



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 1531.46B
12/CGO
20 June 1997

USNA INSTRUCTION 1531.46B

From: Superintendent

Subj: PROCEDURES GOVERNING RESERVISTS DESIRING REGULAR OR CONCURRENT ASSIGNMENT TO THE NAVAL ACADEMY INFORMATION PROGRAM

Ref: (a) OPNAVINST 1531.2B
(b) The Naval Academy Information Handbook (NOTAL)
(c) BUPERSINST 1001.39B
(d) BUPERSINST 1610.10
(e) The Naval Academy Information Program Area Coordinator Handbook (NOTAL)
(f) USNAINST 1650.4B

Encl: (1) Glossary of Terms
(2) Naval Academy Information Program Affiliate Application (USNA-GRE-1110-08 (Rev. 08-95))
(3) Naval Academy Information Officer (NAIO) Assignment Request (USNA-GRE-1531/82 (Rev. 09-96))
(4) Sample Letter to NALO requesting Regular Assignment Orders
(5) Sample Letter to NALO requesting Concurrent Assignment Orders
(6) Retirement Credits Report (Monthly) (USNA-GRE-1800/02 (Rev. 04-96))

1. Purpose. To define application and operational guidelines for Naval Reservists desiring or serving in a regular or concurrent assignment to the Naval Academy Information Program (NAIP) and for Commander Naval Reserve Force (COMNAVRESFOR) in supporting those reservists in conformance with reference (a).

2. Cancellation. USNAINST 1531.46A. This instruction is a complete revision and should be reviewed in its entirety. No special markings appear because changes are extensive.

3. Information

a. Background. The NAIP depends on Naval Reservists for the successful execution of the program. Reference (a) governs the NAIP and provides mutual tasking to both the Superintendent, USNA and COMNAVRESFOR in support of this program and designates the Superintendent, USNA as the coordinator of the NAIP. Reference (a) also specifies that the Superintendent, USNA direct the NAIP through the USNA Candidate Guidance Office (CGO). The Naval Academy Information Program Handbook, reference (b), describes all aspects of the NAIP in detail.

b. Definitions. The definitions below provide background information for those not familiar with the NAIP. A complete glossary of terms used in this instruction is contained in enclosure (1).

(1) Blue and Gold Officers. Blue and Gold Officers (BGOs) are recruiter/counselors, who cover a specific geographic area, that encourage exceptional individuals to seek a naval career through the Naval Academy and other officer-accession programs. They provide counseling and information to candidates throughout the Naval Academy application process. BGOs are composed of both Naval Academy Information Affiliates (NAIAs) and Naval Academy Information Officers (NAIOs).

(2) Naval Academy Information Affiliates. NAIAAs are BGOs performing NAIP duties without having completed formal NAIP training conducted by the CGO.

(3) Naval Academy Information Officers. NAIOS are BGOs who have completed a formal training program and demonstrated satisfactory performance as a NAIA. A prerequisite for becoming a NAIO is to become a NAIA. For regular or concurrent drilling status with the NAIP, reservists must be designated a NAIO.

(4) Area Coordinators. Area Coordinators (ACs) are BGOs with specific responsibilities for coordinating groups of BGOs in a specific location.

(5) Regular Assignment. Naval Reservists who are NAIOs in a regular assignment to USNA have orders making the NAIP their primary assignment. The regularly assigned reservist does not typically drill at a reserve facility, but instead obtains drill credit by executing NAIP activities and documenting participation as described in paragraph 5b. Since the NAIP has no pay billets, to be in regular status for the NAIP in accordance with reference (c), the reservist must be in the nonpay Individual Ready Reserve (IRR) (USNR-R) or Standby Reserve Active (USNR-S1). Reservists in regular status to the NAIP in the IRR may also provide direct or mutual support to the NAIP via Inactive Duty Training Travel (IDTT) (nonpay) or Active Duty for Training (ADT) (pay or nonpay) as allowed by section 1305 of reference (c) and available funding. Reservists in regular status to the NAIP in the Standby Reserve may provide direct or mutual support to the NAIP via IDTT or ADT, but only in nonpay, no-cost status.

