

Apr/May/Jun 2004 – Plan of the Quarter for EFALANT

## DEPARTMENT OF THE NAVY

### ATLANTIC DIVISION, NAVAL FACILITIES ENGINEERING COMMAND ENGINEERING FIELD ACTIVITY ATLANTIC (EFALANT)



COMMANDER, EFALANT  
RADM J. M. McGARRAH

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)

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### PLAN OF THE QUARTER

3-4 April 2004

1-2 May 2004

4-6 June 2004 (CORE DRILL)

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

OICC	EEU	CEU	VTU
Commanding Officer CAPT Michael Price mprice@dacon1.com	Commanding Officer CAPT Karl Clebak Jr. karl.clebak@pseg.com	Commanding Officer CAPT Tom Newdome tpn@ix.netcom.com.com	Commanding Officer CAPT Kent Stephenson <a href="mailto:daniel.k.stephenson1@navy.mil">daniel.k.stephenson1@navy.mil</a>

LOCATION: Atlantic Division, Naval Facilities Engineering Command (AUIC 62470)

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Web Page: [www.lantdiv.navfac.navy.mil](http://www.lantdiv.navfac.navy.mil)

N&MCRC Norfolk: (757) 462-8001

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### Uniform of the Day

Officers/CPO's - Prescribed: Summer White; Alternate: Service Khaki w/Ribbons, CUUs  
Enlisted – Prescribed: Summer White; Alternate: CUUs

### FY-04 Drill Dates (Core dates in bold)

3-4 April	17-18 July
1-2 May	7-8 August
<b>4-5-6 June</b>	<b>10-11-12 September</b>

### Drill Schedule

Saturday	Sunday
0730 Muster	0730 Muster
1130 Lunch	1130 Lunch
1230 Muster	1230 Muster
1630 Secure	1630 Secure

### 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 [EFALantHQ@efdlant.navfac.navy.mil](mailto:EFALantHQ@efdlant.navfac.navy.mil), and use the subject “POQ INPUT” in the e-mail.

**EFALANT WEBSITE.** The Website contains items of interest to EFALANT members. The website is located at <http://www.lantdiv.navfac.navy.mil>. Some of the information on the website is password protected so you need to log in to access certain information.

**NAVAL RESERVE CENTER WEBSITES.** Naval Reserve Center websites are located at <http://reserves.navy.mil>. You will click on the Commander Naval Reserve Forces Command icon and then select the appropriate REDCOM. Some information on the website is password protected so you need to log in to access certain information.

**RECALL BILL:** E-mail Recall Bill corrections and additions to [EFALantHQ@efdlant.navfac.navy.mil](mailto:EFALantHQ@efdlant.navfac.navy.mil) and to your Department Head/Executive Officer. Please use the subject “RECALL CHANGES” in the e-mail.

**SPRING 2003 PRT:** SPRING PRT for local drillers is scheduled for Saturday, 3 April 2004, with make up in May 2004. Start getting prepared.

**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.

**NKO WEBSITE:** NKO affords a tremendous, password-protected, knowledge management environment for collaboration amongst all Navy, Naval Reserve and Retirees. VADM Cotton highly encourages all Naval Reservists to sign on and get their accounts established. Most information in the future will migrate from static Web sites to dynamic, collaboration sites (NKO). Please encourage everyone in your chain of command to subscribe today. The process is easy. <http://www.nko.navy.mil> (you may need to type this directly into your browser URL; NKO seems to have a hard time loading from an Outlook embedded link). Under the **New Users** tile, select **User Registration** and follow the directions. See attachment at end of POQ.

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**BENEFITS/COVERAGES:** A good guide of the benefits/coverages between AT/ADT/PRC/ADSW etc... While it is dated 2001, it covers most of the basics.

<http://www.persnet.navy.mil/pers9/pers92/pers922/benefits.pdf>

**SERVICE RECORD ON CD:** Navy Personnel Command now provides official military personnel files on compact discs. This CD replaces microfiche records and permits sailors to view and print their entire record from any PC with MICROSOFT INTERNET EXPLORER 5.5 or higher. The CD can be requested via mail, fax, by visiting NAVPERSCOM or on BUPERS ACCESS. Go to <http://www.bupers.navy.mil> and click on the BUPERS ACCESS link, login, and under programs, find a link to order your records.

