



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1531.46D
12/CGO
19 Jan 2022

USNA INSTRUCTION 1531.46D

From: Superintendent, U.S. Naval Academy

Subj: PROCEDURES GOVERNING ASSIGNMENT TO THE RESERVE NAVAL
ACADEMY INFORMATION PROGRAM

Ref: (a) OPNAVINST 1531.2C
(b) Marine Corps Order (MCO) P1001R.1L Section 7
(c) The Naval Academy Information Program (NAIP) Handbook (NOTAL)
(d) BUPERSINST 1001.39F
(e) COMNAVRESFORINST 1001.5E
(f) BUPERSINST 1610.10E
(g) USNAINST 1650.4C
(h) SECNAVINST 1650.1J

Encl: (1) Glossary of Terms
(2) Naval Reserve Officers May Earn Retirement Points for Participation in the Naval
Academy Information Officer Program (NAIP) (Blue & Gold Officer-BGO)
(3) Sample USNR NAIP Authorization Letter
(4) Sample USMCR NAIP Authorization Letter
(5) Sample Instruction Recommendation(s) Letter

1. Purpose. To define application and operational guidelines for Navy and Marine Corps Reserve Officers desiring to serve the Naval Academy Information Program (NAIP) in their reserve status and for Commander, Naval Reserve Force Command (COMNAVRESFORCOM) and Commanding General, Marine Forces Reserve, (CG, MARFORRES) in supporting those reservists in conformance with references (a) and (b).

2. Cancellation. USNAINST 1531.46C

3. Information. This instruction is a complete revision and should be reviewed in its entirety.

4. Background. The NAIP relies on Navy and Marine Corps Reserve Officers for the successful execution of the program. Reference (a) governs the NAIP and provides mutual tasking to the Superintendent, U.S. Naval Academy (USNA) and COMNAVRESFORCOM in support of this program and designates the Superintendent, USNA as the coordinator of the NAIP. Reference (a) also specifies the Superintendent, USNA, manage the NAIP through the USNA Office of

Admissions. This instruction and the NAIP Handbook, reference (c), describe all aspects of the NAIP in detail.

5. Definitions. A complete glossary of terms used in this instruction is contained in enclosure (1).

6. Responsibilities

a. Candidate Guidance Office (CGO)

(1) Per reference (a), the Director of Candidate Guidance is responsible for the management of the NAIP and retains overall authority over the Candidate Guidance Office. Responsibilities for the direction of the NAIP include all activities necessary to implement the NAIP except those concerning direct reserve administration specifically addressed in references (b) and (d), including, but not limited to retirement point/drill credit accounting.

(2) The Director of Candidate Guidance will appoint a NAIP Reserve Coordinator within the CGO responsible for the overall administration and direction of the NAIP Reserve Officer Program. The NAIP Reserve Coordinator will coordinate and interface with Area Coordinators (ACs), Reserve Blue and Gold Officers (BGOs), current and prospective, and their respective Regional Director (RD). The NAIP Reserve Coordinator, normally the Blue and Gold Liaison Officer (BGOLO), serves as the point of contact for reserve order requests and coordinates all Navy Reserve direct support in the CGO and should be personally contacted prior to initiating an order request to COMNAVRESFOR/MARFORRES.

(3) Regional Directors 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. Blue and Gold Liaison Officer (BGOLO). Per references (a), (d) and (e), COMNAVRESFORCOM is responsible for actively supporting the NAIP. Responsibilities include:

(1) Advertise and recruit officers to be BGOs for the NAIP.

(2) Assure proper administration of retirement points for BGOs by processing their reserve NAIP participation application and providing the authorization letter, if applicable.

c. Area Coordinators (ACs). ACs have special responsibilities for assisting COMNAVRESFORCOM, MARFORRES, the NAIP Reserve Coordinator, the RD, and the NAIP in general.

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(1) ACs support the NAIP in conformance with references (a) and (d) by:

(a) Recruiting candidate BGOs.

