DEPARTMENT OF THE NAVY
COMMANDER NAVAL SERVICE TRAINING COMMAND GREAT LAKES IL 60088-2845
COMMANDER NAVAL RESERVE FORCES COMMAND NEW ORLEANS LA 70146-5100

COMNAVSERVTRACOM/COMNAVRESFORCOMINST 3500.1
N7
8 Sep 03

COMNAVSERVTRACOM/COMNAVRESFORCOM INSTRUCTION 3500.1

Subj: NON PRIOR SERVICE (NPS) ENLISTED PERSONNEL ACCESSION TRAINING AND QUALIFICATION MANAGEMENT

Ref: (a) DoDINST 1215.19 of 12 Dec 00
(b) SECNAVINST 1001.33C
(c) OPNAVINST 6110.1G
(d) BUPERSINST 1001.39 (Series)
(e) COMNAVRESFORINST 1001.5 (Series)
(f) COMNAVRESCRUITCOMINST 1133.1E
(g) NAVMED P117
(h) COMNAVRESFOR P4000.1A
(i) MILPERSMAN 1910-156
(j) MILPERSMAN 1414-010
(k) COMNAVRESFORINST 1040.4
(l) NAVAL RESERVE ACCESSION COURSE (NRAC) Website (http://www.nsgreatlakes.navy.mil/NRAC/index.html)
(m) SECNAVINST 5214.2B

Encl: (1) Phase I Requirements, IADT Equivalency
(2) NPS Unit/Billet Assignment
(3) Phase II Requirements, IADT Equivalency
(4) Non-Prior Service Training Unit (NPSTU) Phase II Training Schedule Sample
(5) Transfer of Non-Prior Service Personnel from NPSTU unit
(6) NRAC Phase II Training Administrative Remarks (NAVPERS 1070/613)
(7) NRAC Class Convening Date Administrative Remarks (NAVPERS 1070/613)
(8) Phase III Requirements, IADT Equivalency
(9) Phase IV Requirements, IADT Equivalency
(10) NPS Phase IV Requirements Administrative Remarks (NAVPERS 1070/613)
(11) Personnel Administration Database Entries
(12) Uniform Issue Requirements
(13) Career Development Board (CDB) Guide
(14) Electronic Quarterly Non-Prior Service Status Report Sample

1. Purpose. To provide general guidance for the management of the NPS program as well as directive procedures for the NRAC Coordinator in the conduct of accession level training, mobilization qualifications, and rate/rating/skill qualifications for NPS enlisted accessions. NPS training is a joint Naval Reserve Forces Command (COMNAVRESFORCOM) and Naval Service Training Command (COMNAVSERVTRACOM) program. COMNAVRESFORCOM has responsibility for the conduct of Phases I, II, and IV and COMNAVSERVTRACOM has responsibility for Phase III. COMNAVSERVTRACOM, as the Navy lead for accession training, will monitor curriculum for all phases of NPS training. This instruction is designed as a single source reference for the administration and training of NPS personnel.

2. Cancellation. Commander, Naval Reserve Force (COMNAVRESFOR) has authorized the cancellation of COMNAVRESFORINST 3500.13. This instruction has been extensively revised and should be read in its entirety.

3. General. NPS enlisted personnel fill many essential requirements in the Naval Reserve. These personnel must be provided Basic Military Training Equivalency as specified in references (a) and (b) regarding accession level training. NPS personnel are motivated individuals who have made an informed choice to join the Naval Reserve. They will need support in acclimating themselves to military service. The Naval Reserve Activity (NRA) and Reserve unit, to which they are assigned, are expected to be fully engaged in preparing the Sailor for success by being involved and proactive, especially during the Initial Active Duty Training (IADT) equivalency period. Since projections indicate that as much as one half of our future Selected Reserve (SELRES) Sailors will be gained through the NPS process, the success of this program is the single biggest issue of Naval Reserve training for the foreseeable future.

4. Discussion

a. NPS personnel are defined as all personnel who join the Naval Reserve with no prior active or Reserve military service. The two sources for NPS personnel today are the Advanced Paygrade (APG) Program which accesses personnel in temporary rates and paygrades of E3 to E5, and the Accelerated Initial Accession (AIA) Program, which accesses non-rated personnel in a temporary paygrade of E3.

b. Retention/Attrition. NRA and unit level leadership and engagement are critical to the successful development and retention of NPS personnel. It is incumbent upon the NRA Commanding Officer to maintain close and continuous oversight over the NPS program. Leadership involvement and mentoring in a positive environment will produce positive Sailors. The phases and requirements addressed in this instruction do more than provide the structure to attain mobilization readiness and rate qualifications. They are also meant to provide consistent framework of interaction and support between the NPS member and the chain of command.

c. Per reference (a), no NPS personnel may be assigned outside the United States (OCONUS), its territories and possessions unless they have completed NRAC and performed an additional 67 calendar days of IADT for a minimum total of 84 days. Completing the IADT requirement is the highest priority for all NPS members. The member's first Annual Training (AT) will be at NRAC previously known as Non Prior Service Accession Course (NPSAC) and must be completed within one year of accession. Although one-year extensions are allowed, the focus should always be to deliver a mobilization asset as soon as possible. Peacetime contributory support will be secondary until IADT qualifications and entry level rating skills are attained. Each NPS member must fulfill the IADT and rating training requirements in the member's enlistment contract which will consist of a continuum of military training totaling 84 calendar days, with the purpose of providing new military members with the basic military skills required to perform their duties. The 84 calendar days of training may be accomplished through AT, Active Duty for Training (ADT), Active Duty for Special Work (ADSW), or Inactive Duty Training (IDT) (two drill periods equal one calendar day).

d. References (a) through (m), and enclosures (1) through (14) define IADT equivalency required for all Naval Reserve NPS accessions and structures it into four phases. The four phases are:

(1) Phase I: NPS Indoctrination. Enclosure (1) provides the discussion and training requirements. The NPS Coordinator of the NRA is responsible for scheduling and conducting NPS training. NPS Sailors will be placed into a training unit with no duties or assignments that will conflict with their ability to complete the NPS program. Enclosure (2) discusses in greater detail the use of the NPS units.