**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					

**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.

**NEWS YOU CAN USE:** Did you know your favorite career bulletin for naval professionals is available online? "Link-Perspective" is now a web-based publication. Starting with the January 2004 issue, the "LINK AND PERSPECTIVE" magazine will be available online. By the summer of 2004, "LINK AND PERSPECTIVE" will go entirely online. To view the January issue, visit [www.bupers.navy.mil](http://www.bupers.navy.mil), click on Navy Publications and then click on the "LINK AND PERSPECTIVE" logo.

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Need information on personnel issues, advancement, pay and benefits, status of orders, or perform to serve? Check out the web-based customer service center at [www.staynavy.navy.mil](http://www.staynavy.navy.mil). It's available to all active, reserve and retired sailors and their families.

**PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM (PRIMS)** was recently upgraded and improved. This new version includes enhanced read-only access, special user access and enhanced reporting procedures. Read-only access is designed for commanding officer, executive officer, command master chief, (and others as designated by the commanding officer) to have access to members' PRT, medical waivers, FEP, and ship shape records in their UIC.

**OFFICER RETIREMENT POLICY:** Due to high retention and low attrition in the officer corps, the Navy continues to offer reduced retirement time-in-grade (TIG) requirements for commanders and captains from three years to not less than two years. Retirement eligible officers in the grades of commander and captain with not less than two years TIG may request a waiver and voluntary retirement in grade. For SELRES commander and captain retirement procedures and TIG policy questions, contact COMNAVPERSCOM (PERS-491B) at (901) 874-4482/4483/DSN 882; email: [samuel.wyvill@navy.mil](mailto:samuel.wyvill@navy.mil).

**MANDATORY PARTICIPATION IN MYPAY FOR DRILLING RESERVISTS:** Effective immediately the hard-copy LES will no longer be issued and personnel will be required to access MYPAY to obtain their LES.

Naval reservists can request a new temporary PIN be mailed to their address of record currently contained in the pay system by accessing the MYPAY website at <https://mypay.dfas.mil> and selecting the "need a new pin" button located on the home page. Allow 10 business days for delivery from the date of request. Delivery time will vary based upon location and postal service volume.

Members may also mail or fax the following information to DFAS in order to establish a new temporary pin. Clearly indicate "MYPAY PIN" on the request and include the following info: full name, social security number (SSN), copy of military photo ID, daytime phone number and signature. The new temp PIN will be set to the last five digits of the member's SSN. The fax number is (216) 522-5800 or DSN 580-5800 or mail the information to DFAS-Cleveland/PMCAA, ATTN MYPAY, 1240 East 9th Street, Cleveland, OH 44199.

**RESERVE FORCE CHANGES:** In the spirit of the New Year, the Pentagon Office of the Chief of Naval Reserve staff has put together a 2003 "out" and 2004 "in" list to summarize recent changes in the Navy's Reserve Force. Here is what is being done to emphasize the Naval Reserve vision, "support to the Fleet...ready and fully integrated".

### Leadership:

- **VADM John Cotton**, Chief of Naval Reserve and Ech II Commander Naval Reserve Force in Washington, DC, ADDU to CFFC, ADM Fallon
- **RADM John Debbout**, Ech III Commander Naval Reserve Forces Command and Deputy Commander Naval Reserve Force in New Orleans, ADDU to CFFC, ADM Fallon
- **RADM Dan Kloeppe**, Ech III Commander Naval Air Force Reserve and Vice Commander Naval Reserve Forces Command in New Orleans, ADDU to CNAF, VADM Malone
- **RDML Dave Anderson**, FFC N8R, Director of Force Integration, working diligently on the ZBR of all NR billets and mapping of NR capabilities

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### Summary of changes:

Out with the old	In with the new
TAR (Training and Administration of Reserves)	FTS (Full-time Support per Title 10)
USNR(TAR) (enlisted designation)	USNR
USNR-R (ready reserve designation)	USNR (this change was actually made years ago)
PCS (Peacetime Contributory Support)	OS (Operational Support)
RLO (Reserve Liaison Officer)	OSO (Operational Support Officer)
Naval Reserve Requirements	Navy Requirements
Naval Reserve Goals	Navy Goals
Naval Reserve Skills	Navy Capabilities
Naval Reserve Equipment	Navy Equipment
New Orleans Reserve "Tri-staff"	Naval Reserve Forces Command (1 staff) in New Orleans

First big change is that instead of the usual TAR term to refer to full-time reservists, we will now use "Full-Time Support" or FTS. This is the term used by Congressional staffers and Title 10 for all the reserve components and better describes what they do...full-time support to the Navy and full-time enabling of Selected Reservists to support the Navy.

