

STRATEGIC SEALIFT READINESS GROUP

PLAN OF THE MONTH

October 2012

[https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC 14/Pages/default.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC%2014/Pages/default.aspx)

Check the website frequently to review our most recent updates

ALL PERSONNEL SHALL READ THE PLAN OF THE MONTH AND BE RESPONSIBLE FOR OBEYING ALL APPLICABLE ORDERS CONTAINED HEREIN. DIRECTIVES APPEARING HEREIN CARRY THE FULL FORCE OF ORDERS ISSUED BY THE COMMANDING OFFICER. DISCUSSION OF CLASSIFIED INFORMATION OVER NONSECURE COMMUNICATIONS IS PROHIBITED. OFFICIAL GOVERNMENT TELECOMMUNICATIONS SYSTEMS AND FACILITIES, INCLUDING OFFICIAL DOD COMPUTERS, TELEPHONES, COMPUTER SYSTEMS, AND TELEPHONE SYSTEMS ARE SUBJECT TO COMSEC MONITORING AT ALL TIMES. USE OF SUCH SYSTEMS, FACILITIES, COMPUTERS AND/OR TELEPHONES CONSTITUTES CONSENT TO COMSEC MONITORING.

SSOP LEADERSHIP

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Office Hours: 0730 - 1630 Eastern Time, Monday - Friday

PROGRAM MANAGER'S CORNER:

October is the first month of the fiscal year. I want to thank the many members that made FY'12 a success and I look forward to a prosperous FY'13. A few weeks ago I sent a notice to all members about the PFA. I wish to take this moment to reiterate the requirement:

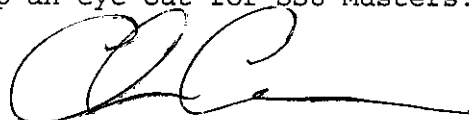
Effective 1 October 2012, all members of the Strategic Sealift Officer Program's (SSOP) Strategic Sealift Readiness Group (SSRG) (RUC 2525M) are required to meet the minimal physical readiness standard for continued Naval service. Each SSRG member must complete one annual Periodic Health Assessment (PHA) and two Physical Fitness Assessments (PFA) per calendar year. A completed PHA is required prior to executing a PFA.

The PFA is to be administered by a qualified Command Fitness Leader (CFL) of a Naval Reserve Activity (NRA), or Active Component (AC) command. All SSO's are required to complete a NAVPERS 6110/3 via PRIMS (<https://www.bol.navy.mil>) prior to participating in a PFA. The PFA is a semi-annual requirement, with the calendar year divided into two cycles, 1 (JAN-JUN) and 2 (JUL-DEC). CFL's who administer the PFA are to communicate the results via email to the SSOP Office.

Unless waived, the PHA and PFA are prerequisites for SSRG Members to execute ADT orders. PHA and PFA results must be valid through the length of the desired ADT orders. Validity, as defined by the SSOP Office, is for one year from the date of completion for the PHA and six months from the date of completion for the PFA. An exception to this requirement is if ADT orders will exceed 90 days. In this instance, the member must have a valid PFA for the first 12 days of the orders and will be required to complete the PFA the first week of the ADT orders.

SSRG members who actively sail or live overseas may apply for a waiver of the PFA requirement if they are assigned to a vessel in a licensed capacity or live overseas for four of the six months of a PFA cycle. All members who receive a waiver of the PFA due to sailing or residency restrictions will be instructed to complete the PFA while on ADT orders, unless medically waived, during the first week. Please understand that a waiver of the PFA does not constitute a waiver of required participation.

The SSO Program Office will help you with your PFA and PHA so will the Strategic Sealift Detachments. Keep an eye out for SSU Musters.