(b) Verifying NAIP retirement point credits for assigned Navy and Marine Corps Reserve Officers.

(c) Monitoring BGO performance.

(2) ACs support the NAIP Reserve Coordinator and the RD by:

(a) Endorsing applicants to the NAIP.

(b) Coordinating NAIP activities in their area.

d. Blue and Gold Officers (BGOs). BGOs are responsible to their AC and their RD 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 and interviewing official USNA candidates.

(3) Coordinating Operation Information (OPINFO) visits.

(4) Liaising with school guidance counselors.

(5) Presenting certificates of appointment to candidates.

(6) Recommending students for the Naval Academy Summer Seminar (NASS).

(7) Complying with all BGO training requirements.

(8) Promotion of marketing efforts in support of the Office of Admissions.

(9) Liaising, when tasked, with local congressional offices.

BGOs who are formally assigned to participate in the NAIP in their reserve status are expected to coordinate any reserve administrative issues through their AC, NAIP Reserve Coordinator, and Navy Reserve Activity (NRA).

7. Action

a. Assignment and Training Requirements of BGOs

(1) Naval Academy Information Affiliate (NAIA) Assignment. All BGO candidates must first qualify as a NAIA. Requirements for becoming a NAIA include

(a) Submission of USNA 1531/1 Naval Academy Information Program Application to the AC. The AC endorses the request and submits it to the BGO Liaison Officer (BGOLO). The BGOLO reviews the request, and if appropriate, directs the NAIP Administrative Assistant to send a qualification exam and the necessary study materials, reference (c), to the applicant. SECNAV 5512/1 DON Local Population ID Card/Base Access Pass Registration, a blank background check form, is also sent to the applicant.

(b) Complete the qualification exam and SECNAV 5512/1 and submission to the BGOLO. The BGOLO will submit the SECNAV 5512/1 to the Naval Academy security office for further processing. The BGOLO grades the exam. Once the background check is complete, and exam is passed, the applicant is designated a NAIA. Applicable assignment data is entered into the database and the applicant is sent a USNA 1110/16 USNA Naval Academy Information Affiliate Identification Card and designation email. A copy of the designation email is also sent to the AC.

(c) Consult with the AC on the appropriate school/geographic area assignments.

(d) Attend formal BGO training held at USNA within two years of qualification.

(2) Naval Academy Information Officer (NAIO) Assignment. Requirements for becoming a NAIO are:

(a) Complete the formal BGO training held at USNA.

(b) Receive the recommendation of the AC and CGO based on successful participation and motivation as a NAIA. This should include successful completion of assignments with significant responsibilities (indicators are number of high schools assigned, number of presentations given, all required interviews completed, etc.).

(3) BGO Training Requirements

(a) Attend formal BGO training at USNA within two years of NAIA designation.

(b) Attend refresher BGO training (in person or webinar training) every five years.

b. Eligibility, Authorization and Assignment Procedures for Reserve NAIP

(1) Eligibility for Reserve NAIP participation. Information provided below provides eligibility for Navy and Marine Corps Reserve Officers to request authorization to participate in the NAIP in their reserve status.

(a) Authorization to earn non-pay retirement points for NAIP duties may be requested after being designated a NAIA and actively participating in the program.

(b) NAIOs current in all training requirements.

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(c) NAIOS must comply with all NAIP training requirements to remain in the Reserve NAIP.

(d) Per reference (d) and (milpersman), only Navy Reserve Officers on the Reserve Active Status List (RASL) may earn retirement points and are eligible for promotion. This includes Selected Reservists (reservists in paid billets) and Individual Ready Reserve (IRR) (non-paid reservists), Volunteer Training Unit (VTU) (drilling IRR) and Active Status Pool (ASP) (non-drilling IRR), or active Standby Reserve (S1).

