



# Standard Operating Procedure

## *Printing NROWS Order with a Masked SSN and/or Mailing Address*

### **Background:**

This SOP provides guidance on printing approved NROWS orders that mask the SSN and the mailing address to avoid a PII Spillage. The NRA can print an NROWS Order with the SSN and/or mailing address masked. This method should be used when the NRA needs to send a copy of the NROWS order to the Reservist by Email or regular USPS mail (i.e. Copy needed for employer, copy of order sent to a commercial email address (Yahoo, Gmail)).

**A NROWS Order with the SSN and/or mailing address masked will not be used for the following:**

- 1. To record the required check-in and check-out of duty by the gaining command.**
- 2. Be sent to the servicing Personnel Support Detachment (PSD) for pay and allowance.**
- 3. Be Submitted with the manual travel claim (DD FORM 1351-2)**
- 4. Be Uploaded into DTS**

NOTICE - \*\*\*\*CNRFC has confirmed with Navy Pay and Personnel Support Center (NPPSC) that SSNs are the sole Personally Identifiable Number required in pay and personnel transactions and that the SSN (or truncated SSN) are required on any order (PCS/ADSW/MOB/NROWS) to ensure that the correct person is being paid.\*\*\*\*

### **Procedure:**

1. Log into NROWS  
<https://nrows.sscno.nmci.navy.mil/nrows/secure/login.jsp>
2. From the NROWS home screen, select from the drop-down on the left, "PRINT".

N33-SOP-019 Printing NROWS Order with a Masked SSN and/or Mailing Address

The screenshot shows the NROWS system home page for user THOMAS BLEILER. The left-hand navigation pane contains several menu items, with a red arrow pointing to the 'Print' menu. The main content area displays a welcome message and a list of 'Your Latest Broadcast messages' with dates and snippets of text.

**Navy Reserve Order Writing System ( NROWS )**  
Commander, Navy Reserve Force  
Version: 3.20.6.0052 / 30  
This is an official U.S. Navy web site.  
Current Profile: NOSC NORFOLK OS - NAVREG MID-ATLANTIC - RCC-SMA - NOSC NORFOLK  
\*\* To print orders, you will need **Adobe Acrobat Reader**

Please Select A Menu  
Link  
Orders Specialist  
Approvals  
Complaints  
Budget Estimator  
Utilities  
Print  
Reports  
System Administration

Home | Change Profile | Contacts | User Guide | Help | Logout

Welcome **THOMAS BLEILER** to the NROWS Home Page  
You current login was Tuesday, December 8, 2015 11:47:13 AM  
Your previous successful login was Monday, October 19, 2015 08:05:06 AM

Your Latest Broadcast messages:

2015/06/09  
ON JUNE 15, 2015, THE DEPARTMENT OF DEFENSE LAUNCHED DIRECT TRAVELERS WHO ARE ON ORDERS TO SELECT PILOT COMMERCIAL LODGING FACILITIES AND USE THE DEFENSE TRAVELER'S PROGRAM. NO MORE TRYING TO FIND HIGH QUALITY LODGING ACCOMMODATION OR NEAR DOD INSTALLATIONS. DTS WILL AUTOMATICALLY OFFER PROTECTION FROM CERTAIN FEES, AND PROVIDE AMENITIES. PER THE JOINT TRAVEL REGULATIONS (JTR) PAR. 1205, TRAVELER LOCATIONS MUST BOOK LODGING IN DTS (OR THROUGH AVAILABLE DIRECTED LODGING). PILOT SITES INCLUDE:  
- CHARLESTON, SC (JOINT BASE CHARLESTON)  
- DAYTON, OH (WRIGHT-PATTERSON AIR FORCE BASE)  
- NORFOLK, VA (SELECT AREA U.S. MILITARY INSTALLATION)  
- SARATOGA SPRINGS, NY (NAVAL SUPPORT ACTIVITY SARATOGA)  
- SEATTLE-TACOMA AIRPORT AREA, WA  
- TAMPA, FL (MACDILL AIR FORCE BASE)

TRAVELERS ARE DIRECTED TO FIRST USE GOVERNMENT LODGING. IF NOT AVAILABLE, TRAVELERS ARE THEN DIRECTED TO BOOKING OTHER LODGING ACCOMMODATIONS. IF GOVERNMENT TRAVELER CHOOSES OTHER ACCOMMODATIONS, REIMBURSEMENT GOVERNMENT WOULD HAVE PAID IF THE AVAILABLE DIRECTED LODGING WAS AVAILABLE.