Very Respectfully,
C. M. Cassano

KEY NOSC INFORMATION:

NOSC ALAMEDA:

[https://private.navyreserve.navy.mil/RCC Southwest/Alameda/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Southwest/Alameda/Pages/default.aspx)

DRILL DATES: 10/13-14, 20-21; 11/3-4, 17-18;
12/1-2, 15-16; 1/5-6, 26-27; 2/9-10, 23-24

ADDRESS: 2144 Clement Avenue,
Alameda, CA 94501
Daytime Phone: (510) 814-2605
After Hours Phone: (510) 967-5143

NOSC BALTIMORE:

[https://private.navyreserve.navy.mil/RCC Mid Atlantic/Baltimore/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Mid%20Atlantic/Baltimore/Pages/default.aspx)

DRILL DATES: 10/13-14; 11/3-4; 12/1-2; 1/5-6;
2/9-10; 3/2-3; 4/6-7; 5/4-5; 6/1-2;
7/13/14; 8/10-11; 9/7-8

ADDRESS: 1201 Halsey Place,
Baltimore, MD 21230
Daytime Phone: (410) 752-4561
After Hours Phone: (443) 695-1714

NOSC CHARLESTON:

[https://private.navyreserve.navy.mil/RCC Southeast/Charleston/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Southeast/Charleston/Pages/default.aspx)

DRILL DATES: 10/6-7; 11/3-4; 12/1-2; 1/5-6;
2/9-10

ADDRESS: 1050 Remount Road, Bldg.
3370 N. Charleston, SC 29406
Daytime Phone: (843) 743-2620
After Hours Phone: (843) 906-1970

NOSC EVERETT:

[https://private.navyreserve.navy.mil/RCC Northwest/EVERETT/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Northwest/EVERETT/Pages/default.aspx)

DRILL DATES: 10/6-7; 11/3-4; 12/1-2; 1/5-6;
2/2-3; 3/2-3; 4/6-7; 5/4-5; 6/1-2;
7/13-14; 8/3-4; 9/7-8

ADDRESS: 2000 West Marine View
Dr., Bldg 2106, Everett, WA 98207
Daytime Phone: (425) 304-4777
After Hours Phone: (360) 340-6718

NOSC FT. DIX:

[https://private.navyreserve.navy.mil/RCC Mid Atlantic/Fort Dix/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Mid%20Atlantic/Fort%20Dix/Pages/default.aspx)

DRILL DATES: 10/13-14, 27-28; 11/3-4, 17-18;
12/1-2; 1/12-13, 26-27; 2/9-10,
23-24

ADDRESS: 5951 Newport Street,
Fort Dix, NJ 08640
Daytime Phone: (609) 562-1567
After Hours Phone: (609) 351-375

NOSC HOUSTON:

[https://private.navyreserve.navy.mil/RCC Southeast/Houston/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Southeast/Houston/Pages/default.aspx)

DRILL DATES: 10/13-14, 27-28; 11/17-18; 12/1-2,
15-16; 1/12-13, 26-27; 2/9-10, 23-
24

ADDRESS: 14555 Scholl St.,
Houston, Texas 77034
Daytime Phone: (832) 380-7400
After Hours Phone: (713) 502-2731

NOSC LOS ANGELES:

[https://private.navyreserve.navy.mil/RCC Southwest/LOS ANGELES/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Southwest/LOS%20ANGELES/Pages/default.aspx)

DRILL DATES:

10/13-14, 20-21; 11/3-4, 17-18;
12/1-2, 8-9; 1/5-6, 12-13; 2/9-10,
23-24

ADDRESS: 5631 Rickenbacker Rd.,
Bell, CA 90201
Daytime Phone: (323) 980-7131
After Hours Phone: (310) 617-8380

NOSC MIAMI:

[https://private.navyreserve.navy.mil/RCC Southeast/Miami/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Southeast/Miami/Pages/default.aspx)

DRILL DATES:

10/6-7; 11/3-4; 12/1-2; 1/5-6; 26-
27; 2/9-10, 23-24

ADDRESS: 18650 NW 62 Avenue,
Hialeah, FL 33015
Daytime Phone: (305) 628-5150
After Hours Phone: (305) 336-5572

