

DEPARTMENT OF THE NAVY

FACILITIES ENGINEERING COMMAND, ATLANTIC DIVISION ENGINEERING FIELD ACTIVITY ATLANTIC (EFA LANT)



COMMANDER, EFA LANT
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Naval Reserve, Officer in Charge of Construction, Atlantic (NR OICC LANT UIC 85533)
Naval Reserve Contingency Engineering Unit, Atlantic (NR CEU LANT UIC 88807)
Naval Reserve, Environmental Engineering Unit, Atlantic (NR EEU LANT UIC 85503)
Naval Reserve, Voluntary Training Unit EFALANT (NR VTU EFALANT)

PLAN OF THE QUARTER

12-13 April 2003

17-18 May 2003

07-08 June 2003

THE PLAN OF THE MONTH CONTAINS OFFICIAL AND UNOFFICIAL INFORMATION
READ IT AND FAMILIARIZE YOURSELF WITH ITS CONTENTS

UIC: 85533 OICC	UIC: 85503 EEU	UIC: 88807 CEU	VTU
Commanding Officer CAPT Michael Price	Commanding Officer CAPT David Laib	Commanding Officer CAPT(S) T. Newdome	Commanding Officer CAPT Paul Krug
(H) 508-650-9378	(H) 703-690-2981	(H) 334-215-1898	(H) 860-464-8397
(B) 508-652-1660	(B) 202-625-4246	(B) 334-832-3650	(B) 860-694-4563
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LOCATION: Atlantic Division, Naval Facilities Engineering Command (AUC 62470)

Attn: EFA LANT, 1510 Gilbert Street, Norfolk, VA 23511-2699

EFA LANT: (757) 322-4563/4953 Fax (757) 322-4957 DSN: 262-xxxx

E-mail: EFALantHQ@efdlant.navy.mil

Web Page: www.lantdiv.navy.mil

N&MCRC Norfolk: (757) 462-8001

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Uniform of the Day

Officers/CPO's - Prescribed: Winter Blues; Alternate: Service Khaki W/Ribbons, CUUs
Enlisted – Prescribed: Winter Blues; Alternate: CUUs

FY-03 Drill Dates (Core dates in bold)

12-13 April	12-13 July
17-18 May	09-10 August
07-08 June	05-06-07 September

Drill Schedule

Saturday	Sunday
0730 Muster	0730 Muster
0800 Training	0800 Training
1130 Lunch	1130 Lunch
1230 Muster	1230 Muster
1300 Class	1300 Class
1630 Secure	1630 Secure

Suspense Items

Due Date	Item	Responsibility	Submit to
Monthly-30 th 15 Apr 03	Time Keeping/Manpower Activity Summary FY-03 Quarterly SITREP input	All members OPSO, TO	Via Website DCOS Admin

General Administrative Notes

PLAN OF THE QUARTER –Inputs for the POQ are to be provided NLT COB Thursday of the drill weekend in November, March, June, and September. Please send POQ inputs to EFALanthHQ@efdlant.navfac.navy.mil, and use the subject “POQ INPUT” in the e-mail.

EFA LANT Website. The Website contains items of interest to EFA LANT members. The attached guidelines contain information on how the website is organized and how to submit information to be placed on the website.

- The website is located at <http://www.lantdiv.navfac.navy.mil>
- Some of the information on the web site is password protected so you need to log in to access certain information. When you see the *log in* box, enter the following information: {Don't type in the “ ”}

Username: “**naval**”
Password: “**seabee11**” Password is case sensitive

RECALL BILL: Email Recall Bill corrections and additions to EFALanthHQ@efdlant.navfac.navy.mil and to your Department Head/Executive Officer. Please use the subject “RECALL CHANGES” in the e-mail.