(6) Concurrent Assignment. Naval Reservists who are NAIOs in a concurrent assignment to USNA have another reserve component as their primary reserve assignment and the orders to the NAIP are an additional duty. Typically the reservist drills at a Naval Reserve facility and obtains retirement credit in that manner. Being in concurrent status offers the reservist another means of obtaining retirement credit not to exceed the limits in reference (c). Concurrently assigned reservists in pay billets may provide direct or mutual support to the NAIP via IDTT, Annual Training (AT), or ADT with pay as allowed by reference (c) and available funding. Concurrently assigned reservists in the IRR may provide direct or mutual support to the NAIP via IDTT or ADT as described under "regular status" in the preceding paragraph.

4. Responsibilities

a. Candidate Guidance Office

(1) In accordance with reference (a), the Head of the USNA CGO under the USNA Director of Admissions is responsible for the direction of the NAIP. CGO responsibilities for direction of the NAIP include all activities necessary to implement the NAIP except for those concerning direct reserve administration specifically addressed in reference (c); i.e., drill credit accounting and reserve order processing.

(2) The Head of CGO will appoint a NAIO Reserve Coordinator in the CGO responsible for the overall administration and direction of the NAIP reserve officer program. The NAIO Reserve Coordinator will coordinate his interface with BGOs through the Regional Directors (RDs) located in the CGO.

(3) RDs are directly responsible for CGO activities within specific geographic regions. Each region is composed of "areas" with a designated BGO serving as the AC for the BGOs in that area.

b. Naval Academy Liaison Officer. In accordance with reference (a), COMNAVRESFOR is responsible for actively supporting the NAIP by appointing Naval Academy Liaison Officers (NALOs) at each echelon III and IV command. NALOs will:

(1) advertise and recruit candidate officers to be BGOs for the NAIP,

(2) assure timely processing of orders when requested by the NAIO Reserve Coordinator for those NAIOs desiring and meeting requirements for concurrent or regular assignment to the NAIP,

- (3) assure proper administration of retirement points for NAIOs so assigned,
- (4) facilitate issuance of IDTT, AT, or ADT orders as necessary for BGO training or direct support of the NAIP.

c. Area Coordinators. ACs have special responsibilities for assisting COMNAVRESFOR, the NAIO Reserve Coordinator, the RD, and the NAIP in general. ACs support the echelon III or IV NALO in conformance with references (a) and (e) by:

- (1) recruiting candidate BGOs,
- (2) verifying retirement point credits for concurrent or regular assigned NAIOs,
- (3) monitoring BGO performance.

ACs support the NAIO Reserve Coordinator and the RD by:

- (1) endorsing applicants to the NAIP,
- (2) submitting appropriate performance evaluation inputs,
- (3) coordinating BGO NAIP activities for their area.

d. Blue and Gold Officers. BGOs are responsible to their AC, their RD, and the NAIO Reserve Coordinator for:

- (1) direct execution of the NAIP for their designated schools and assigned area. This includes presenting USNA information to schools and college/career nights,
- (2) counseling interested students, interviewing candidates,
- (3) coordinating Operation Information (OPINFO) visits,
- (4) maintaining liaison with school guidance counselors,
- (5) providing certificates of accomplishment,
- (6) recommending students for the summer seminar.

BGOs that are formally assigned as NAIOs in either a regular or concurrent status are expected to work any reserve administrative issues through their AC and respective echelon III or IV NALO through which they were formally assigned.

5. Action

a. Assignment, Verification, and Termination of NAIOs

- (1) NAIA Assignment

(a) To become a formally assigned NAIIO in a regular or concurrent status to earn retirement credit, a Naval Reservist must first be assigned as a NAIIA. Retirement credit cannot be earned while in NAIIA status. Requirements for becoming a NAIIA are:

- (i) Recommendation by the applicable AC.
- (ii) Satisfactorily passing of an open book exam.

(b) To initiate the process, candidates should submit an application, enclosure (2), to the appropriate AC. Based on the AC's review of the need for and motivation of the candidate, the AC endorses the request and submits it to the applicable RD in the CGO. The RD reviews the request and, if there is concurrence, sends a NAIIA qualification exam and the necessary study materials (USNA Catalog and reference (b) handbook) to the applicant. The applicant completes the exam and returns it to the RD. The RD grades the exam and, if passed, confers with the AC on the appropriate school/geographic area assignments for the applicant. Based on this, the RD requests the applicant be designated a NAIIA by entering the applicable assignment data in the data base and sending the applicant a NAIIA identification card and designation letter.