NOSC NEW ORLEANS:

[https://private.navyreserve.navy.mil/RCC Southeast/New Orleans/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Southeast/New%20Orleans/Pages/default.aspx)

DRILL DATES:

10/13-14; 11/17-18; 12/8-9; 1/12-
13; 2/23-24; 3/16-17; 4/13-14;
5/18-19; 6/8-9; 7/20-21; 8/10-11

ADDRESS: 400 Russell Ave, New
Orleans, LA 70143
Daytime Phone: (504) 678-8205
After Hours Phone: (504) 235-8638

NOSC NEW YORK:

[https://private.navyreserve.navy.mil/RCC Mid Atlantic/New York City/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Mid%20Atlantic/New%20York%20City/Pages/default.aspx)

DRILL DATES:

10/13-14, 27-28; 11/3-4, 17-18;
12/1-2; 1/12-13, 26-27; 2/9-10,
23-24

ADDRESS: 4 Pennyfield Avenue,
Bronx, NY 10465
Daytime Phone: (718) 892-0312
After Hours Phone: (646) 342-3754

NOSC NORFOLK:

[https://private.navyreserve.navy.mil/RCC Mid Atlantic/Norfolk/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Mid%20Atlantic/Norfolk/Pages/default.aspx)

DRILL DATES:

10/13-14, 27-28; 11/3-4, 17-18;
12/8-9; 1/12-13 26-27; 2/9-10 23-
24

ADDRESS: One Navy Drive, Virginia
Beach, VA 23459
Daytime Phone: (757) 318-4500
After Hours Phone: (757) 635-4548

NOSC QUINCY:

[https://private.navyreserve.navy.mil/RCC MID ATLANTIC/QUINCY/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20MID%20ATLANTIC/QUINCY/Pages/default.aspx)

DRILL DATES:

10/13-14; 11/3-4; 12/1-2; 1/12-13;
2/9-10; 3/2-3; 4/6-7; 5/4-5; 6/1-2

ADDRESS: 85 Sea St., Quincy, MA
02169
Daytime Phone: (617) 753-4600
After Hours Phone: (617) 777-7245

NOSC SAN DIEGO:

[https://private.navyreserve.navy.mil/RCC Southwest/San Diego/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Southwest/San%20Diego/Pages/default.aspx)

DRILL DATES:

10/20-21; 11/3-4, 17-18; 12/1-2,
8-9; 1/12-13, 26-27; 2/9-10, 23-24

ADDRESS: 9955 Pomerado Rd
San Diego, CA 92145
Daytime Phone: (858) 537-8040
After Hours Phone: (619) 571-5318

NOSC TAMPA:

[https://private.navyreserve.navy.mil/RCC Southeast/Tampa/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Southeast/Tampa/Pages/default.aspx)

DRILL DATES:

10/13-14 27-28; 11/3-4 17-18;
12/1-2; 1/12-13 26-27; 2/9-10 23-
24

ADDRESS: 2750 Southshore, Ave.,
Tampa, FL 33621828-1971
Daytime Phone: (813)828-1917
After Hours Phone: (813) 486-0236

NOSC WASHINGTON, DC:

[https://private.navyreserve.navy.mil/RCC Naval District Washington/NOSC WASHINGTON/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Naval%20District%20Washington/NOSC%20WASHINGTON/Pages/default.aspx)

DRILL DATES:

10/13-14, 20-21; 11/3-4, 17/18;
12/1-2, 8-9; 1/12-13, 26-27; 2/9-
10, 23-24; 3/9-10, 23-24

ADDRESS: 1 San Diego Loop Bldg.
3282 Andrews AFB, MD 20762
Daytime Phone: (240) 857-4880
After Hours Phone: (240) 857-4880

NOSC WEST PALM BEACH:

