under 20 years old
DTX	IV/V	Not completed basic/equivalent training
DTR	IV/V	Attending validated religious leader training
DTC	IV/V	Designator/rate conversion training
DTM	IV/V	Attending authorized medical/dental school
JDP	IV/V	Judicial proceedings pending (entered by Ech IV/V)
DJP	II	Judicial proceedings pending (entered by Ech II)

EXEMPTIONS

EMP	IV/V	Pregnant
EMN	IV/V	Not physically qualified for MOB (MRR package submitted and/or CNRFC N35 directs use)
EMD	IV/V	Deceased
HPP	IV/V	Personal hardship exemption pending
HPG	II	Personal hardship exemption granted
HCP	IV/V	Community hardship exemption pending
HCG	II	Community hardship exemption granted
EJC	IV/V	Confinement by civil authorities
EJM	IV/V	Confinement by military authorities
EJP	IV/V	On probation, may not leave court jurisdiction

AVAILABILITY AFTER DDE

NAO	IV/V	Expired DDE- fully available for MOB
NAI	IV/V	Expired DDE- available for CONUS MOB only
EAK	IV/V	ADSEP- Key Employee
EAE	IV/V	ADSEP- erroneous/defective/fraudulent enlistment
EAD	IV/V	ADSEP- drug/alcohol abuse
EAP	IV/V	ADSEP- unsatisfactory participation in the Ready Reserve
EAC	IV/V	ADSEP- conscientious objector
EAS	IV/V	ADSEP- sole surviving son/daughter
EAM	IV/V	ADSEP- misconduct
EAR	IV/V	Processing for retirement
EAO	IV/V	ADSEP- not extending obligated service (EOS)
EAT	IV/V	Enlisted in active component

MANPOWER AVAILABILITY STATUS (MAS) CODES

MAS Code	Definition	Precedent	Periodicity
MEDICAL			
MPQ	Temp. not physically qualified for Mobilization	1	180
MS1	Temp not physically qualified, MRR/PEB submitted	2	365
MPC	Pregnant	3	N/A-AUTO
MPP	Non deployable mother child < 12 months old	4	N/A-AUTO
MNN	Not physically qualified for deployment OCONUS	5	365
MDT	Dental Class III	6	
MDF	Dental Class IV	7	
ADMIN			
AUP	Unsatisfactory driller	1	180
AAP	Admin action pending which may preclude mob	2	180
APB	Enlisted probationary drill status (UNSAT)	3	180
TS1	Affil. within 6 mos from RELACDU – 24 mos defer	4	N/A-AUTO
AS1	Affil. within 7-12 mos from RELACDU – 12 mos defer	5	N/A-AUTO
ARR	Retirement request submitted or pending approval	6	365
ACB	Not selected for continuation	7	365
AS2	Within 6 months of HYT or statutory attrition	8	180
ACR	Conditional release from the Navy Reserves	9	180
MPT	2 PFA failures in the past 3 years with most recent being a failure.	10	365
AFP	Security Clearance Issue	11	365
ASP	Member single parent/guardian needing FCP	12	
ASD	Member has active/reserve spouse needing FCP	13	
AS3	Member is single parent (non-custodial); no FCP	14	
ASF	Member ineligible for force protection duties	15	
AKE	Key state/local employee	16	NO LIMIT
ASO	Sole surviving son/daughter	17	
TRAINING			
SAD	Sanctuary risk – has 16 years or more of active duty	1	NO LIMIT
TBH	NPS Basic/DCO, IADT, school not completed	2	1825
TRL	Attending validated religious leader training	3	730
TMS	Attending authorized medical school	4	1460
TRP	PRISE-R/designator/rate conversion training	5	545
OWS	Member on ADSW	6	
THS	Mobilization Capacity Hold	7	
VOL	Volunteer for mobilization/recall	8	

* Shaded MAS codes do not preclude mobilization



ANNUAL TRAINING REQUEST FORM

FY: 2015



COMMAND: NAVY JUSTICE SCHOOL

TOTAL NUMBER OF **ASSIGNED** RC ASSETS: 11
 TOTAL NUMBER OF **AVAILABLE** RC ASSETS: 9
MAXIMUM NO. OF MAN-DAYS AVAILABLE: 252
 NUMBER OF ADDITIONAL MAN-DAYS REQD: -28