(2) Concurrent or Regular Assignment as a NAIIO

(a) Once NAIIA status is attained, a candidate may request assignment as a NAIIO in a regular or concurrent drilling status when the following requirements are met:

(i) Completion of formal training conducted by the CGO (either local hub training or summer training at USNA) within 5 years of the request.

(ii) Recommendation of the AC and CGO based on successful participation and motivation as a NAIIA. This should include success completing significant assignments with significant responsibilities (indicators are number of high schools assigned, number of presentations given, all required interviews completed, etc.). There is no time requirement as a NAIIA to demonstrate this performance, but 1 year would normally be the expected minimum unless special circumstances prevail. For regular assignment, the standard should be markedly higher than for concurrent status since this will be the reservist's primary reserve assignment.

(iii) Concurrence of the echelon III or IV Naval Reserve NALO based on the members demonstrated performance in the Naval Reserve. It is understood that BGOs frequently interface directly with the public at presentations and schools in uniform. A significant indicator for this success is the reservist's past performance in the reserve.

(b) There is no specific rank restriction for regular or concurrent assignment. However, for regular assignment, generally post-command reserve Commanders and Captains are preferred due to their motivation, demonstrated performance, and specifically because of the lack of pay billets at this level. There may be special circumstances which should be considered; e.g., a reservist in a remote location, which would suggest the lower ranks be considered.

(c) To initiate the process, the NAIIA first completes the required training. In accordance with reference (a), orders to this training may be either by Invitational Travel Order (ITO) from USNA (during which no retirement credit may be awarded) or by no-cost ADT orders from the applicable echelon III or IV reserve command (during which retirement points may be credited). NAIAs desiring ITOs should coordinate the request through the respective AC, RD, and the NAIIO Reserve Coordinator. Requests for ADT should be via the reserve chain of command with the NAIIO Reserve Coordinator as the point of contact. NALOs are tasked to support such requests in accordance with reference (a).

(d) When training has been completed and the performance requirements satisfied, the reservist may request regular or concurrent assignment by completing enclosure (3) and forwarding it to the AC. The AC endorses or

rejects the application and submits it to the NAIIO Reserve Coordinator. The NAIIO Reserve Coordinator consults with the applicable RD, endorses or rejects the application, and interfaces with the applicable NALO to obtain orders. The NAIIO Reserve Coordinator prepares a letter to the appropriate NALO requesting the applicable orders be cut. Sample letters are shown in enclosures (4) and (5). The echelon III or IV reserve activity then cuts the orders, and sends copies to the NAIIO Reserve Coordinator and AC. The NAIIO Reserve Coordinator updates the data base to reflect the assignment.

(e) The tour length for regularly or concurrently assigned NAIIOs will continue as long as the NAIIO complies with the requirements of this instruction and implements the NAIIO NAIP responsibilities in a satisfactory manner. Requirements also include attendance at formally scheduled BGO training (either hub or summer session) at least every 5 years.

(3) Verification. Annually in April, the NAIIO Reserve Coordinator will work with the applicable AC and RD to verify the assigned BGOs, including those assigned in a regular or concurrent drilling status. The NAIIO Reserve Coordinator will request the applicable NALO to terminate the orders of those reservists who are no longer active in the NAIP. Upon receipt of the request, the NALO terminates the orders and copies the NAIIO Reserve Coordinator and AC.

(4) Termination. The NAIIO Reserve Coordinator, with input from the AC and RD, may at any time request termination of a NAIIO's orders when, in his/her judgement, the NAIIO is not performing satisfactorily. The AC should have properly counseled the unsatisfactory performer in accordance with reference (b) and allowed a time for performance to improve before this step is taken. Similarly, if the echelon III or IV reserve element chooses to terminate the regular or concurrent orders for any reason, the applicable NALO should be contacted and the NALO should coordinate this termination with the applicable AC and NAIIO Reserve Coordinator.

b. Drill Accounting

(1) Per reference (a), drill accounting and retirement credit recording is the responsibility of COMNAVRESFOR. Enclosure (6) is a form available to document NAIP participation. Locally produced forms with the same information are acceptable. It is the responsibility of the assigned reservist to document drill completion on the form and forward it to the AC for endorsement in a timely manner. The AC verifies the information and forwards the form to the appropriate reserve command with the drill accounting authority for the reservist. The AC directly supports the NALO for the drill accounting process. Drill accounting does not formally involve the CGO.