(2) Phase II: Pre-NRAC Training. Enclosures (3) through (7) provide guidance for completion of Phase II training. NPS members will complete the minimum pre-NRAC requirements and as many other additional requirements outlined in Phase I and II prior to NRAC. A NPS member must make every effort to attend IDT weekends and should not reschedule drills during the week. If the member has completed all Phase II training and an earlier NRAC quota can be obtained, the member should be given the opportunity to attend.

(3) Phase III: NRAC. The NRAC (CIN R-950-0002) will be completed on the member's first AT and will consist of 17 days of active duty at the Recruit Training Center (RTC), Great Lakes. Enclosure (8) lists Phase III requirements. NRAC graduates will receive an Administrative Remarks (NAVPERS 1070/613) for entry into their service record upon their return to their NRA.

(4) Phase IV: Post-NRAC. NRAC cannot cover all the Navy Military Training (NMT) topics required for IADT. Those topics not covered must be addressed at the NRA upon return from NRAC. As with Phase II, NMTs are not sequential and should be scheduled so personnel can begin training at any point. The NRA is responsible for scheduling, and should publish subjects and times in the Plan of the Month (POM) and/or Planning Board for Training (PBFT) minutes. Enclosure (9) provides detailed training requirements and discussion. Enclosure (10) is used to document completion of Phase IV training. The NRA will continue to coordinate IADT equivalency, but unit training needed to assimilate the member is to be accomplished at the same time, including required rating apprenticeship training. NMT curriculum/lesson plans are available on the NETC web site (https://www.cnet.navy.mil)(see enclosure (3)). Also, the Naval Reserve Pre-Mobilization Training (R-950-0007) taught by the Naval Reserve Professional Development Center (NRPDC) is available as an alternative to meet enclosure (9) curriculum requirements.

e. NPS personnel will not be authorized to wear the rating insignia reflecting their temporary rating until completion of NRAC and, if temporary rate is E4 or above, the Petty Officer Indoctrination Course.

5. Responsibilities. Responsibilities for the management of this program are as follows:

a. Commander, Naval Reserve Forces Command (COMNAVRESFORCOM)

(1) Manpower and Personnel (N1)

(a) Establish NPS Units at each NRA

(b) Track completion of IADT (84 day requirement)

(2) Education and Training (N7)

(a) Monitor and oversee the NPS program

(b) In conjunction with Naval Service Training Command, develop curriculum for the field and coordinate all training programs and initiatives, including all phases of NPS IADT equivalency and rating qualification requirements.

(c) Receive Non-Prior Service Quarterly Reports (enclosure (14)) from Echelon IV commands.

b. Commander, Naval Service Training Command (COMNAVSERVTRACOM)

(1) Recruit Training Command (RTC)

(a) Coordinate all aspects of training conducted during NRAC itself, including all training conducted aboard RTC and Naval Station (NAVSTA).

(b) Coordinate with COMNAVRESFORCOM N7 to develop curricula for the field to support NPS Phase I, II, and IV training as necessary.

c. Commander, Naval Reserve Recruiting Command (COMNAVRESCRUITCOM)

(1) Recruit qualified NPS personnel into the Naval Reserve under the policies, goals, and reservations set by COMNAVRESFOR (N1/N11).

(2) Until the enterprise Navy Training Reservation System (eNTRS) is implemented, Recruiters should enter all data into Tracker program with the exception of NRAC date.

d. Naval Reserve Echelon IV Commands

(1) Assign a Program Manager who is a Full-Time-Support (FTS) of appropriate seniority to monitor and oversee the conduct of basic military training equivalency curriculum at their subordinate commands.

(2) Adjudicate waiver request for NRAC extension, copy of the waiver will be sent to both the COMNAVRESFORCOM (N7) and NRAC school.

(3) Receive electronic Quarterly Non-Prior Service Status Reports (Enclosure (14)) from their subordinate commands if applicable. Consolidate and forward to COMNAVRESFORCOM (N7) no later than 20 January, 20 April, 20 July, and 20 October respectively.

e. Naval and Marine Corps Reserve Centers/Naval Reserve Centers/Naval Air Reserve/Naval Air Stations/Naval Air Facility/Naval Air Reserve Center (referred to throughout this instruction as Naval Reserve Activity (NRA))

(1) The NRA Commanding Officer is responsible for the functioning of the NPS unit.

(2) Gain NPS member into Navy Standard Integrated Personnel Systems (NSIPS). Ensure member is placed into NPS unit as described in enclosure (2). Use enclosure (11) to ensure proper Manpower Availability Status (MAS) code is used.

(3) Administer assigned NPS personnel per reference (e) and this instruction (note: see paragraph 9 for specific guidance regarding failure to complete IADT equivalency).

(4) Conduct required IADT equivalent and rate/rating qualification training SEE NPS member's enlistment contract.

(5) Convene Career Development Board (CDB) as required in paragraph 10 and enclosure (13) of this instruction.

(6) Assign a Staff NPS Coordinator, who can be either FTS or Drilling Reservist, minimum paygrade of E5, who will be responsible for the conduct of the program. The NPS Coordinator will complete Phase I training for each new NPS enlistee during their first drill weekend. Phase I should be separate from the prior Navy service member's indoctrination training. Enclosure (1) contains the training requirements.

(7) Submit electronic Quarterly Non-Prior Service Status Reports (Enclosure (14)) to their Echelon IV commands no later than 10 January, 10 April, 10 July, and 10 October respectively.

f. NPS Coordinator

(1) NRAC quota scheduling/rescheduling if required

(2) Scheduling and implementation of local training

(3) IADT equivalency completion status

(4) Complete Permanent rate/rating qualification. (Note: this is normally the PN's, classifier's or Career Counselor's job. There are requirements to interview APG's at specific times during their 36 months to check on their progress.)

(5) Ensure NPS personnel complete specific program requirements and skill training as specified in their enlistment contract.

(6) Submit electronic Quarterly NPS Status Report data (Enclosure (14)) to the NRA prior to the end of the first drill weekend of the quarter.