We also stopped using the term "peacetime contributory support" for what reservists do to support the Fleet. Instead, we'll use "operational support," because everyone in the Navy does the same work. "OS" is done on every type of orders, AT/ADT/ADSW/Mobilization, as well as drill periods (IDT). RLOs will become OSOs and should be included in planning and training discussions to optimize reserve capabilities and effective utilization of mandays. Numbers of reserves mobilized is not a good metric of the contribution of the Reserve Force to the Navy on a given day, so we're now developing and reporting "OS" to CNO weekly, and the numbers are impressive.

Also, there are no longer any Naval Reserve requirements...only Navy requirements. CNO's goals/priorities are also the Naval Reserve's. The Navy mission is also the Naval Reserve Mission. One Navy, one team, is the message being taking to the 160+ Reserve facilities, and it's being accepted with open arms". We are the Navy's Reserve.

**DEATH GRATUITY INCREASE.** The amount of the Death Gratuity payable to eligible beneficiaries has been increased from \$6,000 to \$12,000. This lump-sum payment is made in the event of death while a member of the armed forces is on active duty or inactive duty for training. Questions regarding the death gratuity can be addressed via the Navy Casualty Hotline at 1-800-368-3202 or email ASCM Stambaugh atT scott.stambaugh@navy.mil.

**NAVFAC NOTICE 5450:** Naval Facilities Engineering Command Component Titles. To enhance "brand identity," reinforce component alignment, and establish consistency, NAVFACENGCOM has adopted a standard naming convention for its component commands. LANTNAVFACENGCOM has been revised to Atlantic Division Naval Facilities Engineering Command or EFD LANT.

**NAVFAC TRANSFORMATION:** On 25 February, the Chief of Civil Engineers, along with several key members of the NAVFAC HQ staff, briefed the CNO on the proposed NAVFAC transformation. The CNO approved the Facilities Engineering Command (FEC) concept. FECs will be commissioned throughout NAVFAC over a period of several years and Public Works Centers and Engineering Field Divisions/Activities will be de-commissioned and morphed into these new commands. This will result in a single NAVFAC entity aligned with each Navy region that will provide the full range of NAVFAC

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products and services at a much lower operating cost than we do today. Without doubt, this is a tremendous opportunity for improvement that will result in dramatic changes. The PowerPoint presentation the Chief used to brief CNO is posted on the EFD LANT Intranet.

**EFALANT BILLET REDUCTIONS:** As a result of earlier studies on the reserve NCF structure, both EFALANT and EFAPAC were directed to reduce their current billet count in FY04. The impact to EFALANT is that the billet count needs to be reduced by 12 officer and 39 enlisted billets.

The following identifies the personnel affected by the reduction. Projected rotation dates (PRD's) are provided for the affected officers. The reductions will be effect in TFMMS very soon. The changes will show on the RUADS in April or May of this year. One of the 12 officer billet reductions will have no personnel impacts as that billet is currently vacant. 31 of the 39 enlisted billet reductions will have no personnel impacts as those billets are also currently vacant.

**OFFICER BILLET REDUCTIONS:** The following billets, which are currently filled, will be lost:

<i>Unit</i>	<i>RBSC</i>	<i>Rank</i>	<i>Last Name</i>	<i>PRD</i>
<b>EEU LANT</b>				
	7005A	LCDR	Stockmaster	2004
	7104A	CDR	Wood	2006
	7069A	ENS	Brown	ADDU
	7092A	ENS	Bullard	ADDU
	7049A	ENS	Babbs	ADDU
	7006A	ENS	Barkley	ADDU
<b>OICC LANT</b>				
	7039A	CDR	Pick	2004
	7070A	LCDR	Jenkins	2004
	7071A	LT	Hall	2005
	7000A	LCDR	Grant	200?
	7002A	ENS	Schwartz	ADDU

The above officers will be listed as IAP on the RUAD after these billets are unfounded.