Q1: OCT - DEC										
PRIORITY (1, 2, 3)	MON REQ.	DAYS REQ.	COMMAND / GEO. LOC.	UIC	DUTIES TO BE PERFORMED	PAY GRADE RQ'D	POC NAME	POC EMAIL	PHONE (COMM/DSN)	COMMENTS / JUSTIFICATION FOR REQUESTED PRIORITY
1	OCT	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL IN SESSION
1	NOV	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL IN SESSION
2	DEC	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	CURRICULUM DEVELOPMENT
3	DEC	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	GAPPED BILLET
TOTAL MAN-DAYS:		56								
Q2: JAN - MAR										
PRIORITY (1, 2, 3)	MON REQ.	DAYS REQ.	COMMAND / GEO. LOC.	UIC	DUTIES TO BE PERFORMED	PAY GRADE RQ'D	POC NAME	POC EMAIL	PHONE (COMM/DSN)	COMMENTS / JUSTIFICATION FOR REQUESTED PRIORITY
2	JAN	14	NJS, NEWPORT	XXXXX	Curriculum review	E5/E6	LNCM School House	school.house@navy.mil	401-841-3800	COMMAND SUPPORT/PROGRAM DEVELOPMENT
2	FEB	14	NJS, NEWPORT	XXXXX	Curriculum review	E5/E6	LNCM School House	school.house@navy.mil	401-841-3800	COMMAND SUPPORT/PROGRAM DEVELOPMENT
2	MAR	14	NJS, NEWPORT	XXXXX	Curriculum review	E5/E6	LNCM School House	school.house@navy.mil	401-841-3800	COMMAND SUPPORT/PROGRAM DEVELOPMENT
3	MAR	14	NJS, NEWPORT	XXXXX	School House Support	E5/E6	LNCM School House	school.house@navy.mil	401-841-3800	GAPPED BILLET
TOTAL MAN-DAYS:		56								
Q3: APR - JUN										
PRIORITY (1, 2, 3)	MON REQ.	DAYS REQ.	COMMAND / GEO. LOC.	UIC	DUTIES TO BE PERFORMED	PAY GRADE RQ'D	POC NAME	POC EMAIL	PHONE (COMM/DSN)	COMMENTS / JUSTIFICATION FOR REQUESTED PRIORITY
1	APR	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL IN SESSION
1	MAY	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL IN SESSION
1	MAY	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL WRAP-UP/CRITIQUE ANALYSIS
3	JUN	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	GAPPED BILLET
TOTAL MAN-DAYS:		56								
Q4: JUL - SEP										
PRIORITY (1, 2, 3)	MON REQ.	DAYS REQ.	COMMAND / GEO. LOC.	UIC	DUTIES TO BE PERFORMED	PAY GRADE RQ'D	POC NAME	POC EMAIL	PHONE (COMM/DSN)	COMMENTS / JUSTIFICATION FOR REQUESTED PRIORITY
1	JUL	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	RC A SCHOOL IN SESSION
1	JUL	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	RC A SCHOOL IN SESSION
1	AUG	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	RC A SCHOOL IN SESSION
1	AUG	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL WRAP-UP/CRITIQUE ANALYSIS
TOTAL MAN-DAYS:		56								

AT SUPPORT PLAN

COMMAND: NAVY JUSTICE SCHOOL
FISCAL YEAR: 2015
TOTAL NUMBER OF ASSIGNED RC ASSETS: 11
TOTAL NUMBER OF AVAILABLE RC ASSETS: 9
MAXIMUM NO. OF MAN-DAYS AVAILABLE: 252
NUMBER OF ADDITIONAL MAN-DAYS REQD: -28
TOTAL MAN-DAYS SCHEDULED: 14