(7) All NPS Program Managers and NPS Coordinators must attend the NPS Coordinator Course (R-950-0012) within three months of assignment. The course is also open to anyone involved with the NPS Program (excluding NPS members who have not completed NRAC). Quotas can be obtained from NRAC Quota Control.

(8) Perform NRAC processing, including AT orders, uniform issues (receipt and proper wear), and required AT prescreening (with an emphasis on medical). NRAC Coordinator will download the most current NRAC Annual Training Checkout Screening List per reference (1). The screening must be

fully completed with each block initialed as appropriate and this will signify that the signee has verified the member is ready in all respects to attend NRAC. This sheet will be included with the orders and records and will be hand delivered upon arrival to NRAC by the member.

(9) Submit extension request and cancellation/personnel request per paragraph 8 of this instruction.

g. Naval Reserve Accession Course School

(1) Reschedule or cancel quotas with NRA

(2) Conduct Phase III training

(3) Conduct and manage NPS Coordinators Course

6. Qualifications of NPS Personnel

a. Physical (Dental/Medical) Qualifications

(1) Ensure complete medical and dental examinations are conducted on all personnel before attending NRAC. Examinations will be carried out per reference (g), Articles 15-6 through 15-8, and will include appropriate studies listed in Article 15-9. Additionally, all personnel must have their dental classification established per Article 6-100. Military Entrance Processing Stations (MEPS), Military Treatment Facilities (MTF), contract services or other non-DoD exam sites approved by COMNAVRESFOR (N01M) will perform examinations. When a civilian dentist is used, they must document the exam using the Department of Defense Reserve Forces Dental Examination Form (DD Form 2813), available on the following web site: http://web1.whs.osd.mil/icdhome/forms.htm. Under no circumstances will the term "Facilities Not Available" or the abbreviation "FNA" be used as a substitute for required test results.

(2) NPS members must meet height/weight or body fat standards per reference (c). Personnel who do not meet the standards within 12-months are to be processed for administrative separation for unsatisfactory participation and not recommended for reenlistment because of their failure to complete the IADT equivalency as stated in reference (i).

(3) All Navy personnel should be in Dental Class I or II. However, IADT requirements allow NPS personnel to attend NRAC in Dental Class III or IV if attending within the first year in the Naval Reserve. NRAC students will not receive a dental exam at RTC and will be treated on an emergency care basis only.

(4) Personnel under active orthodontic treatment (braces) may not attend NRAC. If the member is under active orthodontic treatment at enlistment, they must provide written documentation prior to enlistment from their Orthodontist certifying that they will have completed treatment within six months of enlistment.

7. Accession/Affiliation and Personnel Management

a. Unit/Billet Assignment. NPS accessions will be assigned to a NPS unit with cross assignment to a local pay billet if one is available. Enclosure (2) gives additional information on NPS units.

8. Quota Management

a. The NRA NPS Coordinator will obtain a NRAC quota no later than the second IDT weekend after enlistment. Once a suitable date has been determined with the enlistee, the NPS Coordinator will complete the online form at http://www.nsgreatlakes.navy.mil/NRAC/index.html and forward to NRAC Quota Control to reserve a quota. The online form will also be used for any reschedules or cancellations.

b. Requests for orders must be placed in the New Order Writing System (NOWS) no later than eight weeks prior to the member's approved class convening date, to facilitate class loading and quota allotment. The NRAC convening date is to commence no later than 12 months from date of enlistment and should commence immediately upon completion of Phase II training requirements (average of five to six months after affiliation). Enclosure (7) must be completed to document NRAC course date.

c. Cancellations. If, at any time for any reason, an NPS member cannot attend NRAC as scheduled the NRAC Coordinator/NRA will cancel the member's quota with NRAC quota control. This must be done in order to maintain class throughput requirements at Recruit Training Command.

d. Extension Requests and Rescheduling

(1) Extensions: Requests for extensions of the 12-month requirement will be considered only for medical or dental conditions and must be shown to have been unavoidable.

(2) Rescheduling. Quotas will normally be rescheduled only once within a 12-month period. If a quota is rescheduled for a second time within the 12-month period, it must be for a valid medical or dental reason, which will be approved on a case-by-case basis by the member's Echelon IV command.

e. Travel Itinerary Requirements. NPS personnel are to be scheduled to arrive at O'Hare International Airport on their report date by 1700 and to depart from that same location on their graduation day no earlier than 1700. The NRA is responsible for coordinating the orders and for the member's pre-screening using the NPS Accession Course Annual Training Checkout Screening NAVRES 3500/18 (01-03) that is located in reference (l).

9. Failure to complete IADT Equivalency

a. The following will result in the processing of an administrative separation for unsatisfactory participation per reference (i):

(1) Failure to commence NRAC within 12 months of enlistment, unless an approved extension has been granted

(2) Failure to meet height/weight or body fat standards

b. NPS personnel may not be transferred to the Individual Ready Reserve (IRR), Voluntary Training Unit (VTU), or any other Reserve component before completing the statutory 84-day IADT equivalency and NMT curriculum.

10. Career Development Board (CDB)

a. CDBs shall be conducted until the member's IADT equivalency and rate qualifications are completed in the following periodicity:

(1) On the 6th, 12th, 24th, and 36th month of enlistment

(2) On first IDT weekend following completion of NRAC

b. The NRAs will track their progress and provide appropriate support. Using enclosure (13) as a guide, the CDB will advise and guide personnel in completing the IADT equivalency and requirements needed to make their temporary rate permanent.

c. The CDB will verify that the NPS member attained 3rd Class Swim qualification and completed General Shipboard Firefighting (J-495-0412) during NRAC. If these qualifications are not achieved at NRAC, the CDB will coordinate completion with the NRA, Unit, and NPS member within 36 months from date of enlistment.

11. Forms and Reports

a. The following forms listed below as noted:

(1) NAVPERS 1070/613, Administrative Remarks, S/N 0106LF0106991 can be obtained from normal Navy supply channels.

(2) NRAC Annual Training Checkout Screening Sheet, (NAVRES 3500/18 (REV 01-03)) is available for download from reference (l).