(e) Reservists residing overseas who desire to earn retirement points, whether in pay status or VTU, may not do so unless approved participants in the Overseas Peacetime Contributory Support Program (OPCSP) per reference (e). Once in the OPCSP, Reserve BGOs may request ADDU assignment to USNA in order to also earn retirement points for NAIP duties. Members of the non-drilling IRR are not authorized to earn points for NAIP duties performed overseas.

(f) Per reference (b), Marine Corps Reserve Officers serving in the SMCR, IMA, IRR and ASL are eligible to earn retirement points once issued appropriate duty orders without pay to the Naval Academy for duties performed in support of the NAIP.

(g) There is no specific USNR or USMCR officer rank restriction for assignment. Officers in the non-drilling IRR participating in the NAIP in their reserve status are advised that earning retirement points through the Reserve NAIP alone may limit their competitiveness for promotion and future paid billets. Participation in the Reserve NAIP while in the IRR allows junior reserve officers a means to continue earning retirement point credits while adjusting to new civilian work or family commitments. Senior officers in the Reserve NAIP can provide invaluable service to the NAIP while in the non-drilling IRR and continue to earn retirement point credits. Enclosure (3) is provided to assist Reserve BGOs determine which Reserve category best suits their individual reserve career goals.

(2) Authorization and Initial Assignment Procedures for Reserve NAIP Participation.
Assignment to the Reserve NAIP consists of receiving authorization to participate in the Reserve status.

(a) Eligible reserve officers desiring to participate in the NAIP in their reserve status and earn non-paid retirement point credits for BGO duties, in addition to their monthly reserve unit drill, will: Submit USNA 1531/7 Reserve Naval Academy Information Program Application request to the Area Coordinator.

(b) The AC endorses or rejects the application and submits it to the BGOLO.

(c) The BGOLO consults with the Director of Candidate Guidance for approval and forwards the request to the NAIP Reserve Coordinator.

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(d) Once approved for Naval Reservists, the NAIP Reserve Coordinator will:

1. Issue USNR NAIP Authorization Letter, enclosure (3), confirming their Reserve BGO status and outlining specific assignment requirements.

2. Navy Reservists may start earning drill/retirement point credits when the following requirements have been met:

a. In paid billets or in a VTU. Provide a copy of the Reserve NAIP Authorization Letter to their order writing authority and receive orders assigning the reservist additional duty to USNA. Reservists are to ensure copies of these orders are provided to the NAIP Reserve Coordinator and their Area Coordinator. Reservists who are in this category have another reserve component as their primary reserve assignment and the orders to the NAIP are an additional duty.

b. In the IRR (Active Status Pool and USNR-S1 Standby Reserve Active status). Provide a copy of their Reserve NAIP Authorization Letter to the Navy Personnel Command, Millington, TN, for inclusion in their record.

c. In the Standby Reserve Inactive (USNR-S2 status). Are not authorized to earn retirement points. They have been placed in S2 status upon completion of service contract or failure to maintain the minimum 27 retirement points per anniversary year (if <20 yrs qualifying service, all others 50 pts). Reservists desiring to transfer to IRR (Active Status Pool) in order to be eligible to earn retirement points should submit a letter to PERS-91 requesting transfer from S2 to IRR/Active Status Pool (ASP) status. The request will go before a board for approval and activation of transfer. Depending on the reservist's record, PERS-91 may require additional information such as a Ready Reserve Agreement, current physical, DD-214 and Oath of Office. Once transferred to the IRR (ASP), the reservist may then submit the request to CGO via the Area Coordinator for authorization to earn retirement points.

(e) Once approved for Marine Corps Reservists the NAIP Coordinator will:

1. Issue a Reserve NAIP Authorization Letter (USMCR), enclosure (4), confirming their Reserve BGO status and outlining specific assignment requirements.

2. Marine Corps Reservists may start earning non-pay drills/retirement point credits upon meeting the following criteria:

a. Receiving their authorization letter from USNA and submit to:

(1) For IRR: Marine Forces Reserve IRR support branch at New Orleans.