Q1: OCT - DEC															
PRIORITY (1, 2, 3)	MON REQ.	DAYS REQ.	COMMAND / GEO. LOC.	UIC	DUTIES TO BE PERFORMED	PAY GRADE RO'D	POC NAME	POC EMAIL	PHONE (COMM/DSN)	COMMENTS / JUSTIFICATION FOR REQUESTED PRIORITY	RC LN SLATE	CONTACT INFO	AT START	AT END	AT DAYS TOTAL
1	OCT	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL IN SESSION	INC Best Sailor	best.sailor@gmail.com	10/6/2014	10/23/2014	14
1	NOV	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL IN SESSION					0
2	DEC	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	CURRICULM DEVELOPMENT					0
3	DEC	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	GAPPED BILLET					0
TOTAL MAN-DAYS:		56													
Q2: JAN - MAR															
PRIORITY (1, 2, 3)	MON REQ.	DAYS REQ.	COMMAND / GEO. LOC.	UIC	DUTIES TO BE PERFORMED	PAY GRADE RO'D	POC NAME	POC EMAIL	PHONE (COMM/DSN)	COMMENTS / JUSTIFICATION FOR REQUESTED PRIORITY	RC LN SLATE	CONTACT INFO	AT START	AT END	AT DAYS TOTAL
2	JAN	14	NJS, NEWPORT	XXXXX	Curriculum review	E5/E6	LNCM School House	school.house@navy.mil	401-841-3800	COMMAND SUPPORT/PROGRAM DEVELOPMENT					0
2	FEB	14	NJS, NEWPORT	XXXXX	Curriculum review	E5/E6	LNCM School House	school.house@navy.mil	401-841-3800	COMMAND SUPPORT/PROGRAM DEVELOPMENT					0
2	MAR	14	NJS, NEWPORT	XXXXX	Curriculum review	E5/E6	LNCM School House	school.house@navy.mil	401-841-3800	COMMAND SUPPORT/PROGRAM DEVELOPMENT					0
3	MAR	14	NJS, NEWPORT	XXXXX	School House Support	E5/E6	LNCM School House	school.house@navy.mil	401-841-3800	GAPPED BILLET					0
TOTAL MAN-DAYS:		56													
Q3: APR - JUN															
PRIORITY (1, 2, 3)	MON REQ.	DAYS REQ.	COMMAND / GEO. LOC.	UIC	DUTIES TO BE PERFORMED	PAY GRADE RO'D	POC NAME	POC EMAIL	PHONE (COMM/DSN)	COMMENTS / JUSTIFICATION FOR REQUESTED PRIORITY	RC LN SLATE	CONTACT INFO	AT START	AT END	AT DAYS TOTAL
1	APR	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL IN SESSION					0
1	MAY	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL IN SESSION					0
1	MAY	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL WRAP-UP/CRITIQUE ANALYSIS					0
3	JUN	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	GAPPED BILLET					0
TOTAL MAN-DAYS:		56													
Q4: JUL - SEP															
PRIORITY (1, 2, 3)	MON REQ.	DAYS REQ.	COMMAND / GEO. LOC.	UIC	DUTIES TO BE PERFORMED	PAY GRADE RO'D	POC NAME	POC EMAIL	PHONE (COMM/DSN)	COMMENTS / JUSTIFICATION FOR REQUESTED PRIORITY	RC LN SLATE	CONTACT INFO	AT START	AT END	AT DAYS TOTAL
1	JUL	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	RC A SCHOOL IN SESSION					0
1	JUL	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	RC A SCHOOL IN SESSION					0
1	AUG	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	RC A SCHOOL IN SESSION					0
1	AUG	14	NJS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL WRAP-UP/CRITIQUE ANALYSIS					0
TOTAL MAN-DAYS:		56													

AT TRACKER - ALL COMMANDS

FISCAL YEAR: 2015
 TOTAL NUMBER OF ASSIGNED RC ASSETS: 103
 TOTAL NUMBER OF AVAILABLE RC ASSETS: 86
 MAXIMUM NO. OF MAN-DAYS AVAILABLE: 2408
 NUMBER OF ADDITIONAL MAN-DAYS REQD: -2198
 TOTAL MAN-DAYS SCHEDULED: 210
 TOTAL MAN-DAYS COMPLETED: 14