The CEC officers will be retained until the end of FY04. The “ADDU” billets are CEC officers on the EFALANT RUADS who are actually assigned to work with an NMCB. For the period beginning 1 OCT 2004, all of the above CEC officers will be assigned as detailed at the FY05 CEC Junior Officer Detailing Conference. LCDR Stockmaster would normally have rotated at the end of this year. As he is in zone for CDR, he will be required to enter in the APPLY program as well as submit a “dream sheet” for O4 detailing to obtain a FY05 billet.

The Supply and Line Officers will also be listed as IAP until FY05. CDR Pick would normally have rotated at the end of this year; she will be required to enter in the APPLY program to obtain a FY05 billet. CDR Wood was not planned to rotate this year so he will have to enter the APPLY program to obtain a FY05 billet. LT Hall and LCDR Jenkins will be assigned new billets for FY05 through their normal detailing process. Since LCDR Grant is a very recent affiliation, she may be re-assigned to another billet if one is available now, otherwise she will also be IAP and assigned a billet in FY05.

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**ENLISTED BILLET REDUCTIONS:** The following billets which are currently filled will be lost:

<i>Unit</i>	<i>RBSC</i>	<i>Rank</i>	<i>Last Name</i>
EEU LANT			
	7000A	BUCS	Westover
	7002A	CE1	Cox
	7004A	EO3	Blalock
	7010A	CECS	Polskoy
OICC LANT			
	7020A	DK3	Lahanio-Sibley
	7021A	DK2	Santiago
	7029A	EAC	Vecchio
	7035A	BUC	Hagan
	7049A	UTC	Goodwin

Incumbent enlisted will also be shown on the RUADs as IAP after these billets are unfunded. Once these personnel show IAP, Don Chapman in New Orleans will make assignments to available vacant billets.

For most of these personnel (the OF-13 rates) this will mean assignment to an NMCB Det at their local reserve center. There likely could be some exceptions to this, as some may be assigned to vacant MIUW, CHB, ACB, etc. billets.

For the non-OF-13 personnel (DK2 Santiago and DK3 Lahanio-Sibley), the assignment will probably be made to another unit at the Norfolk Reserve Center.

**MESS MANAGEMENT SPECIALIST (MS) RATING NAME CHANGE TO CULINARY SPECIALIST (CS)** to more accurately reflect the special skills and professional expertise held by members of the Mess Management Specialist (MS) rating, the Navy is changing the name of the rating to Culinary Specialist (CS). The rating badge of crossed keys and quill superimposed upon an open ledger is being retained for the CS rating.

**THE DRUG EDUCATION FOR YOUTH (DEFY) PROGRAM** is a key life skills and prevention program designed for 9 to 12 year-old family members of military and civilian DOD employees. It consists of a week-long summer leadership camp and a year of follow-on mentoring that strengthens youths by providing them with the life skills needed to avoid involvement in drugs, gangs, and crime. DEFY is offered at no cost to both active duty and reserve Navy and Marine Corps commands and provides positive role-model mentoring and community outreach to military personnel and their families. The web site is located at [www.hq.navy.mil/defy](http://www.hq.navy.mil/defy) or contact YNCS Christopher Church at (202) 433-3113/DSN 288.

**ETHICAL CONDUCT.** Read the “Expectation of Ethical Conduct” message from SECNAV attached to this POQ.

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### Operations Notes

**MISSION SUPPORT:** EFALANT's goal for breakdown of manpower is 50% mission support, 30% training and 20% administrative. This breakdown applies to training and monthly drills, thus individual members should perform mission support for half of their monthly drills. This does not allow much time to "find work". Contact your IPTL for assistance. You may want to reschedule/flex drill to avoid "burning up" drill time at the Reserve Center. There is always more work than we can accomplish. Plan your schedule accordingly.

**FIRST CALL LIST: MOBILIZATION READINESS.** All unit members must complete Reserve Readiness Mobilization Checklists and return to the unit XOs by end of April drill weekend, if not completed already. Additionally, all unit members must complete a medical/dental records check with their reserve centers for mobilization readiness by end of April weekend and report any show-stoppers to their XOs.