[https://private.navyreserve.navy.mil/RCC Southeast/West Palm Beach/Pages/default.aspx](https://private.navyreserve.navy.mil/RCC%20Southeast/West%20Palm%20Beach/Pages/default.aspx)

DRILL DATES:

10/13-14; 11/17-18; 12/8-9; 1/12-
13; 2/8-10; 3/16-17; 4/13-14; 5/
18-19; 6/8-9

ADDRESS: 1227 Marine Drive, West
Palm Beach, FL 33409
Daytime Phone: (561) 687-3954
After Hours Phone: (561) 315-7888

Navy Operational Support Center's (NOSC): NOSC's normal working hours are between 0800 and 1630 Monday through Friday. All SSRG members are directed to their closest NOSC for PHA, Physical Fitness Assessment (PFA) and CAC issues. Per RESPERSMAN 1534-010, NOSC's are required to provide appropriate medical and dental support for all SSRG officers, either voluntary or required participation, to include: PHA, HIV testing, PFA, and Body Composition Assessment (BCA) pursuant to NAVRESFOR Message 081849Z AUG 11. All questions about support to SSRG officers should be directed to the SSOP Program Office email or phone.

Members going to a NOSC for a PHA or PFA are directed to contact the SSO Program Office to acquire Non-Pay Drill (IPA) orders. These orders provide the member points for completing the requirements and the NOSC with a proper chain of custody.

The list of NOSCs above is not all inclusive. Please reference the back page of the TNR magazine or the Navy Reserve Homeport for your closest NOSC and contact information.

STRATEGIC SEALIFT DETACHEMENTS

SSD	Position	Rank	Name	Cell Phone	Work Phone	Email
Boston, MA	OIC	LCDR	William Hughes	(703) 801-4208	(202) 781-3799	william.r.hughes4@navy.mil
Boston, MA	AOIC	LCDR	Kara Riseborough		(301) 669-4948	kara_santos@yahoo.com
NYC, NY	OIC	CDR	Robert Edel	(631) 742-3248	(212) 208-4238	robert.edel@libertyU.com
NYC, NY	AOIC	LT	Paul Wolfinger	(484) 332-4595		paul.wolfinger@navy.mil; pwolfinger@gmail.com
Charleston, SC	OIC	CDR	Jorge Gracia	(443) 878-3571	(202) 231-7046	jorge.gracia@navy.mil; jgraciausn@hotmail.com
Charleston, SC	AOIC	CDR	Edward Billie		(202) 685-5814	edward.c.billie@navy.mil
Fort Lauderdale, FL	OIC	CDR	Richard Coleman	(925) 685-6849 (h)	(510) 385-5663	rich6849@yahoo.com
Fort Lauderdale, FL	AOIC	LCDR	Tim DiPietropolo	(305) 608-6414	(305) 794-5449	Tim.dipietropolo@gmail.com
Norfolk, VA	OIC	CDR	Andrew Troy	(202) 603-2084	(202) 372-3016	Andrew.S.Troy@uscg.mil
Fort Dix, NJ	OIC	CDR	David Fillis	(203)434-5485	(203) 662-2668	ssdftdix@gmail.com; david.fillis@heidmar.com
Fort Dix, NJ	AOIC	LTJg	Alicia Pauls	(315)877-3854	(202)685-5735	alicia.i.pauls@navy.mil
Miami, FL	OIC	CDR	Merwyn Oliveria	(504) 444-3987	(504) 262-5200	moliveria@eagle.org
Houston, TX	OIC	CDR	Randy Bice	(507) 514-8600		randy.bice@gmail.com
Houston, TX	AOIC	LTJG	Christopher Reid	(231) 620-3012		christopher.rvan.reid@gmail.com
Tampa, FL	OIC	LT	Lindsay Conte	(813) 447-9823	(813) 209-0645	lconte@osg.com; lindsay.conte@navy.mil
Everett, WA	OIC	LCDR	Nathan Anderson	(360) 908-5212	(360) 340-2766	nathan.r.anderson@navy.mil
Everett, WA	AOIC	LCDR	Adam Alburger	(360) 281-2423		adam.alburger@navy.mil; adamalburger@gmail.com
Los Angeles, CA	OIC	CDR	Steve Ruggiero	(562) 619-4742	(562) 283-7810	steve.ruggiero.navy@gmail.com; ruggiero@polb.com
Los Angeles, CA	AOIC	LTJG	Joshua Quaye	(626) 840-2846		joshquave@gmail.com; joshua.quave@navy.mil
San Diego, CA	OIC	CDR	Jesus Rivas	(661) 331-6570	(661) 331-6570	jes.rivas.usn@att.net; jesus.rivas1@navy.mil
San Diego, CA	AOIC	LCDR	Ralph Hulbert	(714) 624-8640	(657) 622-0242	ralph.hulbertjr@ge.com; ralph.hulbert@navy.mil