(2) For SMCR/IMA: Appropriate Inspector Instructor Staff (INIS)

(f) It is the responsibility of the USN/USMC reservist to verify that their retirement points have been credited.

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c. Continued Eligibility and Participation in the Reserve NAIP

(1) Reserve BGOs must remain current in NAIP training requirements and reserve administrative requirements.

(2) Inform the NAIP Reserve Coordinator of any changes in reserve status including, but not limited to change in rank, discharge from military service, change of unit, retirement and PRD extensions.

d. Retirement Credit/Drill Reporting

(1) Individuals assigned are expected to provide sufficient justification for the assignment of retirement point credits. Per reference (d), incremental accrual of retirement point/drill credit is authorized for the NAIP.

(2) It is the responsibility of the individual reservist to document NAIP completion on USNA 1800/6 NAIO Monthly Retirement Credit Report and forward it to the AC for endorsement in a timely manner. The AC verifies the information and provides a signed copy to the reservist for submission to the appropriate reserve command for posting of retirement point/drill accounting. Reserve BGOs should keep a copy of the signed retirement point form for future verification of retirement credit.

(3) The AC, as the CGO field representative, is required to maintain a file of the verified forms. This file will be transferred to the new AC when such redefinition occurs. Drill accounting does not formally involve the CGO.

(4) ACs who are in the Reserve NAIP, are to submit USNA 1800/6 to the Candidate Guidance Officer for certification/verification and signature. The Candidate Guidance Officer will send a copy of the signed form back to the AC for submission of retirement point credits and will provide a copy to the NAIP Reserve Coordinator to maintain.

(5) Marine Corps Reservists may use USNA 1800/6 to account for their time but may be required to transfer the drills to the NAVMC 799 Equivalent Instruction Report (1610).

e. Direct Support to the NAIP

(1) Naval Reservists may provide direct support to the NAIP by serving in the Office of Admissions throughout the year. BGOs who have assisted the CGO by directly interacting with the NAIP Reserve Coordinator and RDs in their day-to-day work are more effective in the performance of their BGO duties. Additionally, reserve direct support to the CGO enables the NAIP Reserve Coordinator and RDs to better understand reserve issues and provides far more effective and timely coordination of the reserve affiliated BGOs.

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(2) Reservists in the Reserve NAIP desiring to provide direct support to the CGO may do so by use of IDT/IDTT (non-pay) or AT/ADT (non-pay or pay, as allowed by section 1305 of reference (d) and available funding) requested through COMNAVRESFOR or USMCR Echelon III or IV command. USNA does not have funds to support such assignments for pay. Accordingly, such requests for IDT, IDTT, AT, or ADT orders with pay are entirely dependent on COMNAVRESFORCOM and MARRESFOR funding availability. IDT/IDTT is not authorized for formal BGO training at USNA.

(3) Reserve BGOs desiring to provide direct support at USNA Office of Admissions must:

(a) Be authorized to participate in the Reserve NAIP.

(b) Have current/appropriate duty orders to the NAIP.

(c) Be in compliance with all NAIP training requirements.

(d) Submit USNA 1110/94 Request to Perform Direct Support (IDT/IDTT/AT/ADT) with the NAIP Memorandum via reserve unit commanding officer and BGO chain of command and receive approval from the CGO prior to formally submitting the IDT, IDTT, AT or ADT request to their reserve command.

f. Performance Evaluation and Counseling

(1) Per reference (a), a concurrent Fitness Report (FITREP) may be submitted on reservists who are in receipt of ADDU orders to the NAIP. However, it is Office of Admissions policy to not submit concurrent FITREPs. Reservists should submit their NAIP duties for FITREP purposes directly to their regular reporting senior. Should verification of assigned duties be required, ACs may confirm NAIP participation and contributions. Members of the IRR do not receive periodic FITREPs. A regular FITREP will be issued upon completion of any 10-90 day AT/ADT/ADSW per reference (f).