(3) The Department of Defense Reserve Forces Dental Examination Form local reproduction: http://www.dior.whs.mil/forms/DD2813.pdf.

b. The reporting requirement for electronic Quarterly Non-Prior Service Status is exempt from reports control by reference (m).

J. P. DEBBOUT
Commander

A. E. RONDEAU
Commander

Distribution: (COMNAVRESFORINST 5218.2C)
List B2 (FR3, FR4, FR5, FR9, FR10, FR14, FR20, only)

Phase I Requirements, IADT Equivalency

1. Designed to provide an immediate welcome and indoctrination on the NPS member's first drill weekend. In order for it to be successful, the recruiters must work with the NRA to ensure newly affiliating NPS members are identified beforehand and are delivered by the recruiters on the scheduled day.

a. The NRA is responsible for the conduct of Phase I training, which will be scheduled at least once a month.

b. Even if there is only one member attending, it must be conducted on that member's first drill day.

2. Administrative Requirements:

a. Gain member to NPS unit.

b. Issue Identification Card (ID)/Common Access Card (CAC)

c. Personnel record review

d. Medical/Dental records review

e. Defense Eligibility Enrollment Reporting System (DEERS) Enrollment

f. Order initial Seabag

g. Enter in Personal Fitness Assessment Program

h. Direct Deposit System (DDS) enrollment

3. Indoctrination Requirements

a. Assign Mentor/Sponsor (E-4 or above, NRAC background preferred)

b. Review of drilling requirements, IDT pay and Leave and Earning Statements (LES). (see https://emss.dfas.mil/mypay.asp for procedures)

c. Review of NPS accession program requirements

d. Provide and review 11 General Orders, and Sailor's Creed

e. Demonstrate the NRAC and NETC's Navy Advancement Center websites

f. Review of Navy Physical Readiness Standards and healthy lifestyles

g. AT/ADT travel claims and pay processing

h. NRAC preparations, review the following:

(1) NRAC Welcome Aboard Package
(2) View NRAC video (downloadable from NRAC website)
(3) NRAC physical training and PFA requirements

(4) Third Class Swim requirements
(5) NRAC graduation requirements

i. Issue Basic Military Requirements Correspondence Course

NPS UNIT/BILLET ASSIGNMENT

1. NPS units were established to assist with manpower management of enlisted personnel who are not a mobilization asset by assigning them to one unique unit within an NRA. **ALL** enlisted NPS accessions will be assigned to a NPS Unit with cross assignment to a local pay billet if one is available, or In Assignment Processing (IAP) if a vacant billet is not available. The NRA Commanding Officer will be responsible for the functioning of the NPS units.

2. No other personnel shall be assigned to these units including other IAP personnel who are not classified as NPS or SELRES who volunteer to assist with administration of the units.

3. The NPS units are unique in that they are the only units that allow cross assignments within the same NRA. NRA's must provide their Echelon IV commands with NPS personnel information (name, rate, and SSN) and billet information (RBSC and AUIC) to ensure proper cross assignments are made. Echelon IV Manpower staff has the ability to cross-assign NPS personnel from the NPS unit to available billets within the same NRA.

4. NPS personnel will remain in the unit until they have completed 84 days of IADT. Upon completion of Phase III, NPS personnel should complete Phase IV while assigned to the NPS unit. However, there may be situations where it is advantageous to complete Phase IV in a TAD status with their future gaining unit, such as BRIT, but remain assigned to the NPS unit.

5. Upon completion of Phase IV, NPS personnel will remain attached to the NPS unit, but will be in a TAD status with their future gaining unit. The assignment of the NPS unit will remain in effect to allow visibility and tracking the 84 day IADT requirement.

6. COMNAVRESFORCOM N13 will establish one NPS unit at each NRA and ensure they are properly titled and structured as a pay unit. The units will not contain any billet allowances.

7. As of the date of this instruction, all newly accessed NPS personnel must be assigned to the NPS unit. Within 3 months of the date of this instruction, NRA's must transfer all enlisted NPS personnel who have **NOT** completed NRAC and the 84 training day period into the NPS units. The 3 months of lag time should allow those who are close to completing NRAC and the 84 training days to finish their qualification as required and remain assigned in their current billet/unit.

8. Upon completing NRAC and the 84 training days, the NRA will **IMMEDIATELY** transfer the member from the NPS unit to a unit with pay billets. If there is no billet available, the member will be assigned in an IAP status.

Phase II Requirements, IADT Equivalency

1. To commence upon completion of Phase I Indoctrination. Phase II consists of a variety of general military training topics designed to prepare the NPS member for NRAC. It is not sequential and should be developed so personnel can begin the training at any point. The NRA, through its PBFT, is responsible for its scheduling and conduct, and should publish subjects and times in the POM and/or PBFT minutes.

2. The following are the minimum requirements that must be completed prior to attending NRAC:

a. Military Training Topics prepared by COMNAVRESFORCOM:

(1) Uniforms and Grooming
(2) Officer Rank Recognition
(3) Enlisted Rank Recognition
(4) Chain of Command
(5) Military Customs and Courtesies
(6) Watchstanding
(7) Employer Support of the Guard and Reserve (ESGR)
(8) Military Order, Discipline and Laws
(9) Montgomery Reserve GI Bill
(10) Anti-Terrorism Training (http://at-awareness.org)(access code is aware)

b. Navy Military Training (NMT) Core Topics prepared by NETC (which can be found at https://www.cnet.navy.mil/cnet/nmt_new/nmtcore_cur.html.

(1) 1-1 NMT Introduction
(2) 2-1 BEQ Regulations
(3) 3-1 MWR/Right Start
(4) 4-1 Suicide Awareness
(5) 5-1 Zero Tolerance
(6) 6-1 Aware
(7) 7-1 Sexual Harassment/Fraternization, Discrimination, Hazing
(8) 7-2 Prevention of Sexual Assault
(9) 9-1 Healthy Lifestyles (STD/AIDS)
(10) 10-1 Deployability
(11) 22-1 Shipboard Watch

c. Other Training

(1) Close Order Drill (2 hours per IDT weekend)
(2) Physical Training (2 hours per IDT weekend)
(3) Seabag Inspection
(4) Utilities Inspection
(5) Orientation to the Naval Reserve Computer Based Training

d. Administrative Requirements

(1) Application for AT orders to NRAC

(2) Completion of NAVRES 3500/18, NRAC annual training Checkout Screening located on the NRAC Web Page.