PERCENTAGE OF ALL AT COMPLETED TO DATE: 6.67%

Q1: OCT - DEC																				
PRIORITY (1, 2, 3)	MON REQ.	DAYS REQ.	COMMAND / GEO. LOC.	UTC	DUTIES TO BE PERFORMED	PAY GRADE RO'D	POC NAME	POC EMAIL	PHONE (COMM/DNS)	COMMENTS / JUSTIFICATION FOR REQUESTED PRIORITY	RC LN SLATE	CONTACT INFO	NOTIFICATION SENT	AT START	AT END	AT DAYS TOTAL	EXCEPTIONAL AT SENT	NROWS TRACKING #	AT DAYS COMPLETED	FEEDBACK FORM COMPLETE
1	1	OCT	NIS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL IN SESSION	LNC Best Sailor	best.sailor@gmail.com	9/6/2014	10/6/2014	10/23/2014	14	Y	38759112	14	Y
2	1	NOV	NIS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL IN SESSION	0	0		1/0/1900	1/0/1900	0				
3	2	DEC	NIS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	CURRICULUM DEVELOPMENT	0	0		1/0/1900	1/0/1900	0				
4	3	DEC	NIS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	GAPPED BILLET	0	0		1/0/1900	1/0/1900	0				
TOTAL MAN-DAYS: 56																				
Q2: JAN - MAR																				
PRIORITY (1, 2, 3)	MON REQ.	DAYS REQ.	COMMAND / GEO. LOC.	UTC	DUTIES TO BE PERFORMED	PAY GRADE RO'D	POC NAME	POC EMAIL	PHONE (COMM/DNS)	COMMENTS / JUSTIFICATION FOR REQUESTED PRIORITY	RC LN SLATE	CONTACT INFO	NOTIFICATION SENT	AT START	AT END	AT DAYS TOTAL	EXCEPTIONAL AT SENT	NROWS TRACKING #	AT DAYS COMPLETED	FEEDBACK FORM COMPLETE
5	2	JAN	NIS, NEWPORT	XXXXX	Curriculum review	E5/E6	LNCM School House	school.house@navy.mil	401-841-3800	COMMAND SUPPORT/PROGRAM DEVELOPMENT	0	0		1/0/1900	1/0/1900	0				
6	2	FEB	NIS, NEWPORT	XXXXX	Curriculum review	E5/E6	LNCM School House	school.house@navy.mil	401-841-3800	COMMAND SUPPORT/PROGRAM DEVELOPMENT	0	0		1/0/1900	1/0/1900	0				
7	2	MAR	NIS, NEWPORT	XXXXX	Curriculum review	E5/E6	LNCM School House	school.house@navy.mil	401-841-3800	COMMAND SUPPORT/PROGRAM DEVELOPMENT	0	0		1/0/1900	1/0/1900	0				
TOTAL MAN-DAYS: 42																				
Q3: APR - JUN																				
PRIORITY (1, 2, 3)	MON REQ.	DAYS REQ.	COMMAND / GEO. LOC.	UTC	DUTIES TO BE PERFORMED	PAY GRADE RO'D	POC NAME	POC EMAIL	PHONE (COMM/DNS)	COMMENTS / JUSTIFICATION FOR REQUESTED PRIORITY	RC LN SLATE	CONTACT INFO	NOTIFICATION SENT	AT START	AT END	AT DAYS TOTAL	EXCEPTIONAL AT SENT	NROWS TRACKING #	AT DAYS COMPLETED	FEEDBACK FORM COMPLETE
8	1	APR	NIS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL IN SESSION	0	0		1/0/1900	1/0/1900	0				
9	1	MAY	NIS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL IN SESSION	0	0		1/0/1900	1/0/1900	0				
10	1	MAY	NIS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL WRAP UP/CRITIQUE ANALYSIS	0	0		1/0/1900	1/0/1900	0				
11	3	JUN	NIS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	GAPPED BILLET	0	0		1/0/1900	1/0/1900	0				
TOTAL MAN-DAYS: 56																				
Q4: JUL - SEP																				
PRIORITY (1, 2, 3)	MON REQ.	DAYS REQ.	COMMAND / GEO. LOC.	UTC	DUTIES TO BE PERFORMED	PAY GRADE RO'D	POC NAME	POC EMAIL	PHONE (COMM/DNS)	COMMENTS / JUSTIFICATION FOR REQUESTED PRIORITY	RC LN SLATE	CONTACT INFO	NOTIFICATION SENT	AT START	AT END	AT DAYS TOTAL	EXCEPTIONAL AT SENT	NROWS TRACKING #	AT DAYS COMPLETED	FEEDBACK FORM COMPLETE
12	1	JUL	NIS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	RC A SCHOOL IN SESSION	0	0		1/0/1900	1/0/1900	0				
13	1	JUL	NIS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	RC A SCHOOL IN SESSION	0	0		1/0/1900	1/0/1900	0				
14	1	AUG	NIS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	RC A SCHOOL IN SESSION	0	0		1/0/1900	1/0/1900	0				
15	1	AUG	NIS, NEWPORT	XXXXX	Curriculum development; Instructor duty	E7/E6	LNCM School House	school.house@navy.mil	401-841-3800	ADDITIONAL SUPPORT REQUIRED/RC A SCHOOL WRAP UP/CRITIQUE ANALYSIS	0	0		1/0/1900	1/0/1900	0				
TOTAL MAN-DAYS: 56																				