1. **Musters:** All SSO's interested in participating in a SSO Muster should contact their Strategic Sealift Detachment (SSD) OIC/AOIC for dates and information. Musters are one day events, providing SSRG members an opportunity to complete a PHA, be briefed on program requirements, be mentored, or provide mentoring to SSO's and work with the SSD at the NOSC. Muster general information:

- a. Musters are paid events (~\$220), providing a stipend for each member that is the same, regardless of pay-grade.
- b. Travel and per-diem to and from the muster is not provided.
- c. One paid muster event per fiscal year is authorized; may attend on non-pay drill orders multiple times per year.
- d. Retirement points are not provided for a paid muster; non-pay orders to a muster will earn points based on the number of drills attended.
- f. Muster events may incorporate a second day on non-pay orders to accommodate the PFA and other General Military Training (GMT).
- g. Please refer to the RESPERSMAN Articles (1534 series) for more information about musters and non-pay orders.

*****FY 13 SSD MUSTER SCHEUDLE IS POSTED IN THE SEPTEMBER 2012 POM *****

DEFENSE TRAVEL SYSTEM (DTS) CORNER:

1. Implementation of the Non-DTS Entry Agent (NDEA) for DTS Authorization for SSOP members. Starting 1 October 2012, after a member's NROWS orders have been fund approved, the SSOP office will be creating your DTS Authorizations for that travel via our NDEA. You will no longer be required to go into DTS after your orders are approve and book your own travel. This will streamline the process and ensure the most accurate travel means are correctly booked. After your travel is completed via our NDEA, please do not change any of the information within your authorization. By doing so, you could possibly jeopardize your travel arrangements and risk losing your flights. Once your ADT orders are completed, you will then log into DTS and complete your travel voucher for your reimbursements.

2. DTS is a DOD approved website for arranging and processing travel. Currently there are few reasons why DTS cannot be used for processing travel:

- a. Accounting data other than SSOP
- b. Back-to-back orders
- c. Local orders that do not reimburse per-diem
- d. Members not issued initial CAC cards
- e. Other issues that have been substantiated by the CNRFC N14 department.

2. If the member falls into any of the above listed reasons for not using DTS, SATO will book the member's travel within 72 hours of departure.

3. Normal processing via DTS:

- a. NROWS orders are approved
- b. NROWS updates a "shell" of information into DTS
- c. DTS requires the member to register in order to reflect information
- h. Flights will be paid for 72 hours prior to travel day. If members adjust any part of the travel arrangement then it will cause for your authorization to go through the DTS process again. This can be a timely procedure and could cause flights not to be paid for or the ADT to be cancelled.

SECURITY CORNER:

1. The United States Navy is currently implementing a mandatory social security number usage reduction. What this will mean to our SSOP member's is we will no longer be able to email or fax you documents with your full social security number. This will affect a large number of documents that pass between our member's and our office. Please review the DON OIC message located on our N14 SharePoint site for further guidance.
2. If you are going on ADT, please ensure that you have the proper level security clearance to complete the ADT. You should also add the security requirement on your NROWS application. This ensures that your site visit request is submitted in a timely manner. For questions regarding security please contact the office. Secret level clearances are valid for ten years from closed date of the investigation. Top Secret clearances are valid for five years and then convert to a secret for the next five years. Clearances can be revoked for certain reasons.