(3) NRAC travel and reporting requirements and procedures

e. Physical Training Requirements

(1) Swim Requirements. Ideally, members should be able to meet the minimum requirements to pass the Third Class Swimmer Qualification prior to attending NRAC. Because there are limited opportunities to qualify as a Third Class swimmer at Great Lakes, it would benefit the member to know how to swim prior to attending. If the member doesn't obtain the Third Class Swimmer Qualification, he or she must qualify within three years of enlistment. Per reference (j), if the member does not complete Third Class Swim Qualification, they will not be eligible for Class "A" or "C" school, apprenticeship training, extension of enlistment, reenlistment, or assignment to any afloat command until successful completion.

(2) Physical Training Requirements. Members must be able to meet the minimum requirements to pass an official or mock Personal Fitness Assessment (PFA) with a score of SAT Medium prior to attending NRAC. Emphasis must be placed on physical fitness. NRAC is conducted in a Boot Camp environment and physical conditioning is essential prior to arrival.

(3) Members identified as borderline for body fat standards should be monitored on a monthly basis per reference (c) to keep member aware of current PFA readiness.

3. Memorize the 11 General Orders of a Sentry and the Sailor's Creed. It is also helpful to memorize the RTC Chain of Command. All are found on the NRAC Web Page.

4. Training may be available in either web-based or classroom instruction and either can be used to complete requirements. If web-based training is utilized, the course completion certificate must be presented to NRAC Coordinator.

5. Documentation of training completion will be accomplished by completing an Administrative Remarks (NAVPERS 1070/613) (Enclosure (5)). When all training has been completed, the Page 13 will be filed in the member's service record as permanent documentation of training completion.

6. If the member has completed all Phase II training and an earlier NRAC quota can be obtained, the member should be given the opportunity to attend.

Non-Prior Service Training Unit (NPSTU) Phase II Training Schedule Sample

1. The NPSTU Phase II training schedule takes four IDT weekends to complete. It is designed to run on a continuous cycle so that an NPS member can begin training at any point in the cycle. This training schedule is provided as a tool. It can be utilized as a template with flexibility to fit the Reserve Activity schedule. In order to remain on track, NPS candidates should not attend the NRA's All Hands General Military Training (GMTs) or stand watches on the Quarterdeck or gate guard. NPSTU staff must ensure that the required classes are held each IDT weekend to keep their NPS candidates on track.

2. The training schedule outlines the required Military Training Topics, NMT Core Topics and other required training. Time is also allotted for individual study and visits to Supply, Administration and Medical, as necessary. Members should be encouraged to complete their BMR's and study memorization items during these periods. The training schedule also contains blocks of time for practical exercises. These evolutions are critical for ensuring a smooth transition into the military and in preparation for NRAC. NPSTU staff is encouraged to not only utilize the list of recommended practical exercises but to think of other creative ways to train NPS members.

3. When NPS candidates have completed a 4-month cycle and are still awaiting their NRAC class date, NPSTU staff should use their discretion in deciding whether or not the member would benefit from completing Military Training Topics or NMT Core Topics a second time.

4. NPSTU staff is encouraged to utilize PowerPoint presentations, video, web-based instruction and student guides, when available, for classroom training. Instructors should be familiar with the material and prepared for their classes. NPSTU staff can solicit help during the NRA's monthly Planning Board for Training. Another resource which should not be overlooked are NRAC graduates who could be involved in running practical exercises and assisting with close order drill.

5. Practical exercises help the student apply what they have learned in the classroom. Although not required, they are encouraged. List of practical exercise ideas include:

- Quarterdeck Procedures
- Knot tying
- Filling out Request Chit Instruction
- Training Musters/Training Log Instruction
- NRAC Graduate Debriefs
- Rank/Rate Game/Quiz
- General Orders/Sailors Creed Game/Quiz
- "Who Wants To Be A Master Chief"
- Chain of Command Quiz
- "Simon Says" or "Last Man Standing" facing movements
- Uniform Inspections

6. PowerPoint presentations are available online per reference (1). Web-based training is available on the Navy E-learning Network website www.navylearning.com.

Saturday, Drill Weekend 1

0730-0800 Muster, Welcome Aboard, Announcements, POD
0800-0900 Uniforms and Grooming (NRAC PowerPoint 1-1)
0900-0930 Practical Exercise
0930-1130 Physical Training and Height/Weight Measurements
1130-1230 Lunch
1230-1330 Close Order Drill
1330-1400 NMT Introduction (NETC Core Topic NMT 1-1)
1400-1500 Self-paced Study of Supply/Medical/Admin
1500-1600 Uniforms and Grooming (NRAC PowerPoint 1-1)
1600-1630 Memorization Items and Muster

Sunday, Drill Weekend 1

0730-0800 Muster, POD, Announcements, Uniform Inspection
0800-0900 Officer Rank Recognition (NRAC Powerpoint 2-1)
0900-0930 Practical Exercise
0930-1030 BEQ Regulations (NETC Core Topic 2-1) or web-based Training
1030-1130 Self-paced study or Supply/Admin/Medical
1130-1230 Lunch
1230-1330 Close Order Drill
1330-1430 Right Start (NETC Core Topic NMT 3-1) or web-based Training
1430-1530 Self-paced study or Supply/Admin/Medical
1530-1600 Practical Exercise
1600-1630 Weekend Wrap-up/Muster

Saturday, Drill Weekend 2

0730-0800 Muster, Welcome Aboard, Announcements, POD
0800-0900 Enlisted Rank Recognition (NRAC Powerpoint 3-1)
0900-0930 Practical Exercise
0930-1130 Physical Training and Height/Weight Measurement
1130-1230 Lunch
1230-1330 Close Order Drill
1330-1400 Suicide Awareness (NETC Core Topic NMT 4-1) or web-based Training
1400-1600 Self-paced study or Supply/Admin/Medical
1600-1630 Memorization Items and Muster