(2) Reserve BGOs assigned on AT/ADT/ADSW to the Office of Admissions for periods of 10-90 days will receive a Not Observed (NOB) FITREP. The NAIP Reserve Coordinator finalizes the FITREP by assuring consistency and compliance with reference (d) and forwards them to the Director of Candidate Guidance for signature. Per reference (f), section 2-7a (I), the Director of Candidate Guidance is delegated signature authority for all BGO FITREPs.

g. Awards and Recognition. Per reference (a), the Office of Admissions is required to conduct a program to recognize BGO achievements. The Office of Admissions has a well-developed awards and recognition program in conformance with reference (a) with detail of the program in reference (g). Specific recognition for Reserve BGOs includes the Navy Recruiting Service Ribbon per reference (h).

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(1) Navy Recruiting Service Ribbon. The Director of Candidate Guidance is authorized to award the Navy Recruiting Service Ribbon to Reserve BGOs who have three consecutive years assignment to the Reserve NAIP. Specifically, Reserve BGOs desiring consideration of awarding of the Navy Recruiting Service Ribbon must:

- (a) Be authorized to participate in the NAIP in their reserve status.
- (b) Possess three consecutive years of additional duty orders to the NAIP or participate in the non-drilling IRR.
- (c) Meet all NAIP training requirements during the period of consideration.
- (d) Be recommended for the ribbon by their respective AC.
- (e) Submit USNA 1650/60 Reserve NAIP Navy Recruiting Service Ribbon Request to the Dean of Admissions along with copies of any supporting documentation.

Once approved, the NAIP Reserve Coordinator will prepare Letters of Eligibility for the Director of Candidate Guidance. No citation or certificate will be issued. The award consists of authorization of a ribbon bar only. Second and subsequent awards will be denoted by 3/16-inch bronze stars. A 3/16-inch silver star will be worn in lieu of a sixth award.

(2) Marine Corps Recruiting Service Ribbon (MCRR). Since the NAIP maintains no reserve billets, USMCR BGOs are not eligible for the MCRR for NAIP duties since they do not meet the eligibility criteria required in reference (h), possessing MOS 8411/8412 and serving in a MOS 8411/8412 billet.

h. Verification. Semi-annually, the NAIP Reserve Coordinator will work with the applicable AC and RD to verify the assigned Reserve BGOs. The NAIP Reserve Coordinator will request the applicable NALO to terminate the orders of those reservists who are no longer active in the NAIP or noncompliant with any NAIP training or performance standards. Upon receipt of the request, the NALO terminates the orders and copies the NAIP Reserve Coordinator.

i. Termination. The NAIP Reserve Coordinator, with input from the AC and RD, may at any time request termination of a Reserve BGO's orders when, in his/her judgment, the BGO is not performing satisfactorily. The AC should have properly counseled the unsatisfactory performer in accordance with reference (c) and allowed appropriate time for performance to improve before this step is taken. Similarly, if the echelon 3 or 4 reserve element chooses to terminate concurrent orders for any reason, the applicable NALO should be contacted and the NALO should coordinate this termination with the NAIP Reserve Coordinator. Should Reserve BGOs fail to comply with the NAIP training requirements or maintain current additional duty/appropriate duty orders to the NAIP, the NAIP Reserve Coordinator will coordinate with the NALO to terminate the NAIP additional/appropriate duty orders. Reservists in the IRR who fail to comply with NAIP training requirements will have their authorization to earn retirement points terminated and a letter will be forwarded to the Navy Personnel Command (PERS 912 and PERS 93) or MOBCOM (USMCR).