CFL CORNER:

1. Uniform wear. You must wear the uniform of the day or the official Navy PT gear in order to score the BCA. Members participating in the PRT must wear the Navy PT uniform which includes: Yellow Navy PT shirt, Blue PT shorts, white socks, and sneakers of choice. You may order the Navy PT gear in the store or online through the Navy Exchange (NEX) at: <https://www.mynavyexchange.com/>. For further information regarding Physical Readiness go to NPC's website: <http://www.public.navy.mil/bupers-npc/support/physical/Pages/default2.aspx>
2. Need Help with diet and good food choices, check out: <http://www.choosemyplate.gov/>

MEDICAL CORNER:

1. Required Influenza vaccinations for Individual Medical Readiness (IMR). There are several options you have to complete your requirements for obtaining your Influenza shot or mist. Your medical provider can administer the mist or shot, update your civilian medical record and you provide proof to the SSOP office. You may also go to a military medical provide, your local pharmacy (i.e. Walgreen, Rite Aid, CVS, etc.), or if you on board a vessel that is administering the flu shot or flu mist, when completed, submit your documentation to the SSOP office for medical record updating.

2. There are several options for completing your PHA/Individual IMR requirements.

a. First Option: PHA & Dental appointment during a Drill weekend. Most NOSCs only schedule PHA and dental services on drill weekends.

b. Second Option: Completing IMR requirements at a Navy Military Treatment Facility (MTF) while in a duty status

3. Per the attached guidance, Reserve members may complete IMR requirements at a Navy MTF while in a duty status. Reserve members are required to be in a military status (on approved Inactive Duty Training (IDT), Non-pay IDT, Inactive Duty Training Travel (IDTT), Non-pay IDTT, Annual Training (AT), or ADT orders). Members must be in compliance with IDT requirements to receive drill credit. Each member will be responsible for scheduling the required appointments with the Navy MTF prior to reporting to complete IMR Requirements. When reporting to the MTF to complete IMR requirements, members must be in the uniform of the day and have approved orders in hand. It is the member's responsibility to forward all exams, blood work, and immunization completed at other facilities to SSO Health Services once complete.

a. Individual Medical Readiness Requirements that may be complete at MTF while on approved orders.

(1) Periodic Health Assessment (PHA)

(2) Dental Exam (COMPLETE AT SAME TIME)

(3) Readiness Laboratory Studies. Basic laboratory studies required for a service member to be deployable are: blood type and Rh factor, G6PD status, and Human Immunodeficiency Virus (HIV) antibody.

b. Immunizations:

(1) Hepatitis A (TWINRIX) may be substituted per CDC and manufacturer recommendations)

(2) Hepatitis B (TWINRIX) may be substituted per CDC and manufacturer recommendations)

(3) Polio Vaccine (IPV)

(4) Tetanus/diphtheria/pertussis (Tdap is a onetime booster between ages 11-64 years) or Tetanus/diphtheria (Td)

(5) Measles, Mumps, and Rubella (MMR)

(6) Influenza. The influenza vaccination is required beginning 1 September and is overdue if not administered by 1 January of the current flu season.