**REMINDER:** Personnel who are interested and available for mobilization for periods from 30 to 365 days should send an email to CDR Greg Ilkka at [gilkka@co.scott.mn.us](mailto:gilkka@co.scott.mn.us). This is also your opportunity to list any "blackout" times, restrictions or special qualifications for mobilization. There is a high demand for personnel with current ROICC office experience or training.

**NROWS PROGRAM:** The NROWS website is <https://news.cnrf.navy.mil/nrows/>.

**ANNUAL TRAINING (AT) / MISSION SUPPORT UPDATE:** EFALANT is currently 100% tasked for members initial Annual Training. 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. **Keep your IPTL updated on your AT start date, and number of days, advise your IPTL and the AT Coordinator (CDR Greg Ilkka) 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. Upon the completion of the AT, a completion report and customer evaluation form to the customer is REQUIRED to be provided.

**MISSION SUPPORT 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 the task item was performed (AT/ADT/ADSW/drills). Only training tasks are excluded from the completion report requirements. Report formats are located on the LANTDIV/EFALANT secure website in MS Word format. Reports are to be sent to: [EFALANTHQ@efdlant.navy.mil](mailto:EFALANTHQ@efdlant.navy.mil). Questions regarding AT/Mission Support can be directed to the IPT leader or CDR Greg Ilkka, EFALANT AT coordinator.

**TIMEKEEPING / OPERATIONS REPORTING:** All unit activity - mission support, training, administrative work, AT, ADT, etc. - must be reported monthly. Everyone in the unit shall provide this information via the Timekeeping web page at <http://www.lantdiv.navy.mil>. 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 Kurt Danis at the following: [daniskd@usa.net](mailto:daniskd@usa.net)

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**MEG OICC DET IRAQ:** CDR Scott Hinton, EFDLANT Contingency Engineer and two active duty component officers completed their outfitting and training in Gulfport, and made it safely to Iraq on 19 February. They have been visiting project sites, gathering data to develop a contractor database, and learning the current processes and procedures already in place by the Army. CDR Patti Killinger and 13 other activated reservists departed CONUS 3 March to join the Det. The members from EFALANT include: LCDR John Adams, LCDR David Duttlinger, LT Josh Pearlman, LT Matt Hall, SK1 Valerie Stevenson, LCDR William Klepac, EAC John Vecchio, CECS Dan Dolter, LCDR Gordon Fox, LCDR Gary Whipple, LT Clifford Hurst and LT Cameron Smith. The anticipated duration is six months.

### Training Notes / Updates

**JOINT PLANNING ORIENTATION COURSE (JPOC):** All officers and senior enlisted are strongly encouraged to complete this two-day training event. JPOC is taught by Joint Forces Staff College. Schedules and instructions for registration can be found at [www.jfsc.ndu.edu](http://www.jfsc.ndu.edu). Members are encouraged to attend offerings in their geographic area, if possible. If orders are required, please coordinate with CDR Tracy Mustin via email at [Tracy.Mustin@hq.doe.gov](mailto:Tracy.Mustin@hq.doe.gov) before submission of an orders application.

**REAL ESTATE SEMINAR:** Plans are underway with LANTDIV to present the two-day Real Estate Seminar during June core drill weekend. This course has been tentatively scheduled for 4-5 Jun (Fri-Sat). All officers who have not previously attended are strongly encouraged to participate. More detailed information on submission of IDTT applications will follow. Mark your calendars!

**TRAINING SURVEY:** All personnel should have received a training survey form along with an explanatory "TTP Primer," via email. Everyone should complete the survey and return it to CDR Mustin at: [Tracy.Mustin@hq.doe.gov](mailto:Tracy.Mustin@hq.doe.gov). This information will be used to populate the new FY 2004 Unit Training Plan. The Unit Training Plan will be posted on the EFALANT website in the near future. As personnel complete training requirements throughout the year, updates should be emailed to: CDR Mustin. Hard copy training certificates are not required.

**ANNUAL ANTI-TERRORISM ON-LINE TRAINING:** Remember that the on-line Anti-Terrorism training is an annual requirement and is included in the Individual Training Plans for each member. You can complete this training by going to [www.AT-Awareness.org](http://www.AT-Awareness.org). The password is "aware." Once completed, make sure your Reserve Center gets a copy of the certificate (available for printing once you have completed the training). You should also notify CDR Mustin.