(2) Reference (a) requires a copy of the retirement credit report be sent to the Superintendent USNA. To meet this requirement and to assist in resolution of any drill recording issues, the AC, as the CGO field representative, is directed to maintain a file of the verified forms. This file will be transferred to the new AC when such redesignation occurs.

c. Performance Evaluation and Counseling

(1) As required by reference (a), an annual Fitness Report (FITREP) shall be prepared for reservists assigned to the NAIP in a regular status. For those in a concurrent status, a Performance Information Memorandum (PIM) will normally be prepared.

(2) Per reference (d), the AC is designated as mid-term counseling authority. Based on annual guidance from the NAIIO Reserve Coordinator, the AC drafts PIMs and FITREPs in accordance with reference (d) with appropriate input from the NAIIO and forwards them to the NAIIO Reserve Coordinator. In this regard, it is

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recognized that some ACs are not affiliated with the Naval Reserve and may need assistance.

(3) For PIMs, the NAIIO Reserve Coordinator with assistance from the RDs finalizes the PIMs for signature by the the Director of Admissions. The NAIIO Reserve Coordinator then forwards the PIM to the regular reporting senior for input into the annual FITREP.

(4) For FITREPS, the NAIIO Reserve Coordinator with assistance from the RDs finalizes the FITREPs by assuring consistency and compliance with reference (d) and forwards them to the Director of Admissions for signature. Per reference (d), Annex B, section B-6 a(1), the Director of Admissions is delegated signature authority for all BGO FITREPS.

(5) The NAIIO Reserve Coordinator forwards the completed FITREP to the reservist for signature under the provisions of reference (d).

d. Direct Support to the NAIP

(1) The CGO welcomes and encourages Naval Reservists' direct support to the NAIP in the offices at USNA throughout the year. Ideally, such service would be provided continuously. The CGO finds that BGOs who have assisted the CGO by directly interacting with the NAIIO Reserve Coordinator and RDs in their day-to-day work are much more effective in the performance of their BGO duties. Additionally, reserve direct support to the CGO enables the NAIIO Reserve Coordinator and RDs to better understand reserve issues and provides for more effective and timely coordination of the reserve affiliated BGOs.

(2) Reservists desiring to provide direct support to the CGO may do so by use of IDTT, AT, or ADT requested through their COMNAVRESFOR echelon III or IV command. USNA does not have funds to support such assignments for pay. Accordingly, such requests for IDTT, AT, or ADT orders with pay are entirely dependent on COMNAVRESFOR funding availability. NOTE: Per reference (a), pay ADT orders for direct support cannot include attendance at formal BGO training.

(3) The NAIIO Reserve Coordinator is the point of contact to be used on order requests. The NAIIO Reserve Coordinator coordinates all Naval Reserve direct support in the CGO and should be personally contacted prior to initiating an order request to COMNAVRESFOR.

e. Awards and Recognition. Per reference (a), the CGO is required to conduct a program to recognize NAIIO achievements. The CGO has a well-developed awards and recognition program in conformance with reference (a). Reference (f) provides the details of this program.

6. Forms Availability. Forms may be obtained from the NAIIO Reserve Coordinator by phone 410-293-4361 or writing:

Director of Admissions
ATTN: NAIIO Reserve Coordinator
Candidate Guidance Office
U. S. Naval Academy
117 Decatur Road
Annapolis, MD 21402-5018



E. C. WALLACE
Deputy for Operations

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Distribution:

A

Candidate Guidance Office (20)

Area Coordinators (83)

COMNAVRESFOR

COMNAVSURFRESFOR

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OPNAV Support Activity Detachment (Ft. Ritchie, only)

COMNAVMIIPERSCOM (NMPC-9)