SERVICE RECORD DOCUMENT SUBMISSION:

1. The Records Support Division (PERS-31) provides Navy service record and mainframe automated record support services. Services are provided to active duty, discharged, retired Navy service members and their families, personnel offices, other Department of Defense, state, federal and local agencies, and members of the general public.
2. The Records Support Division consists of the following Branches:
 - a. Records Analysis Branch, PERS-312
Records Management Policy Branch, PERS-313
Mailing Address
 - 1) NAVY PERSONNEL COMMAND
[enter the appropriate PERS Code, (i.e. PERS 31)]
5720 Integrity Drive
Millington, TN 38055-3120
For Support Services (PERS-312)
 - b. Phone: (866) 827-5672 or DSN: 882-5672
Fax: (901) 874-2851 or DSN: 882-2851

Note: Fax documents do not go in the Official Military Personal File (OMPF) record. Please do not fax document(s) that are to be filed (scanned) to your record. Fax document(s) can be removed if inadvertently scanned to record without any notice.

c. The guidelines for submitting Officer OMPF documents are contained in BUPERSINST 1070.27, and the NAVY MILITARY PERSONNEL MANUAL (articles in the 1070 series).

3. Document Submission Responsibility

- a. When submitting documents to other offices or agencies you must ensure the below criteria is met. The other offices/agencies will only process your document(s) to update your online record and will forward the document(s) to PERS-313 for filing to the OMPF record.
- b. Once the document(s) is received by PERS-313 and they do not meet the below criteria the document(s) will not be filed to record:
- c. The document is the "Original Signed" service record copy of the document if required by the regulation directing the documents filing in the OMPF, i.e. Original Record of Emergency Data, Original NAVPERS 1070/604 or 1070/613 from the Field Service Record.
- d. The document is of actual size - no reduction or enlargement

e. If the document is a copy, such as an Award Citation; ensure it is of good quality with black lettering and white background - no fuzziness or light print (Do Not submit colored prints - colored prints do not scan well to the OMPF)

f. The document does not contain Privacy Act information on another service member

g. The document does not duplicate information already in the OMPF record (example: Do not submit course completion certificates if already recorded onto the page 4's (NAVPERS 1070/604). The same also applies, do not submit these certificates because they should be recorded onto the page 4's.

h. The social security number is recorded on the document - if not, handwrite in the upper left corner

i. For additional guidance on submission requirements, see enclosure 1 to the BUPERINST 1070.27.

j. Some of the most common documents that need to be forwarded to another office are:

k. Official Transcripts (that indicate a degree or college credits was earned): Submit only Official Transcripts in envelopes sealed by the university (diploma/certificates will not be accepted) to:

Officers must mail transcripts to:
Navy Personnel Command
PERS-45E
5720 Integrity Drive
Millington, TN 38055-4500

Note: Transcripts must be submitted by one of the offices listed above regardless whether they are listed in SMART, ODC, OSR, PSR, ESR or any other corporate data record.

l. Evaluation Reports, Fitness Reports (this includes any documents that pertain to them such as correction letters, extension letters; and statements) - must be sent to: NPC, PERS-32.

m. U.S. Military Decorations (Personal Awards like Navy Achievement Medal (NAM), Navy Commendation Medal (NCM), Meritorious Service Medal (MSM)) - Must be sent to: Your command's Navy Department Awards Web Service (NDAWS) Authority, Document Submission Criteria

1) Fax / Email Attachments

Faxed documents or email attachments will not be accepted for filing into the OMPF record. (See "Important Notes" under Contact Us for additional guidance on submission)

2) Full SSN

It is critical to ensure the SSN is on each document, if a document does not have an SSN or the SSN is incorrect, the document will be placed on hold until it can be researched causing further delay in getting in the record. An incorrect name (i.e. initials, nickname) or because there is more than one person with the name that is on the document will complicate the research.

n. Every Sailor should maintain a copy of any and all service record documents; this includes documents that are not filed into the OMPF record, in a safe location just as you would for all your important documents.

o. Typical SSO Document Submission Routing:

<u>1) Document</u>	<u>Location</u>
FITREPS	PERS-32
Transcripts	PERS-45E
Official Photo	PERS-313
NRQQ	PERS-313
Page 13	PERS-313
Citation of Award (NAM or higher)	PERS-313 and NDAWS authority
DD-214	PERS-313

Please call the Program Office if you have any questions or concerns.