APPLY PROGRAM: The Apply program web-site is up and open for business at: <https://apply.nola.navy.mil>

Important Deadlines for the Apply Program include:

Registration NLT 01 May 2003

Modifying Dream sheet 18 May 2003

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SPRING 2003 PRT is scheduled for April drill. Make-up PRT will be held in May. – All members are reminded that PRT pre-screening and Body Composition Assessment (BCA) must be completed prior to PRT. **There are new requirements in the PRIMS (PRT) program that will impact you. The significant changes are outlined below:**

Each member **MUST** log onto BUPERS Online (BOL) (<https://www.bol.navy.mil>) 10-12 weeks prior to the Physical Readiness test and complete the following:

1. After entering the BOL system click on the “PRIMS” button and log on to that site using your same BOL account ID and password.
2. Click on the PARFQ (Physical Activity Risk Factor Questionnaire) button in the upper left hand corner of the web-page.
3. Answer each of the questions in the questionnaire and hit the “Save” button when complete. This will update your PRIMS record at BUPERS.
4. After you hit “Save”, hit the “Print PARFQ” button. The member should sign on the PARFQ and turn into the Unit CFL. The unit CFL should maintain the questionnaire.
5. If the member answered yes to any of the questions, hit the “Print SF600” button. The member must then take the questionnaire and the SF600 to Medical for clearance to participate, or a waiver.

Note - If the member does not have a PARFQ on file or a current SF600 short form, they will be considered a non-participant and a PRT failure.

Each member must have an annual certification/short form physical prior to participating in the Physical Readiness Test, normally conducted during the birth month. The Reserve Forces already meets this requirement with the annual birth month review, so if the short form is current within 12 months of the Physical Readiness Test, and there are no yes answers on the PARFQ, then there should be no need to duplicate the SF600.

ACTING SECRETARY OF THE NAVY: Effective 7 February 2003, The Honorable Hansford T. Johnson is acting Secretary of The Navy until further notice.

CHANGE IN TITLE OF OFFICIAL IN COMMAND: The Secretary of Defense has directed that the title Commander in Chief be reserved solely for the President of the United States. As a result, effective immediately, the following titles are changed:

From	To
Commander in Chief, U S Atlantic Fleet	Commander, U S Atlantic Fleet
Commander in Chief, U S Pacific Fleet	Commander, U S Pacific Fleet
Commander in Chief, U S Naval Forces Europe	Commander, U S Naval Forces Europe

IMPORTANT CHANGE to –IDTT Travel Claim Procedure: IDTT Travel Claims are now liquidated through the local RESCEN/PSD. **Do not send your orders to NAVFAC to be liquidated.** As reserve centers/PSD tend to vary in procedures, coordinate procedures with your local RESCEN/PSD. General guidance:

- On the Travel claim (DD 1351-2) and cover letter place your E-mail address.
- Upon liquidation of your travel claim submit amount (including GTR Ticket price) to EFALanthQ@efdlant.navy.mil. Timely submission of these figures will allow additional funded IDTT to the unit. (This may be done by just forwarding your travel voucher.)

DENTAL PREMIUMS – On 01 Jan 01 Naval Reservists became eligible for dental assistance. Drillings reservists may now have dental premiums deducted monthly from drill pay. Other options include

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automatic monthly premium deduction from a credit card or checking/savings account, or payment by check/money order on a monthly, quarterly, semi-annual or annual basis. All payments must be paid in advance.

ELIMINATION OF OFFICER SERVICE RECORD. The requirement for PSD's to maintain SELRES officer service records has been deleted. Officers must pick up their service records from their local PSD and are encouraged to maintain copies of any documents previously kept in their field service record. The PSR may be viewed and printed online at: <http://www.bol.navy.mil>

RESERVISTS CAN VIEW STATEMENTS AND RECORDS ONLINE - Navy Reservists can view their Annual Retirement Point Records (ARPR) and Annual Statements of Service History (ASOSH) online in a secure environment, 24 hours a day, seven days a week. To access this resource, each member must log on go to the BUPERS online (BOL) secure portal www.bol.navy.mil. With the advent of the ARPR and ASOSH online, mailing of paper copies will eventually be eliminated.

CHANGES TO UNIFORM REGULATIONS

The following revisions have made been to the U.S. Navy Personal appearance policy and are effective immediately:

- a. Hair/Grooming/Personal Appearance while in uniform shall present a neat, professional appearance in accordance with the "good judgment of leaders at all levels"
- b. Tattoos/Body Art/Brand are not permitted on the head, face, neck, or scalp. Tattoos/Body Art/Brands are prohibited elsewhere on the body that are prejudicial to good order, discipline and morale or that are of a nature to bring discredit upon the Naval service.
- c. Mutilation, intentional body mutilation, piercing, branding/intentional scarring that are excessive or eccentric are prohibited.
- d. Dental Ornamentation, the use of gold, platinum or other veneers or caps for the purpose of ornamentation are prohibited. Teeth, whether natural or capped or veneer, will not be ornamented with designs, jewels, initials, etc.