Sunday, Drill Weekend 2

0730-0800 Muster, Welcome Aboard, Announcements, POD
0800-0900 Chain of Command (NRAC Powerpoint 4-1)
0900-0930 Practical Exercise
0930-1030 Zero Tolerance (NETC Core Topic 5-1) or web based Training
1030-1130 Self-paced study or Supply/Admin/Medical
1130-1230 Lunch
1230-1330 Close Order Drill
1330-1430 Aware (NETC Core Topic NMT 6-1) or web-based Training
1430-1530 Self-paced study or Supply/Admin/Medical
1530-1600 Practical Exercise
1600-1630 Weekend Wrap-up/Muster

Saturday, Drill Weekend 3

0730-0800 Muster, Welcome Aboard, Announcements, POD
0800-0900 Military Customs & Courtesies (NRAC Powerpoint 5-1)
0900-0930 Practical Exercise
0930-1130 Physical Training and Height/Weight Measurement
1130-1230 Lunch
1230-1330 Close Order Drill
1330-1400 Healthy Lifestyles (STD/AIDS) (NETC Core Topic NMT 9-1)
1400-1500 Self-paced study or Supply/Admin/Medical
1500-1600 Military Customs & Courtesies (con't)
1600-1630 Memorization Items and Muster

Sunday, Drill Weekend 3

0730-0800 Muster, Welcome Aboard, Announcements, POD
0800-0900 Watchstanding (NRAC Powerpoint 6-1)
0900-0930 Practical Exercise
0930-1030 Sexual Harassment/Fraternization/Discrimination (NETC Core Topic NMT 7-1)
1030-1130 Self-paced study or Supply/Admin/Medical
1130-1230 Lunch
1230-1330 Close Order Drill
1330-1430 Prevention of Sexual Assault (NETC Core Topic NMT 7-1) or web-based Training
1430-1530 Employer Support of Guard and Reserve (NRAC 7-1)
1530-1630 Unit Brief/POM/Muster

Saturday, Drill Weekend 4

0730-0800 Muster, Welcome Aboard, Announcements, POD
0800-0900 Military Order, Discipline & Laws (NRAC Powerpoint 8-1)
0900-0930 Practical Exercise
0930-1130 Physical Training and Height/Weight Measurement
1130-1230 Lunch
1230-1330 Close Order Drill
1330-1400 Deployability (NETC Core Topic NMT 10-1) or web-based Training
1400-1500 Practical Exercise
1500-1600 Self-paced study or Supply/Admin/Medical
1600-1630 Memorization Items and Muster

Sunday, Drill Weekend 4

0730-0800 Muster, Welcome Aboard, Announcements, POD
0800-0900 Anti-Terrorism Training web-based Training (http://at-awareness.org/)
0900-0930 Practical Exercise
0930-1030 Shipboard Watch (NETC Core Topic NMT 22-1) or web-based Training
1030-1130 Self-paced study or Supply/Admin/Medical
1130-1230 Lunch
1230-1330 Close Order Drill
1330-1430 Montgomery Reserve GI Bill (NRAC Powerpoint 9-1)
1430-1530 Self-paced study or Supply/Admin/Medical
1530-1600 Practical Exercise
1600-1630 Weekend Wrap-up/Muster

Transfer of Non-Prior Service Personnel From NPSTU Unit

1. _____has successfully completed the Naval Reserve Accession Course (NRAC) and a final drill weekend with the Non-Prior Service Training Unit (NPSTU). He/She will be transferred to your unit and should be expected on the _____ drill weekend.

2. Each Non-Prior Service member will be reporting with a training folder which documents the training they have had to date in addition to the training they are still required to complete. These additional training requirements, NPS Phase IV, are mandated by COMNAVSERVTRACOM/ COMNAVRESFORCOMINST 3500.1 and listed in Enclosure (9). An Administrative Remarks page is provided to document the training in Enclosure (10).

3. All NPS members have been issued a complete seabag and should report in the uniform of the day. They will need to be issued organizational clothing if that is your unit's prescribed uniform.

4. I would appreciate any feedback on how the member integrates into your unit. As the program is currently set-up, each Non-Prior Service candidate completes approximately six drill weekends (Phase I and Phase II) of quality training at the NRA, followed by an intensive 17-day "Boot Camp" at RTC, Great Lakes, IL. The member then returns to the NPSTU where they will complete the final phase of their Non-Prior Service training - Phase IV. They remain in the unit until they have completed the 84 day IADT requirement. Feel free to contact me regarding their training or any other concerns you may have.

_____
NPS Coordinator

5. NSIPS entries have been completed, transferring member to _____ unit.

_____
NSIPS Operator

_____
NRA Commanding Officer

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV 10-81)
S/N 0106-LF-010-6991 E-32

SHIP OR STATION

NPS Phase II Training

1. The following are the minimum requirements that must be completed prior to attending NRAC:

Military Training Topics prepared by COMNAVRESFORCOM

Date Completed	Lesson Number	Lesson
_____	1-1	Uniforms and Grooming
_____	2-1	Officer Rank Recognition
_____	3-1	Enlisted Rank Recognition
_____	4-1	Chain of Command
_____	5-1	Military Customs and Courtesies
_____	6-1	Watchstanding
_____	7-1	Employer Support of the Guard and Reserve
_____	8-1	Military Order, Discipline and Laws
_____	9-1	Montgomery GI Bill
_____	10-1	Anti-Terrorism Training

NMT Core Topics

Date Completed	Lesson Number	Lesson
_____	1-1	NMT Introduction
_____	2-1	BEQ Regulations
_____	3-1	Right Start
_____	4-1	Suicide Awareness
_____	5-1	Zero Tolerance
_____	6-1	Aware
_____	7-1	Sexual Harassment, Fraternization, Discrimination & Hazing
_____	7-2	Prevention of Sexual Assault
_____	9-1	Healthy Lifestyles (STD/AIDS)
_____	10-1	Deployability
_____	22-1	Shipboard watch

Physical Training Requirements

Date Completed
_____ Members must be able to meet the minimum requirements to pass an official or mock Personal Fitness Assessment (PFA) with a score of SAT Medium prior to attending NRAC.