2015/06/09  
TO LEARN MORE ABOUT THIS PROGRAM AND THE RELATED NEWMANAGEMENT OFFICE WEBSITE AT HTTP://WWW.DEFENSETRAVELER.MIL  
\*\*\*\*\*EFFECTIVE 15JUN15\*\*\*\*\* IF YOU ARE GOING ON ORDERS TO SPRINGS, NY, CHARLESTON, SC, TAMPA, FL, NORFOLK, VA OR TAMPA, FL, APPLY FOR WHERE YOU ARE AUTHORIZED TO STAY. LEARN MORE ABOUT THE TRAVELER'S PROGRAM AT HTTP://WWW.DODTRAVELER.MIL

2015/06/02  
NROWS SECURITY NOTICE\*\*\*\*\* NROWS HAS CHANGED TO 15 MINUTES. IF NROWS SITS IDLE FOR 15 MINUTES IT WILL LOG THE USER OUT. THE USER MUST LOG BACK INTO NROWS IF THIS HAPPENS. IT IS IMPERATIVE THAT YOU ENSURE THE CORRECT E-MAIL ADDRESS IS ENTERED.

2014/10/23  
EFFECTIVE 21 OCTOBER 2014, THE VIRTUALLY THERE WEBSITE, COMMERCIAL TRAVEL OFFICES WILL EMAIL THE INVOICE TO THE TRAVELER'S E-MAIL ACCOUNT ON FILE IN BELRES TRAVELER'S MANAGEMENT SYSTEM. THE EVENT A TRAVELER NEEDS TO REQUEST A REPLACEMENT INVOICE, VISIT THE TRAVELER'S WEBSITE: WWW.DOWTSATC.COM

2. From the Print Menu select Print Orders

This screenshot is similar to the first one, but the red arrow points to the 'Print Orders' menu item in the left-hand navigation pane. The rest of the page content remains the same.

The search screen will appear.

N33-SOP-019 Printing NROWS Order with a Masked SSN and/or Mailing Address

3. From the search screen complete the following:
  - A. Select Current or Historical Order
  - B. Select Masked or Not Masked to "Mask Printed SSN"
  - C. Select Masked or Not Masked to "Mask Printed Home Address"
  - D. Enter the required search parameters (Name, SSN, Tracking Number) and select "SEARCH"

The screenshot shows the NROWS search interface. At the top, there is a navigation bar with links: Home | Change Profile | Contacts | User Guide | Help | Logout. Below this is a message box: "Please select at least one search criteria." The "Change Search Criteria" section includes dropdown menus for "Current Orders" (labeled A) and "Historical Orders", a "View Inbox" button, and dropdowns for "Mask Printed SSN" (labeled B) and "Mask Printed Home Address" (labeled C). Below these are columns for "Tracking Number", "Mod #", "SSN", "Name", "Grade", and "Start Date", with a "No Information Available" message. The "Search" section contains input fields for "By Tracking Number:", "By TANUM:", "By Control Tracking Number:", "By SSN:", "By Last Name:", "By First Name:", "By Duty Type" (a dropdown menu), "By SDN:", and "By Fiscal Year:". A "Display:" dropdown is set to "10 per page". A red arrow points to the "Search" button.

4. Select order desired by selecting tracking number on the left

The screenshot shows the NROWS search results page. The top navigation bar is the same as in the previous screenshot. The "Change Search Criteria" section is the same. Below this is a table of search results with columns: Tracking Number, Mod #, SSN, Name, Grade, and Start. A red arrow points to the first row of the table. To the right of the table is a "Search" section with input fields for "By Tracking Number:", "By TANUM:", "By Control Tracking Number:", "By SSN:", "By Last Name:", "By First Name:", "By Duty Type" (a dropdown menu), "By SDN:", and "By Fiscal Year:". A "Display:" dropdown is set to "10 per page". A red arrow points to the "Search" button. On the right side of the page, there is a "Reserve Order Writing System ( NROWS )" header and a table with columns: PY, Status, and Order Type. The table contains several rows of data.