NAVRESPERCEN

Glossary of Terms¹

1. **Area Coordinator (AC)** - Term used to refer to **NAIOs** with specific responsibilities for coordinating **Naval Academy Information Program (NAIP)** activities for a specific location.
2. **Blue and Gold Officers (BGOs)** - Term used to refer to both **Naval Academy Information Officers (NAIOs)** and **Naval Academy Information Affiliates (NAIAs)**.
3. **Blue and Gold Program** - See **NAIP**.
4. **Candidate Guidance Office (CGO)** - The office at the Naval academy which coordinates the nationwide **NAIP** (also known as the **Blue and Gold Program**).
5. **Concurrent Assignment** - Naval Reservists who are **NAIOs** in a **concurrent assignment** to USNA have another reserve component as their primary reserve assignment and the orders to the **NAIP** are an additional duty (ADDU).
6. **Naval Academy Information Affiliate (NAIA)** - A supporter of the Naval Academy who has voluntarily joined the **NAIP** and has been designated an Affiliate by the Head of Candidate Guidance. Depending on locality and circumstance, assists the local **NAIO** or is the primary Naval Academy recruiter in a community. May be a Reserve Officer, a Regular or Reserve Officer on active duty, an alumnus, or a civilian. Affiliates have not participated in a formal **NAIO** training session.
7. **Naval Academy Information Officer (NAIO)** - A **Blue and Gold Officer** who has completed a formal **NAIO** training session and has been designated an **NAIO** by the Head of Candidate Guidance.
8. **NAIO Reserve Coordinator** - An active duty officer in the **CGO** appointed by the Head of Candidate Guidance for the overall administration and direction of the **NAIP** reserve officer program.
9. **Naval Academy Information Program (NAIP)** - A nation-wide recruiting program run by the Head of Candidate Guidance at the Naval Academy. It is designed to encourage individuals of exceptional potential to seek careers as officers in the naval and marine service. The program is also known informally as the **Blue and Gold Program**.

¹Words in **BOLD** are defined in this glossary.

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10. **Naval Academy Liaison Officers (NALOs)** - Representatives appointed at each COMNAVRESFOR echelon III and IV command to actively support the **NAIP** by recruiting candidate reserve officers to be **BGOs**, processing orders as appropriate, and assuring proper administration of retirement points for those assigned in a **regular** or **concurrent** status.
11. **Operation Information (OPINFO)** - A public relations and recruiting program conducted by Naval Academy Midshipmen while on leave in their communities.
12. **Regional Directors (RDs)** - Active duty officers in the **CGO** responsible for **CGO** activities within specific geographic regions. **RDs** coordinate **NAIP** activities with **ACs** and **BGOs** in their region. They interface as necessary with the **NAIO Reserve Coordinator** in the **CGO**.
13. **Regular Assignment** - Naval Reservists who are **NAIOs** in a **regular assignment** to USNA have orders making the **NAIP** their primary assignment.



Naval Academy Information Program

Affiliate Application

SSN _____
NAME _____
HOME ADDRESS _____

DATE _____
SPOUSE _____
OFFICE ADDRESS _____

At which address would you prefer to receive correspondence: home office

Rank: _____ REDCOM: _____ DESIGNATOR: _____

FITREP REQUIRED: _____ TYPE: _____

STATUS (CIRC): CIVILIAN USN USMC RET MILITARY USNR USMCR USNR-R USAR USAFR

IF ACTIVE DUTY OR DRILLING RESERVE:

BILLET: _____

UNIT ADDRESS: _____

SEX: M F ETHNIC: _____ OCCUPATION: _____

HOME PHONE _____ OFFICE PHONE _____

What Naval Academy Affiliation do you have?

What prompted interest in the program?

Area Coordinator Comments/Endorsement - Area _____ Date _____

Signature: _____

PRIVACY ACT STATEMENT

Authority: 5 USC 301; 10 USC 503, 5031, 6958; 44 USC 3101; E09397

Purpose: To establish Naval Academy Information Officer Profiles for the Blue and Gold Program and obtain information for initiation of formal rosters.

Uses: To evaluate eligibility; potential for Naval Academy Information Officer Program (B&G Program)

Social Security Number (SSN): You are requested to provide your SSN. Naval Academy Information Officer Program information is computer sored by SSN for efficient utilization. SSN disclosure is voluntary. Failure to disclose your SSN may delay qualification determinations due to confusion of personal information.

Disclosure: Submission of the requested information constitutes authorization to release it to appropriate Members of Congress and other officer accession programs.