Further clarifications can be found in NAVADMIN 242055Z dated Jan 03 and will be reflected in the next change to the uniform regulations, NAVPERS 15665.

CHANGE IN TIME LIMITATION FOR USE OF MONTGOMERY GI BILL: Title 10, United States Code has been amended to extend the Montgomery GI Bill-Selected Reserve (MGIB-SR) educational benefit from 10 years to 14 years from a members date of basic eligibility. For further information contact COMNAVRESFOR N122 at toll-free 1-800-621-8853.

MID-TERM COUNSELING RESPONSIBILITIES AND SCHEDULE:

- **Member** – (1) Verify the information on the counseling sheet for correctness. If corrections are needed, forward corrections to Admin and Drafter. (2) Use the input sheet to detail significant work accomplished for your Eval/Fitrep drafter and submit directly to him.
- **Department Heads** – After counseling member complete blocks 29-32 and forward to unit XO.
- **Unit XO** – Collect counseling sheets from Department Heads ensuring all required information is complete and forward forms to ADMIN.
- **Admin** – input counseling dates and counsel information in NAVFIT Database and file counseling form in member's folder.

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EVAL/FITREP/COUNSELING –All inputs are to be provided in NAVFIT '98A format. **Due dates:**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
O5/4			Counsel				Mbr Input to DH	XO Draft to Admin	Due 9/30			
O3				Counsel				Mbr Input to DH	XO Draft to Admin	Due 10/31		
O2/1			Counsel				Mbr Input to DH	XO Draft to Admin	Due 9/30			
W1-4	Mbr Input to DH	XO Draft to Admin	Due 3/31						Counsel			
E9		Mbr Input to DH	XO Draft to Admin	Due 4/15						Counsel		
E8/7			Counsel				Mbr Input to DH	XO Draft to Admin	Due 9/15			
E6					Counsel				Mbr Input to DH	XO Draft to Admin	Due 11/15	
E5	Mbr Input to DH	XO Draft to Admin	Due 3/15						Counsel			
E4				Mbr Input to DH	XO Draft to Admin	Due 6/15						Counsel
E1-3	Counsel				Mbr Input to DH	XO Draft to Admin	Due 7/15					

Operations Notes

NOWS PROGRAM: AT, ADT, and IDTT order requests must be submitted electronically using the NOWS system. The NOWS website is <https://nows.cnrf.navy.mil/now/login.stm>.

SECURITY CLEARANCES FOR AT/IDTT: If you will need to have access to classified information in order to perform your AT/IDTT it must be clearly annotated during the orders application process in the NOWS System. This should cue your RESCEN Security Department to submit a Visit Authorization Letter (VAL). It is the individual members responsibility to validate the RESCEN has forwarded the appropriate information prior to your departure.

ANNUAL TRAINING(AT)/CONTRIBUTORY SUPPORT UPDATE: EFALANT is currently over 80% tasked for members initial Annual Training, all assignments will be made by the end of March. All members are expected to perform Annual Training (AT). AT waivers for compelling and justifiable reasons will be reviewed on an individual basis through the individual unit (OICC/EEU/CEU) chain of command. ALNAVRESFOR 037/02 dated 16DEC02 (available via the CNRF website) allows up to 29 days of AT and 29 days of ADT...please read the entire message. EFALANT does not currently have ADT available, these days may be available from customers. Keep your IPTL updated on your AT start date, and number of days, advise your IPTL and the AT Coordinator (CDR Lin) of changes. It is incumbent upon the individual to coordinate all aspects of the AT with the assigned activity and your RESCEN. If there are variations from the AT execution plan, notify your IPTL.