RESERVE LN ANNUAL TRAINING FEEDBACK FORM

RC Name/Rank:	LNC Best Sailor		
Email:	best.sailor@navy.mil bsailor@gmail.com	Phone:	123-456-7890

AC COMMAND INFORMATION (To be completed by AC POC)

AC Command/Location:	RLSO Hawaii		
SUPPORT DATES	AC POC NAME	PHONE	E-MAIL:
3-May-14 to 28-May-14	LNCS Active Chief	234-567-8901	active.chief@navy.mil

Duties Performed: Court Reporter and Command Services

- Court reporter for 4 arraignments and one 39(a) motions hearing. Responsibilities included preparation of paperwork for MJ, marking appellate and prosecution exhibits, recording and taking notes throughout trial, preparation of files and exhibit spreadsheets and setting up/clearing the courtroom
- Finalized a GCM verbatim transcription
- Attended NJP and assisted with post-mast counseling
- Verified command addresses through the SNDL and distributed CA's actions
- Prepared QCAR for Joint Base reporting the overall counts for all completed courts-martial and NJP cases for the 3rd quarter
- Edited/re-formatted Administrative Separation board letter/transcript
- Performed administrative duties for both Trial and Command Services Departments, to include shredding, copying/scanning, mail run, etc.
- Attended leadership training, Legalman training on Report Chits, and Trial Department training to include sex offender registries and pre-trial agreements

Feedback/Comments (To be completed by AC supported command):

LNC Best Sailor was a productive team player whose overall performance was excellent. Presenting herself as a professional with exception military bearing, she was diligent in the performance of her duties, despite taking on several research projects, ADSEPS, NJP and court reporting with minimal supervision and guidance. She was able to fully complete each of her tasks without re-work or error.

Would you recommend this Sailor to serve with your command again? YES

Feedback/Comments (To be completed by LN performing support):

Great experience at the RLSO. LNCS Chief and LN1 Helper were very helpful with their direction and training for my duties as court reporter. This was the first time I had ever done court reporting or used the equipment, so I had many questions, and LN1 was always there to help me out. Again, it was a great experience, I learned a lot during my three weeks here, and I would definitely like to serve at this command again in the future.

Would you serve in this capacity/at this Command again? YES

Submit completed forms to:

NLSC Unit SEL: sel.email@navy.mil
AT Coordinator: coord.email@navy.mil

ANNUAL TRAINING FOR RESERVE LEGALMEN PLANNING CALENDAR

	AC/RC CMC and unit AC/RC COs	AC SELs	RC NLSC unit SELs	RC LN	RESFOR LN Operational Support Officer (OSO)	RC AT Coordinator
Jan	Review and update DJAG NOTE. Update Functional Lines of Communication Chart (Encl 1).		Note (1).	Note (2).		
Feb						
Mar						
Apr	Note (3).	Receive up-to-date RUAD from RC NLSC unit SELs (Encl 2).	Provide inventory of RC NLSC unit assigned LNs via up-to-date RUAD to AC SELs on 1 Apr of the FY.			
May		Assess AC mission needs, develop and submit plan that outlines needs/priority missions via AT Request Form (Encl 3) to RC NLSC unit SELs on 1 May of the FY.	Collaborate with AC SELs to provide an assessment of RC assets and determine training needs/AT Plan. Finalize AT Request/AT Support Plan (Encl 4); and assign members. Note (4).	RC NLSC unit SEL and RC LNs discuss plans for AT based on availability.		
Jun			Provide AT Request/AT Support Plan to AC SEL on 1 Jun of the FY for review and consensus. Note (5).			
Jul	AC/RC CMCs review final plan and make final recommendation to COs by 15 Jul of FY.	Submit final AT Request/AT Support Plan to AC/RC CMCs on 1 Jul of the FY.				

ANNUAL TRAINING FOR RESERVE LEGALMEN PLANNING CALENDAR (continued)

	AC/RC CMC and unit AC/RC COs	AC SELs	RC NLSC unit SELs	RC LN	RESFOR LN Operational Support Officer (OSO)	RC AT Coordinator
Aug	COs review and approve plan by 15 Aug of the FY; ensure funds are planned and budgeted by 31 Aug of the FY.					
Sep	CMCs disseminate approved plan NLT 1 Sep of the FY.		Build specific AT requirements in NROWS. Note (6).		Review and build Mission Events in NROWS. Note (7).	Begin preliminary contact with members regarding orders and logistics for AT. Note (8).
Oct	AT Plan execution begins.	AC and RC NLSC unit SELs implement and manage plan beginning 1 Oct of the FY.		Participate in AT Plan throughout FY; complete feedback reports (Encl 7) upon completion of AT.		Communicate with members and SELs monthly during FY to coordinate logistics and report progress. Maintain AT Tracker (Encl 6). Submit annual feedback report to CMCs by 15 Oct of the FY.
Nov						
Dec						

Note (1) - The RC NLSC unit SELs are responsible for AT planning and plan implementation for the Legalman in their respective units. This role is to be distinguished from that of the RC LN Community Regional SELs, although in some cases the unit SEL and regional SEL may be the same individual.

Note (2) - Legalman assigned to units outside Program 36 (non-NLSC members) will serve their AT with their supported command. Depending on availability, they may also support NLSC unit requirements that are emergent, or use additional AT days

ANNUAL TRAINING FOR RESERVE LEGALMEN PLANNING CALENDAR (continued)

beyond the statutory requirement at their supported command to participate in AT as set forth in this DJAG NOTE. Additionally, the LN Utilization policy and Professional Development Standards (PDS) as contained in reference (e) applies to both AC and all RC Legalman (NLSC and non-NLSC billeted members).

Note (3) - During the month of April/May, AC COs/CMC/SELS should anticipate request for ADSW from OJAG Code 62, and submit requirements as defined in the call-out for adjudication in July of each FY; plan for annual ADSW needs/requests based on this recurring schedule and collaborate with RC counterparts to ensure successful completion of ADSW throughout the FY.

Note (4) - Throughout the month of May, AC SELS and RC NLSC unit SELS will collaborate to develop the overall AT plan, including communication and consultation about AC mission and RC LN training needs, best fit, and availability and non-availability of assigned members. For fiscal planning purposes, SELS will establish the plan based on quarterly (Oct/Jan/Apr/Jul) execution of AT man-days.

Note (5) - During the month of June RC NLSC unit SELS and AC SELS will collaborate to review and approve the AT Support Plan and submit to the CMCs by 1 JUL.

Note (6) - Beginning in September and throughout the fiscal year, RC NLSC unit SELS with Requirement Owner permissions will build requirements in the Navy Reserve Order Writing System (NROWS) for execution of the AT plan by assigned unit members.

Note (7) - Beginning in September and throughout the fiscal year, the RESFOR LN Operational Support Officer (OSO) will review and build missions for execution of the AT plan, and will act as Resource Owner to ensure that LNs are appropriately sourced for NLSC mission success.

Note (8) - RC AT Coordinator serves as the RC central coordinator and will assist in implementation and administration.