NAVAL ACADEMY INFORMATION OFFICER (NAIO) ASSIGNMENT REQUEST

RESERVISTS MUST ROUTE THIS THROUGH THE NAO PROGRAM CHAIN OF COMMAND PRIOR TO REQUESTING ASSIGNMENT TO THE NAO PROGRAM FROM THEIR RESERVE UNIT. The Head of Candidate Guidance will notify NAIOS of the action taken on their request through the chain of command, and will request orders for the applicant If the request is approved.

ASSIGNMENT REQUESTED: Regular ____ Concurrent ____

NAME _____
(last) (first) (middle)

RANK _____ SOCIAL SECURITY NUMBER _____

DESIGNATOR _____ CURRENT BILLET _____

RUIC _____ DATE OF RANK _____ DATE OF LAST PHYSICAL _____

RESERVE UNIT ADDRESS: _____

(city) (state) (zip)

RESERVE UNIT PHONE (____) _____

ECHELON IV COMMAND _____

DESIRED EFFECTIVE DATE OF ORDERS _____

DATE DESIGNATED BGO _____

BLUE & GOLD OFFICER (BGO) AREA _____ DATE DESIGNATED AFFILIATE _____

DATE DESIGNATED AREA COORDINATOR (if applicable) _____

FIRST ENDORSEMENT - AREA COORDINATOR

NAIO Applicant _____ is assigned _____ High Schools, has completed ____% of the required interviews, and received the most recent USNA BGO Training on _____. Therefore, as Area Coordinator for _____, I endorse this application for regular/concurrent assignment to the Naval Academy Information Program.

Signature Date

SECOND ENDORSEMENT - HEAD CANDIDATE GUIDANCE, U.S. NAVAL ACADEMY

- 1. Approved/Disapproved
- 2. Comments:

Signature Date

PRIVACY ACT STATEMENT

Authority: 5 USC 301; 10 USC 503, 5031, 6958; 44 USC 3101; EQ9397 Purpose: to evaluate eligibility of a Blue and Gold Officer of the Naval Academy Information Program desiring reserve assignment. Uses: To identify a Blue and Gold Officer of the Naval Academy Information Program and request IDI orders from the applicable echelon III or IV command. Social Security Number (SSN): You are requested to provide your SSN. Naval Academy Information Officer Program information is computer sequenced by SSN for efficient utilization. SSN disclosure is voluntary. Failure to disclose your SSN may delay qualification determinations due to confusion of personal information. Disclosure: Disclosure is voluntary. Submission of the requested information constitutes authorization to release it to appropriate Members of Congress and other officer accession programs.

SAMPLE LETTER TO NALO REQUESTING REGULAR ASSIGNMENT ORDERS

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DEPARTMENT OF THE NAVY
DEAN OF ADMISSIONS
UNITED STATES NAVAL ACADEMY
117 DECATUR ROAD
ANNAPOLIS, MARYLAND 21402-5017

1100
CGO/052
DATE

From: Head, Candidate Guidance
To: Readiness Commander
Naval Reserve Readiness Command Number

Subj: ASSIGNMENT OF REGULAR DRILLERS TO USNA INFORMATION PROGRAM

Ref: (a) CNAVRES 1321/1 with mods
(b) USNA authorization letter (USNA-GRE-1532/93)
(c) BUPERSINST 1001.39A
(d) NAVMILPERCOMINST 1611.1A

1. RANK First Last, #####/#### has been selected as a regular driller for the Naval Academy Information Officer Program.
2. Request you issue RANK Last orders with an effective date of Month 1, 19##, to ensure proper execution of his fitness report.
3. Order narratives should read, "Per references (a) and (b), report to Superintendent, U.S. Naval Academy, for primary duty as a Naval Academy Information Officer in a nonpay drill status per reference (c). You are assigned to NRSE USNA INFO RC NUMBER for administrative purposes only. Your IDT periods will be reported to NAVRESREDCEN NUMBER via your area coordinator. Per reference (d), Superintendent, U.S. Naval Academy is your regular reporting senior."
4. My point of contact for all questions is NAIP OFFICER, who may be reached at (410)293-4361 ext. 3#### or (DSN) 281-####.