TIMEKEEPING/OPERATIONS REPORTING: All unit activity - contributory support, training, administrative work, AT, ADT, etc., needs to be reported monthly. Everyone in the unit must update information via the Timekeeping web page at <http://www.lantdiv.navfac.navy.mil>

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Once in the web-page the timekeeping site can be accessed by selecting the following buttons: “Organizations”, then “EFALANT” and finally “Monthly Time & Skills Input”

Initial login: New Members user names will be published separately. The initial password will be “Seabee.” After login, members will use the button keys to update their timekeeping and enter their skills listing and resumes. Technical questions should be sent to LCDR Bryan Anschuetz at the following: Bryan@icatchernetwork.com or bryan@websonite.net

CONTRIBUTORY REPORTING/DOCUMENTATION: EFALANT members are reminded that completion reports and customer evaluation are required upon the completion of a call for work task item, no matter how (AT/ADT/ADSW/drills) the task item was performed. Only training tasks are excluded from the completion report requirements. Report formats are located on the LANTDIV/EFALANT secure website in a MS Word format. Reports are to be sent to: EFALANTHQ@efdlant.navy.mil Questions regarding AT/Contributory Support can be directed to the IPT leader or CDR Lin, EFALANT AT coordinator.

NAVY LEADERSHIP TRAINING CONTINUUM (LTC) – All E-6 personnel with a time-in-rate date after 1 Sep 97, who have not completed First Class LTC, must do so before participating in the advancement exam for Chief. All E-7 personnel with a time-in-rate date after 1 Sep 97 must complete CPO LTC before consideration by the E-8 Selection Board. Reference: BUPERSINST 1430.16E (page 2 – 11).

NAVAL ADVANCEMENT COURSES: RESCEN Training Offices stopped issuing advancement courses in January. All NETPDTC courses are now in central enrollment. Once a member is registered and enrolled in a course, NETPDTC will print and ship the course. Students can either submit NRTC assignments for grading on-line or send the answer sheets to NETPDTC for grading. Upon successful completion, NETPDTC will issue course completion confirmation. Specific details of enrollment, registration and grading procedures are listed on the Internet at <http://www.advancement.cnet.navy.mil>.

NAVAL RESERVE SKILLS ONLINE. All SELRES are to register in the Naval Reserve Skills Online (NRSO) website, and update their civilian skills data. This is a mandatory requirement from COMNAVRESFOR. Access the site through at www.usnrskillsonline.com. Members are encouraged to complete this during drills at the RESCEN. If you complete the requirement outside of your Reserve Center, make your Center aware that you have completed it.

DAU COURSE EQUIVALENCIES: EFALANT personnel who took contracting courses through NFCTC, AFIT, ALMC or CECOS need to "re-build" their contracting course file with the Defense Acquisition University (DAU). When DAU was commissioned, many personnel who were no longer on active duty had their files purged. However, in order to be eligible for warranting qualification, Reservists must resubmit their certificates to DAU and request their file be reinstated. Course equivalency information can be found in the on-line DAU catalog at www.dau.mil/catalog/cat2002/Chapter4.pdf. The equivalency information is at the end of the document. Send only those course certificates that are necessary for the current warranting courses. Unnecessary certificates will not be entered in your file.

READINESS UPDATES: As personnel complete Training Courses or Operational ATs, they must contact LCDR Gordon Fox at: Gordon.Fox@nist.gov for updating their ITPs. E-mail notification is preferred but sending a fax of their training certificate is also acceptable.

UPDATING OF ITP'S – All personnel should have received a copy of their Individual Training Plans (ITPs) for initial FY'03 updating. If a member has not received one, contact your Unit Training Coordinator.

GUIDE TO GUARD AND RESERVE FAMILY READINESS TOOLKIT: The following Web-site has a wealth of information to assist service members and their families to prepare for separations during short and long term deployments. <http://www.defenselink.mil/ra/familyreadiness.html>

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EFA LANT Recurring Reports

NAME OF REPORT	TO WHOM	WHEN
POQ	All Hands	Quarterly
Recall Bill	All Hands	Quarterly
Organizational Charts	All Hands	Quarterly
Manpower Utilization Report	OPS	NLT 27 th OF THE MONTH
ADT Tracking Report	CO/XO/OPS/Training	Quarterly
FITREP/EVAL Tracking Report	CO/XO	Monthly (Drill Weekend)
Telephone Calling Card	Card Holders	Monthly
PRT Tracking Report	All Hands	Bi-Annual (April & October)
RUAD	CO/XO/Dept Heads	Monthly (Drill Weekend)

G. E. HARKNESS
By direction