

# **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

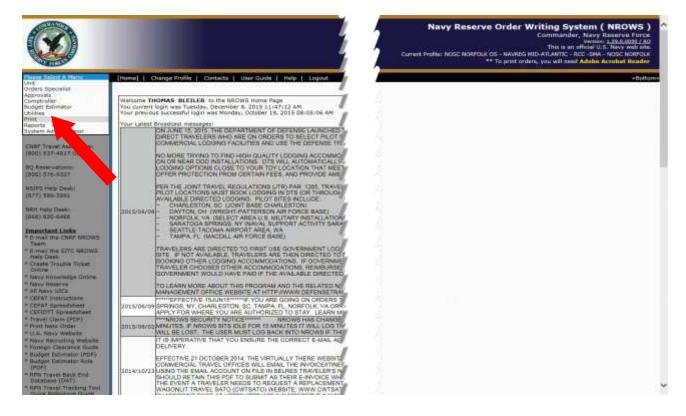
NOTICE - \*\*\*\*CNRFC has confirmed with Navy Pay and Personnel Support Center (NPPSC) that SSNs are the sole Personally Identifiable Number required in pay and personnel transactions and that the SSN (or truncated SSN) are required on any order (PCS/ADSW/MOB/NROWS) to ensure that the correct person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

#### Procedure:

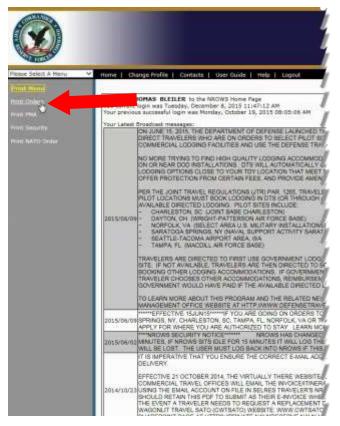
1. Log into NROWS
https://nrows.sscno.nmci.navy.mil/nrows/secure/login.jsp

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



2. From the Print Menu select Print Orders



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Navy Reserve Order Writing System ( NROWS )

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"

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

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



1572 NECWE/3902070/0 SDN: N87801165H00064 12 AUG 2015

PROM: COMMANDING OFFICER NOEC NORFOLK TO: EN2 ERIC T NROWSSATB, USN, \*\*\*\*\*\*\*\*/EN2

SUBJ: ORDERED TO ADT-SCRE; CAGE OF EN2 ERIC T NROWSEATB, UEN, \*\*\*\*\*\*\*/EN2

1. REPORT FOR ACTIVE DUTY FOR TRAINING SCHOOL ADT TO THE COMMANDING OFFICER, NAS PENSACOLA, 190 RADFORD BLVD, PENSACOLA, FL 325085217 NO LATER THAN 0000 ON 03 DEC 2018 FOR DUTY WITH SELNEE, UIC: 00204. PERIOD OF DUTY: 02 DEC 2015 TO 10 DEC 2015 FOR 9 DAYS. YOU ARE A MEMBER OF RESERVE UIC: 07801. IF FOR ANY REAGEN YOU ARE UNABLE TO EXECUTE THESE CHERES, RETURN THEM TO YOUR ADMINISTRATIVE PARENT COMMAND NOTING THE REAGON FOR RETURN WHILE PERFORMING DUTY UNDER THESE CORDERS, YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCM)). FOR ALL IDIT ORDERS IN FOREIGN COUNTRIES, INACTIVE DUTY HAINING PERIODS SHALL RUN CONTINUOUSLY FROM THE 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 FORES AGREEMENTS (SOPA) AS WELL AS SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCM).

2. UPON COMPLETION OF SUBJECT DUTY, WITH THE EXCEPTION OF BACK TO BACK ORDERS, YOU WILL RETURN TO THE ADDERGE INDICATED AFTER YOUE NAME AND UPON ARRIVAL YOU WILL STAND RELEASED FROM SUBJECT DUTY (JPTR 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 (JFTE U5120, A AND U4105, P).

3. IF THESE ORDERS START INMEDIATELY AFTER AN INACTIVE DUTY ORDER (IDTT), YOU ADDITION THAT THESE ORDERS MUSIC FRAME ADDITION OF ADDITION THAT THESE ORDERS AND A DITIONAL ADDITIONAL ADDITICAL ADDITIONAL ADDITICALADOTALICAL ADDITICAL ADDITICAL ADDITICALADOTICAL ADDITICAL ADDI

ZA: AD 1761405.7220 122 00072 0 D68566 2D H00064 87801671661A D000007173 SDN: N8780166H00064 ORDER NUMBER: 600064 APC: V71660 FEC FOR THIS PERIOD OF DUTY IS: 2016000725CN7 Funding Source: A SCHOOL/PEISE-R

5. PERSONNEL ACCOUNTING SUPPORT: PERSUPPORT PENSACOLA

6. TRAVEL VIA COMMERCIAL TRANSPORTATION UTILIZING CENTRALLY BILLED ACCOUNTS (CBA) 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 ISEUING COMMAND IN PERSON OR BY CRETIFIED MAIL. REIMBURSEMENT FOR YOU PURCHASING YOUR OWN TICKET(S) IS NOT AUTHORIZED. (JPTE U3002, U312S AND U3140).

7. RENTAL VEHICLE NOT AUTHORIZED AT

FOR OFFICIAL USE ONLY

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1. To record the required check-in and check-out of duty by the gaining command.

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3. Be Submitted with the manual travel claim (DD FORM 1351-2)

4. Be Uploaded into DTS

Approved:

12/17/2015

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