HEAD CGO

Copy to:
RANK First Last, #####/####
Area ### Coordinator
Reserve Officer Coordinator

Enclosure (4)

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DEPARTMENT OF THE NAVY

DEAN OF ADMISSIONS

UNITED STATES NAVAL ACADEMY

117 DECATUR ROAD

ANNAPOLIS, MARYLAND 21402-5017

1100

CGO/053

DATE

From: Head, Candidate Guidance
To: Readiness Commander
Naval Reserve Readiness Command Number

Subj: ASSIGNMENT OF CONCURRENT DRILLERS TO USNA INFORMATION PROGRAM

Ref: (a) CNAVRES 1321/1 with mods
(b) USNA authorization letter (USNA-GRE-1532/93)
(c) BUPERSINST 1001.39A
(d) NAVMILPERCOMINST 1611.1A

1. RANK First Last, #####/#####, is a concurrent driller for the Naval Academy Information Officer Program.

2. Request you issue RANK Last orders with an effective date of Month 1, 19##, to ensure proper execution of his/her fitness report. Date of Rank: YYMMDD.

3. Order narratives should read, "Per references (a) and (b), report to Superintendent, U.S. Naval Academy, for additional duty assignment as a Naval Academy Information Officer in a non-pay drill status per reference (c). You are assigned to NRSE USNA INFO RC NUMBER for administrative purposes only. Your IDT periods will be reported to NAVRESREDCEN NUMBER via your area coordinator. Per reference (d), Superintendent, U.S. Naval Academy is your concurrent reporting senior."

4. My point of contact for all questions is NAIP OFFICER, who may be reached at (410)293-4361 ext. 3#### or (DSN) 281-####.

HEAD CGO

Copy to:
RANK First Last, #####/#####
Area ### Blue and Gold Officer Coordinator
Regional Director
Reserve Officer Coordinator

Enclosure (5)

RETIREMENT CREDITS REPORT (Monthly)

Naval Academy Information Officer

TO: Commandant _____ Naval District _____ *(Delete One)*
Regular Reporting Senior

NAME (Last, First, Middle Initial)	RANK DESIG	SOCIAL SECURITY NUMBER
ADDRESS	City	State Zip
		REPORT FOR MONTH OF

1. INSTRUCTIONS

This form is to be completed on a monthly basis by Naval Academy Information (Blue and Gold) Officers only (not Affiliates). Submit original only to the appropriate area state coordinator for signature and forwarding to the Naval District concerned or Regular Reporting Senior. Area state coordinator should submit their completed forms directly to the Naval District or Regular Reporting Senior with a copy to Superintendent, Attention Candidate Guidance, U.S. Naval Academy, Annapolis, Maryland 21402. All forms are to be submitted so as to arrive at the Naval District or Regular Reporting Senior no later than the fifth working day of each month.

Each period of Naval Academy Information Program duty must consist of an unbroken period of at least three hours duration and may be performed on any day of the week, Sundays and holidays included. If an individual performs for a period of three to seven hours one drill may be credited for that day. In order to credit multiple drills on any one day, each drill must be at least four hours duration. Only two drills may be credited for any one day. For a minimum of eight hours, two drills may be credited. However, even if 9 - 12 hours are involved, only two drills may be credited.

2. ACTIVITIES REPORTED		HOURS PERFORMED																														
		Indicate under the day of the month, the number of hours spent performing each activity (Including Travel)																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
A SCHOOL CONTACTS	COUNSELORS, TEACHERS, PRINCIPALS, ETC.																															
	H S AUDIENCE COLLEGE CAREER DAY NIGHT																															
B INDIVIDUAL COUNSELING	PROSPECTIVE CANDIDATES																															
	NOMINEES																															
	APPOINTEES																															
C GROUP CONTACTS	YOUTH GROUPS																															
	ADULT GROUPS																															
D SUPPORT OF USNA PERSONNEL	MIDSHIPMAN (OP INFO/OP MIDN)																															
	C G O ASSISTANCE																															
	OTHER (Specify)																															
E OTHER ACTIVITIES	PUBLIC RELATIONS (Radio, TV, etc.)																															
	REGIONAL BLUE & GOLD MEETINGS																															
	AFFILIATE RECRUITMENT																															
	ADMINISTRATIVE & PREPARATORY																															
	OTHER (Specify)																															
TOTAL HOURS																																
DRILL CREDITS																																

3. CERTIFICATION	I certify that the above listed activities were completed by me during the month being reported.										I certify that the subject activities were reviewed by me and found satisfactory.									
	SIGNATURE (Blue & Gold Officer)					DATE					SIGNATURE					DATE				
											PRINTED/TYPED NAME									