5. Order will populate and can be saved as a ".PDF" file for distribution or filing.

**ORIGINAL**

1572  
NROWS/3902070/0  
EDN: N8780116SH00064  
12 AUG 2015

FROM: COMMANDING OFFICER NORC NORFOLK  
TO: EN2 ERIC T NROWSGATB, USN, \*\*\*\*\*/EN2  
\*\*\*\*\*  
SUBJ: ORDERED TO AFT-SCRE; CASE OF EN2 ERIC T NROWSGATB, USN, \*\*\*\*\*/EN2

1. REPORT FOR ACTIVE DUTY FOR TRAINING SCHOOL ADT TO THE COMMANDING OFFICER, NAF PENSACOLA, 190 RADFORD BLVD, PENSACOLA, FL 325085217 NO LATER THAN 0000 ON 03 DEC 2015 FOR DUTY WITH SRLREE, UIC: 00204.  
PERIOD OF DUTY: 02 DEC 2015 TO 10 DEC 2015 FOR 9 DAYS. YOU ARE A MEMBER OF RESERVE UIC: 87801. IF FOR ANY REASON YOU ARE UNABLE TO EXECUTE THESE ORDERS, RETURN THEM TO YOUR ADMINISTRATIVE PARENT COMMAND NOTING THE REASON FOR RETURN. WHILE PERFORMING DUTY UNDER THESE ORDERS, YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ). FOR ALL IDTT ORDERS IN FOREIGN COUNTRIES, INACTIVE DUTY TRAINING PERIODS SHALL RUN CONTINUOUSLY FROM TIME OF ARRIVAL IN COUNTRY UNTIL TIME OF DEPARTURE. AS THEY ARE ON ORDERS IN A DUTY STATUS, MEMBERS WILL BE SUBJECT TO APPLICABLE STATUS OF FORCE AGREEMENTS (SOFA) AS WELL AS SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ).  
2. UPON COMPLETION OF SUBJECT DUTY, WITH THE EXCEPTION OF BACK TO BACK ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL YOU WILL STAND RELEASED FROM SUBJECT DUTY (JFTR U7150.A1). FOR BACK TO BACK ORDERS, UPON COMPLETION OF THE FINAL SET OF ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL, YOU WILL STAND RELEASED FROM DUTY (JFTR U5120.A AND U4105.F).

3. IF THESE ORDERS START IMMEDIATELY AFTER AN INACTIVE DUTY ORDER (IDTT), YOU ARE ADVISED THESE ORDERS MUST START FROM THE SAME ADDRESS (SMA).

JA:  
AD 1761405.7220 123 00072 0 068566 2D H00064 87801671661A 0000007173  
EDN: N8780116SH00064 ORDER NUMBER: 600064 APC: V71660  
PEC FOR THIS PERIOD OF DUTY IS: 201600072SCN7  
Funding Source: A SCHOOL/PHISE-R

5. PERSONNEL ACCOUNTING SUPPORT: PRESUPDET PENSACOLA  
6. TRAVEL VIA COMMERCIAL TRANSPORTATION UTILIZING CENTRALLY BILLED ACCOUNTS (CHA) IS DIRECTED. THE COMMERCIAL TRAVEL OFFICE (CTO) WILL PROVIDE YOU WITH ACTUAL TICKETS OR COORDINATE ELECTRONIC TICKETING AS REQUIRED. IF YOU DO NOT EXECUTE THESE ORDERS, RETURN THE ORDERS AND TICKET TO THE ISSUING COMMAND IN PERSON OR BY CERTIFIED MAIL. REIMBURSEMENT FOR YOU PURCHASING YOUR OWN TICKET(S) IS NOT AUTHORIZED. (JFTR U3002, U3128 AND U3140).  
7. RENTAL VEHICLE NOT AUTHORIZED AT  
FOR OFFICIAL USE ONLY

**A NROWS Order with the SSN and/or mailing address masked will not be used for the following:**

- 1. To record the required check-in and check-out of duty by the gaining command.**
- 2. Be sent to the servicing Personnel Support Detachment (PSD) for pay and allowance.**
- 3. Be Submitted with the manual travel claim (DD FORM 1351-2)**
- 4. Be Uploaded into DTS**

Approved:

12/17/2015

X 

THOMAS BLEILER  
DEPUTY DIRECTOR, CNRFC FORCE TRAVEL  
Signed by: BLEILER.THOMAS.ERIC.1035915644