

Oct/Nov/Dec 2003 – Plan of the Quarter for EFA LANT

## DEPARTMENT OF THE NAVY

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



COMMANDER, EFA LANT  
RDML J. M. McGARRAH

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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)

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## PLAN OF THE QUARTER

18-19 October 2003

31 October, 1-2 November 2003 (CORE DRILL)

13-14 December 2003

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

UIC: 85533 <b>OICC</b> Commanding Officer CAPT Michael Price (H) 508-650-9378 (B) 508-652-1660 (F) 508-655-2229	UIC: 85503 <b>OICC</b> Commanding Officer CAPT Karl Clebak Jr. (H) 973-398-7443 (B) 973-430-3776 (F) 973-643-1658	UIC: 88807 <b>CEU</b> Commanding Officer CAPT T. Newdome (H) 334-215-1898 (B) 334-832-3650 (F) 334-832-3685	<b>VTU</b> Commanding Officer TBD
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LOCATION: Atlantic Division, Naval Facilities Engineering Command (AUC 62470)

Attn: EFA LANT, 6506 Hampton Blvd. Norfolk, VA 23508-1278

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

E-mail: [EFALantHQ@efdlant.navfac.navy.mil](mailto:EFALantHQ@efdlant.navfac.navy.mil)

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: Winter Blues; Alternate: Service Khaki W/Ribbons, CUUs  
 Enlisted – Prescribed: Winter Blues; Alternate: CUUs

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

18-19 October	10-11 January	3-4 April	17-18 July
<b>31 October, 1-2 November</b>	7-8 February	1-2 May	7-8 August
13-14 December	<b>5-6-7 March</b>	<b>4-5-6 June</b>	<b>10-11-12 September</b>

### 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 <sup>th</sup>	Time Keeping/Manpower Activity Summary	All members	Via Website

### 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.

**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 [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.

**FALL 2003 PRT:** Fall PRT is scheduled for October, with make up in November. Start getting prepared.

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### IMPORTANT CHANGES:

- **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**

**Travel Charge Card Program:** The National Defense Authorization Act for FY 03 permits the DoD to make split disbursement mandatory. Split disbursement allows travelers to have a specified amount of their travel reimbursement paid direct to the card-issuing bank. The Under Secretary of Defense (Comptroller) (USD(C) ) has announced the **immediate implementation of mandatory split disbursement** for military personnel. This mandatory split disbursement shall be accomplished through the travel voucher approval process. As part of the process, the individual travelers are responsible for designating an amount equal to the charges on the travel card to be sent to the card-issuing bank. Approving officials will ensure that the traveler is using the split disbursement option to the maximum extent possible. Claims submitted that do not at a minimum accurately reflect reimbursable charges for which travel card use is mandatory will be returned to the traveler by the approving official for correction.

**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](http://www.bol.navy.mil). With the advent of the ARPR and ASOSH online, mailing of paper copies will eventually be eliminated.

### MID-TERM COUNSELING RESPONSIBILITIES AND SCHEDULE:

**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
<b>O5/4</b>			Counsel			Mbr Input to DH		XO Draft to Admin	Due 9/30			
<b>O3</b>				Counsel		Mbr Input to DH		XO Draft to Admin		Due 10/31		
<b>O2/1</b>			Counsel			Mbr Input to DH		XO Draft to Admin	Due 9/30			
<b>W1-4</b>	Mbr Input to DH	XO Draft to Admin	Due 3/31						Counsel			
<b>E9</b>		Mbr Input to DH	XO Draft to Admin	Due 4/15						Counsel		
<b>E8/7</b>			Counsel				Mbr Input to DH	XO Draft to Admin	Due 9/15			
<b>E6</b>					Counsel				Mbr Input to DH	XO Draft to Admin	Due 11/15	
<b>E5</b>	Mbr Input to DH	XO Draft to Admin	Due 3/15						Counsel			
<b>E4</b>				Mbr Input to DH	XO Draft to Admin	Due 6/15						Counsel
<b>E1-3</b>	Counsel				Mbr Input to DH	XO Draft to Admin	Due 7/15					

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- **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.

## Operations Notes

**Contributory Support:** EFA LANT’s goal for breakdown of manpower is 50% contributory support, 30% training and 20% administrative. This breakdown applies to training and monthly drills. This individual members should perform contributory 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.

### Regional Drills:

- IPTs Northeast, Ches, LANT- 1-2 Nov-Norfolk(POC: CDR Byman)
- IPT Navcent-Jan(exact date TBD)-Macdill AFB(POC: CDR Buwalda)
- IPT Midwest/MED-date TBD-(POC: CDR Hart)

The latest information from EFALANT HQ will be disseminated to all members at these Regional Drills by staff representatives from Admin, Ops and Training. One of the unit CO’s(OICC/CEU/EEU) will also attend.

**First Call List:** 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.

**NOWS PROGRAM:** The NOWS website is <https://nows.cnrf.navy.mil/nrows/>

## Training Notes / Updates

**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 LCDR Gordon Fox at : [Gordon.Fox@NIST.gov](mailto:Gordon.Fox@NIST.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: LCDR Fox. Hard copy training certificates are not required.

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**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 LCDR Gordon Fox at [Gordon.Fox@NIST.gov](mailto:Gordon.Fox@NIST.gov).

**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), LCDR Gordon Fox at [Gordon.fox@nist.gov](mailto:Gordon.fox@nist.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.

**ANNUAL TRAINING (AT)/CONTRIBUTORY 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 Gregory 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. Many EFALANT personnel have not provided an AT or task completion report yet, and is a requirement for each EFALANT personnel to provide...see the WEBSITE for the formats .

**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.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)

**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](mailto:EFALANTHQ@efdlant.navy.mil) Questions regarding AT/Contributory Support can be directed to the IPT leader or CDR Gregory Ilkka, EFALANT AT coordinator.

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**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 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.** Remember to periodically update your civilian skills data in the Naval Reserve Skills Online (NRSO) website. Access the site through at [www.usnrskillsonline.com](http://www.usnrskillsonline.com).

**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 LCDR Gordon Fox at: [Gordon.Fox@nist.gov](mailto: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>

The Deputy Secretary of Defense memo of 26 April 2002 authorizes members of the U.S. Armed Forces serving on active duty on or after 11 September 2001 to be awarded the National Defense Service Medal (NDSM). All personnel serving on active duty on or after 11 September 2001 who meet the active duty eligibility criteria contained in paragraph 430.8A of SECNAV document dated 07JAN2002 are authorized to wear the NDSM. Entries reflecting the award of the NDSM will be made to service records IAW Navy and Marine Corps directives.

### **Directions to EFA LANT 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

The complex is located on the left side of Hampton Boulevard just past the bridge (about 1 mile)

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.

EFA LANT drill at the Lafayette River Annex, Building B (in the basement)

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**EFA LANT Recurring Reports**

<b>NAME OF REPORT</b>	<b>TO WHOM</b>	<b>WHEN</b>
POQ	All Hands	Quarterly
Recall Bill	All Hands	Quarterly
Organizational Charts	All Hands	Quarterly
Manpower Utilization Report	OPS	NLT 27 <sup>th</sup> 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)

J. R. ADAMS  
By direction