**NAVY LEADERSHIP TRAINING CONTINUUM (LTC):** All E-6 drilling reserve personnel with a Time-in-Rate after 1 September 1997, who have not completed First Class LTC, must do so before participating in the Advancement Exam for Chief. All E-7 drilling Reserve personnel with a Time-in-Rate date after 1 September 1997 must complete CPO LTC before being considered by the E-8 Selection Board. For details, see BUPERSINST 1430.16E, pages 6-11. For schedules and quotas, go to [https://www.cnet.navy.mil/leadcon\\_6.html](https://www.cnet.navy.mil/leadcon_6.html). Before requesting a quota, you should contact EFALANT Training and Readiness staff: CDR Tracy Mustin at [tracy.mustin@hq.doe.gov](mailto:tracy.mustin@hq.doe.gov) or BUCS Curtis Stone at [cbtoolster@yahoo.com](mailto:cbtoolster@yahoo.com).

**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.

**NAVAL ADVANCEMENT COURSES:** All 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

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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>.

**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](http://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 CDR Tracy Mustin at: [Tracy.Mustin@hq.doe.gov](mailto:Tracy.Mustin@hq.doe.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.

### EFALANT Recurring Reports

NAME OF REPORT	TO WHOM	WHEN
POQ	All Hands	Quarterly
Recall Bill	All Hands	Quarterly
Organizational Charts	All Hands	Quarterly
ADT Tracking Report	CO/XO/OPS/Training	Quarterly
FITREP/EVAL Tracking Report	CO/XO	Monthly (Drill Weekend)
Telephone Calling Card	Card Holders	Monthly
RUAD	CO/XO/Dept Heads	Monthly (Drill Weekend)

#### Directions to EFALANT HQ from Norfolk Airport:

- Follow airport exit signs, you will be on Norview Avenue
- Turn right onto I-64 West on-ramp, just after the third traffic light
- About 2 miles down, take the Naval Base exit, a left exit, onto Route 564
- Take the 1<sup>st</sup> exit, Terminal Boulevard
- Turn left at the 3<sup>rd</sup> traffic light onto Hampton Boulevard
- Go approximately 3 miles. The complex is located on the left side of Hampton Boulevard just past the high-rise bridge.
- Take the immediate left into the complex just past the bridge. This gate may be closed. If so continue to the next light and take a left, then take the next left.
- EFALANT drills at the Lafayette River Annex, Building B (in the basement)

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### **Directions to EFALANT HQ from Norfolk Naval Base:**

- Exit the Naval Base through Gate 2. This will put you directly on Hampton Boulevard.
- Go approximately 3 miles. The complex is located on the left side of Hampton Boulevard just past the high-rise bridge.
- Take the immediate left into the complex just past the bridge. This gate may be closed. If so continue to the next light and take a left, then take the next left.
- EFALANT drills at the Lafayette River Annex, Building B (in the basement)

GREGG HARKNESS

By direction



# NKO LOGON

A new NKO user can log on by going to <http://www.nko.navy.mil> and clicking on the "Register for NKO" button.

From there, you will be asked to provide:  $\beta$

Social Security Number: 123-45-6789 First Name: Doe Middle Name: Last Name: John Date of Birth: Month: Select Month: March Day:     Select Day: 30 Year:    Select Year: 1979
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*Note: Information entered will be compared to the DEERS database to ensure you are a valid user.*

Next you'll create a **Profile**. First you will be offered between one and three screen names to select from. They generally follow the **firstname.lastname** naming convention.

Then enter your **Password and Confirm** it by retyping it for your initial log-in session.

Next select a NPDC Learning Center to be affiliated with. Centers are Navy-organized areas of learning for your rate. *Rates for each of the Centers are on the next two sheets.*

**Enter your e-mail address.** Don't have an e-mail address? Enter [NKO.change.cnet.navy.mil](mailto:NKO.change.cnet.navy.mil) "Please note this is not a valid e-mail account." To register for a free email account go to hotmail, netscape or yahoo site.

Select your **Leadership Role** in your unit, Work Center Supervisor, LPO, Division Officer etc. if none select Not Applicable.