2. This is to certify that all Phase II training has been completed per COMNAVSERVTRACOM/COMNAVRESFORCOMINST 3500.1.

Signature (Training Officer)

NAME (LAST, FIRST, MIDDLE) **SSN** **BRANCH AND CLASS**

U.S. GOVERNMENT PRINTING OFFICE: 1993-504-079/00022

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV 10-81)
S/N 0106-LF-010-6991 E-32

SHIP OR STATION

Naval Reserve Accession Course (NRAC) Class Convening Date

_____: 1. A NRAC class convening date of _____ has been established for me. I understand that I must complete NRAC within 12 months of my enlistment date of _____. If for any reason I cannot attend the above date, I will contact my Reserve Activity immediately to determine if another class date can be obtained.

2. A waiver to extend the 12-month requirement will be granted only for medical and dental reasons. **Work, school conflict or exceeding height/weight or body fat standards are not valid reasons for a waiver.**

3. I also understand that prior to attending NRAC, I must:

a. Complete the Basic Military Requirements correspondence course
b. Complete all Phase II training requirements
c. Be physically qualified and fit for full duty
d. Not be under active orthodontic treatment (braces).

Member's Signature

Witness

NAME (LAST, FIRST, MIDDLE)	SSN	BRANCH AND CLASS
		USNR

U.S. GOVERNMENT PRINTING OFFICE: 1993-504-079/00022

Phase III Requirements, IADT Equivalency

1. The purpose of NRAC is to provide NPS personnel with basic accession level skills. NPS personnel must start NRAC within 12 months of enlistment.

2. To successfully graduate from NRAC, the student must:

a. Pass a Service Dress Uniform inspection

b. Obtain at least a 3.2 out of 5.0 on the final academic test

c. Obtain the Third Class Swimmer Qualification

d. Pass a Personal Fitness Assessment with a minimum of a Satisfactory-Medium score.

3. If the student does not meet the minimum standards above, they will not receive a NRAC graduation certificate at the time of graduation. The NRAC Division Officer can waive any of the above requirements on a case-by-case basis. If not waived, NPS personnel will have 180-days to complete the deficient requirements. The NRA will fax extension requests or positive proof of completion to the NRAC Office, who will then issue the graduation certificate.

4. The following training will be conducted at NRAC:

a. Watchstanding
b. Basic Damage Control/Fire Fighting
c. Weapons Familiarization
d. Basic Seamanship
e. Third Class Swim Qualifications
f. Firefighting Applications
g. Chemical, Biological, and Radiological Defense (CBR-D)
h. Weapons Training (Pistol and Rifle)
i. Military Drill
j. Team Building

5. NRAC is an intense 17-day course conducted at Recruit Training Command in a boot camp environment. Attendance at all events is required to ensure that the basic accession level skills are acquired. Inevitably, some students will become sick or injured and must be placed on Light, Limited Duty (LLD) or Sick in Quarters (SIQ) by the RTC Medical Staff.

a. Sick in Quarters (SIQ)/Light Limited duty (LLD): Because of the short time at NRAC, limits must be placed to ensure all NRAC students receive the mandated training.

(1) A student will be returned to their NRA, if they are:

(a) SIQ more than two instructional days, or

(b) LLD more than three instructional days, or

(c) LLD or SIQ for more than three instructional days

b. A student returned to their NRA can return to NRAC if within their 12-month window and a quota is available. A waiver must be obtained if the member hasn't completed NRAC within 12 months of their enlistment.

Phase IV Requirements, IADT Equivalency

1. Phase IV commences on the first drill weekend following completion of NRAC and concludes when the NPS candidate completes 84 days of IADT including all required NMT topics.

2. The Career Development Board (CDB) will convene upon completion of NRAC and is authorized to consider the NPS member's age, experience and maturity when determining the scheduling of the remaining NMT requirements.

3. The following NMT Lesson Topics are required (which can be found at https://www.cnet.navy.mil/cnet/nmt_new/nmt_cur.html):

a. 1-1 Advancement
b. 3-1 Heritage (Ships)
c. 3-2 Heritage (Aircraft)
d. 3-3 Heritage (Weapons)
e. 5-1 Core Values
f. 6-1 Service Record
g. 7-1 Military Pay & LES
h. 8-1 Damage Control
i. 12-1 Heritage (Honors & Courtesies)
j. 13-1 Education/Career
k. 17-1 Heritage (Navy History)
l. 18-1 Core Values
m. 20-1 Damage Control Equipment
n. 26-1 Damage Control (Organization)

4. Members must complete Petty Officer Indoctrination upon completion of NRAC and prior to wearing PO3/PO2.

5. In addition, First Aid training as required by MILPERSMAN 1510-020 must be completed during Phase IV.

6. Documentation of training completion will be by Administrative Remarks (NAVPERS 1070/613) (Enclosure (10)). When all training has been completed, the Page 13 will be filed in the member's service record as permanent documentation of training completion.

7. NPS personnel have the option to complete Phase IV with the NRA or by attending the Naval Reserve Pre-Mobilization Course (CIN R-950-0007) at the Naval Reserve Professional Development Center in New Orleans on ADT, depending upon availability of ADT school funds.