**Work Phone** number including area code must be entered.

**Zip Code** of area you work at. This is an optional field.  $\beta$

*Select a User Name: john.doe *You will use this user name to log into portal. * *Password: (Enter password) orlando1 *Passwords must be <u>at least 8 characters long</u> and contain at least <u>one non-letter character</u> * Confirm password: (Retype password) orlando1 My Center: (Select Center according to your rate) Service Support P P P P P P P P Email: john@cnet.navy.mil "Don't have an e-mail address?" To register for free email account got to hotmail, netscape or yahoo site. Alternate Email: (Optional) mary@aol.com Leadership Role: (Select role that applies to you) Work Center Supervisor *Work phone: Preferred Format: (850) 555-5555 x55 Zip Code: (Optional) 32805	<b>CENTERS</b> ❖ Aviation Tech Trng ❖ Cryptology ❖ EOD/Diving ❖ Info Technology ❖ Intelligence ❖ Naval Engineering ❖ Naval Leadership ❖ Personal Development ❖ Seabees / Fac. Eng. ❖ Service Support ❖ Submarine Learning ❖ Surface Combat Sys
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Once inside NKO, you'll find easy access to a wide variety of tightly integrated knowledge management tools and functionalities.

## **EXPECTATION OF ETHICAL CONDUCT:**

1. This is a short message about an important topic - ethics. So let me get right to the point. It is essential that all Department of the Navy Personnel adhere to the highest standards of integrity and ethical conduct. The American people put their trust in us and none of us can betray that trust. The Standards of Conduct contained in reference A are designed to ensure that we retain the trust of the American people.

2. It is critically important that we all put ethics above personal gain. Most ethical problems can be avoided by being forthright, honest and direct with everybody in every situation, every time. Everyone should understand that actions that may be permissible for some non-government employees are prohibited for us in order to preserve our trust with the American people. Here are some examples:

A. Government resources. Use of "company" (government) resources such as personnel, equipment, and property is restricted to official use only (with limited exceptions). We pay for our people, vehicles, and equipment with taxpayers' money, and so we must use them to only accomplish our mission, never for personal convenience or other unauthorized purposes.

B. Acceptance of gifts. Although there are some exceptions, we cannot accept gifts that are offered by individuals seeking to do business with DOD or because of the official positions we hold. Similarly, superiors must neither expect nor allow subordinates to give them gifts, expect nor allow subordinates to give them gifts under circumstances not allowed by ref A.

C. Financial Interests. We need to ensure that our financial interests do not conflict with conscientious performance of duties. This is important for everyone, but especially for flag and general officers, personnel in the senior executive service, procurement officials, and other personnel who exercise fiduciary responsibilities. Waivers may be available in limited circumstances if it is determined that the financial interest will not affect the integrity with which government duties will be performed. The important point is that taxpayers must be confident that we make decisions for the benefit of the entire nation rather than just for ourselves, or a few companies or individuals.

D. Future employment. Anyone negotiating or seeking employment with a prospective employer must disqualify himself or herself from participating in official decisions, recommendations, and other actions that would affect the financial interests of the prospective employer. This restriction is especially important for procurement officials and other senior decision-makers. Waivers may be available in limited circumstances if it is determined that the financial interest is too remote to affect the integrity with which government duties will be performed..

3. Adherence to high ethical standards means not only that we treat taxpayers and the Department of the Navy with respect, but also that we treat all people with dignity and respect. When treating people with dignity and respect, there is obviously no room for behavior such as sexual harassment or sexual assault. Adherence to high standards of ethical conduct and personal behavior will ensure that we treat others with the dignity and respect that every person desires and deserves.

4. I expect all commanders and supervisors to set a personal example of integrity and ethical conduct. Doing so will create an environment that encourages subordinates to develop these same traits. In addition, reminding our people of their responsibilities in this regard is a useful exercise. One commander, for example, recently ordered a stand down to focus on personal behavior and ethics issues. Finally, commanders and other senior leaders must be particularly aware of ethical standards and should contact general counsel and judge advocate ethics counselors to seek advice or clarity on an ethics-related issue.

5. I appreciate the superb service each of you performs on a daily basis. You carry on a long tradition of service that preserves and protects freedom and liberty for all of our citizens.

6. Released by the Honorable Gordon R. England, Secretary of the Navy.