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV 10-81)
S/N 0106-LF-010-6991 E-32

SHIP OR STATION

NPS Phase IV Requirements

Date of CDB _____

Date completed 84 days of IADT _____

Date First Aid training completed _____

Date Petty Officer Indoctrination completed _____

NMT Lesson Topics

Date Completed	Lesson Number	Lesson
_____	1-1	Advancement
_____	3-1	Heritage (Ships)
_____	3-2	Heritage (Aircraft)
_____	3-3	Heritage (Weapons)
_____	5-1	Core Values
_____	6-1	Service Record
_____	7-1	Military Pay & LES
_____	8-1	Damage Control
_____	12-1	Heritage (Honors & Courtesies)
_____	13-1	Education/Career
_____	17-1	Heritage (History)
_____	18-1	Core Values
_____	20-1	Damage Control
_____	26-1	Damage Control

Signature (Training Officer)

3. This is to certify that all Phase IV training has been completed per COMNAVSERVTRACOM/COMNAVRESFORCOMINST 3500.1.

NAME (LAST, FIRST, MIDDLE) **SSN** **BRANCH AND CLASS**

USNR

U.S. GOVERNMENT PRINTING OFFICE: 1993-504-079/00022

Personnel Administration Database Entries

	MDC	MOD	OSC	MAS	LIMDU	RCC/TRC
1. From accession until satisfactory completion of NRAC.	3	4	16	TBX	5	UP
2. Upon satisfactory completing NRAC.	3	4	16	TBX	5	UQ
3. Completed a total of 84 days of Navy training, including NRAC, IDT, AT or ADT, and all required IADT equivalency Training topics.	3	4	16			SA
4. Completed IADT equivalency requirements, and completed all NPS requirements to make rate permanent.	9	4	16			SA
5. Upon completion of 8 year Military Service Obligation (MSO)	9	0	16			SA

6. Definitions:

MDC Mandatory Drill Code
Entered in Navy Standard Integrated Personnel System (NSIPS)
3 = NPS holding temporary rate
9 = NPS, rate requirements complete

MOD Military Obligation Designator
Entered in NSIPS
4 = Obligated NPS
0 = No obligation, voluntary driller

OSC Original Source Code
Entered in NSIPS
16 = NPS enlisted

MAS Manpower Availability Status
Entered in NSIPS
TBX = Has not completed IADT requirements

LIMDU Limited Duty Indicator

Entered in NSIPS

5 = Limits orders and mobilization to CONUS

RCC Reserve Component Category
Automatically assigned based on other data entries
U = In training pipeline
S = Trained, assigned to unit

TRC Training/Retirement Category
P = Awaiting first AT at NRAC
Q = Pending completion of minimum required days of Navy training
A = Trained

Uniform Issue Requirements

1. Per reference (h), the following procedures will ensure appropriate uniform items are issued to support attendance at NRAC. RTC will not allow personnel to commence training without required uniform items. If a problem develops that could result in uniform issue delay, procedures must be in place to either intercede to acquire items or to delay NRAC attendance. Reference (a) provides specific directions regarding the ordering and tracking of uniforms.

a. The member's uniform order must be placed upon the day of affiliation with the Naval Reserve.

b. If within 14 days following the placement of the order, and it has not been received, the NRA must query the Defense Logistics Agency's KYLOC Clothing System (http://www.kyloc.com/navy) to determine the status of the order.

c. If the order has no shipment status, the NRAC Coordinator should call COMNAVRESFORCOM (N4) at 504-678-5366 or 504-678-1095.

d. At least weekly all NRAC backorders should be reviewed. Within 30 days of NRAC school attendance, the NRA will forward any outstanding uniform backorders to COMNAVRESFORCOM (N4) via email (and carbon copy their Echelon IV clothing coordinator) for expediting. The request should be in the following format for each item backordered:

Document Number:
Item Nomenclature:
Stock Number:
QTY:
Name of Member:
Date Member leaves for Duty/School:

e. If a backordered item is not expected to arrive within two weeks of the NRAC attendance date, the member should be rescheduled to attend at a later date.

2. Refer to reference (l) for specific guidance regarding seabag items to bring for each season.

a. Summer season is defined as 1 May through 30 September.

b. Winter season is defined as 1 October through 30 April.

3. COMNAVRESFORCOM will provide special items to each member in the form of a Ditty Bag upon reporting to NRAC School, Great Lakes.

4. Females are required to bring a plain, one-piece swimsuit, either black or dark blue. The swimsuit must be modest and must contain shoulder straps that hold the suit securely on the body during swim qualifications.

Career Development Board (CDB) Guide

1. Reference (j) should be used when conducting CDB's for NPS personnel to ensure that all IADT requirements and any additional requirements iterated in the member's enlistment contract are completed within the prescribed limit of 36 months from date of enlistment.

2. CDB's shall be conducted as follows until member's IADT equivalency and rate qualifications are completed:

a. On first IDT weekend following completion of NRAC

b. On the 6th, 12th, 24th, and 36th month(s) from enlistment

3. Composition (minimum): Member, Unit Career Counselor, Unit LPO/LCPO, NRA Senior Enlisted Advisor and NRA NPS Coordinator.

4. Topics:

a. Status of IADT Phase I and II requirements

b. Status of required days of training (84 required)

c. Status of IADT Phase III (NRAC)

(1) PFA - completion with a SAT-Medium
(2) 3rd Class Swim qualification
(3) General Shipboard Firefighting (CIN J-495-0412)
(4) Pass NRAC Final Written Exam

d. Status of requirements to make rate permanent

(1) Basic Military Requirements
(2) Pass Navy-wide exam with minimum Standard Score of 37

e. Status of required rating training

f. Status of advancement requirements

g. For non-designated E3's, striker selection

h. Career path

Electronic Quarterly Non-Prior Service Status Report (Sample)

From: Echelon V Command
To: Echelon IV Command

or

From: Echelon IV Command
To: Commander, Naval Reserve Forces Command (N7)

Subj: QUARTERLY NON-PRIOR SERVICE (NPS) STATUS REPORT FOR ____ QUARTER, CALENDAR YEAR 20___

Ref: (a) COMNAVSERVTRACOM/COMNAVRESFORCOMINNST 3500.1

1. Per reference (a), the following status report is submitted for NPS personnel within our region:

a. Individuals who were a "No Show" or individuals who were released from NRAC prior to completion and reason why.

Member's Name	NRA	SSN	Reason

b. Individuals who cancelled their NRAC quota less than 14 days prior to class convening and reason why.

Member's Name	NRA	SSN	Reason

c. Individuals who have not attended NRAC within their first 12 months after enlistment and reason why. Indicate if waiver extension has been approved.

Member's Name	NRA	SSN	Reason	Approved Waiver

2. Our point of contact is POC J. Jones at DSN xxx-xxxx.

//S//