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8. Recommendations. Submit any recommended changes to this instruction utilizing the Sample Instruction Recommendation Letter, enclosure (11), to the NAIP Reserve Coordinator who may be reached at:

Office of Admissions
ATTN: NAIP Reserve Coordinator
Candidate Guidance Office
U. S. Naval Academy
52 King George Street
Annapolis, MD 21402

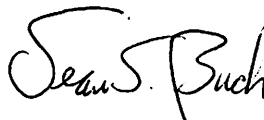
9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

10. Forms. SECNAV 5512/1 DON Local Population ID Card/Base Access Pass Registration and NAVMC 799 Equivalent Instruction Report (1610) can be found on Naval Forms online at <https://forms.documentservices.dla.mil/order/>. USNA 1110/16 Naval Academy Information Affiliate Identification Card, USNA 1110/94 Request to Perform Direct Support (IDT/IDTT/AT/ADT) with the NAIP Memorandum, USNA 1531/1 Naval Academy Information Program Application, USNA 1531/7 Reserve Naval Academy Information Program Application, USNA 1800/6 NAIO Monthly Retirement Credits Report, and USNA 1650/60 Reserve NAIP Navy Recruiting Service Ribbon can be found on the USNA forms issuance website at <https://www.usna.edu/AdminSupport/FormsProgram/USNAOfficialFormsList.php>. All forms should be submitted in accordance with the guidance contained in this instruction.

11. Review and Effective Date. The Blue and Gold Liaison Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40.



S. S. BUCK

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the USNA Issuances Web site, <https://www.usna.edu/AdminSupport/Inst/>.

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GLOSSARY OF TERMS

Area Coordinator (AC) – Term used to refer to NAIOS with specific responsibilities for coordinating.

Naval Academy Information Program (NAIP) – Activities for a specific geographic location. Area Coordinators (ACs) are BGOs with specific responsibilities for coordinating the activities of a group of BGOs in a specific geographic location.

Blue and Gold Officers (BGOs) – Term used to refer to both **Naval Academy Information Officers (NAIOs)** and **Naval Academy Information Affiliates (NAIAs)**. BGOs are admissions representatives/counselors who cover a specific geographic area and encourage exceptional individuals to seek a naval career through USNA and other officer accession programs. They provide counseling and information to candidates throughout the Naval Academy application process. BGOs are comprised of both Naval Academy Information Affiliates (NAIAs) and Naval Academy Information Officers (NAIOs).

Blue and Gold Liaison Officer (BGOLO) – Officer assigned to the CGO who is responsible for running all aspects of the NAIP not related to candidates.

Blue and Gold Officer Program (BGO Program) – See NAIP.

Candidate Guidance Office (CGO) – The office at the Naval Academy that coordinates the nation-wide NAIP (also known as the **Blue and Gold Officer Program**).

Additional Duty (ADDU) Assignment – The status of Naval Reservists who are NAIOS and have another reserve component as their primary reserve assignment with the orders to the NAIP as an additional duty (ADDU).

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 representative in a community. The NAIA may be a Reserve Officer, Officer on active duty, an alumnus, or a civilian. NAIAs have not participated in a formal NAIP training session. NAIAs are BGOs performing NAIP duties without having completed formal NAIP training conducted by the CGO.

Naval Academy Information Officer (NAIO) – A Blue and Gold officer who has completed a formal NAIP training session, has demonstrated satisfactory performance as an NAIA, and has been designated an NAIO by the Head of Candidate Guidance. A prerequisite for becoming a NAIO is to become a NAIA.

NAIP Reserve Coordinator – An active duty officer in the CGO appointed by the Head of Candidate Guidance responsible for the overall administration and direction of the NAIP Reserve Officer Program. The NAIP Reserve Coordinator will coordinate and interface with NALOs, ACs, Reserve BGOs (current and prospective), Regional Directors (RDs) and the BGOLO. The

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NAIP Reserve Coordinator serves as the point of contact to be used on reserve order requests and coordinates all Navy Reserve direct support in the CGO and should be personally contacted prior to initiating an order request to COMNAVRESFOR/MARRESFOR. Responsible for issuance of the Navy Recruiting Ribbon to qualified BGOs in the Reserve NAIP.

Naval Academy Information Program (NAIP) – A nation-wide admissions program run by the Blue and Gold Liaison Officer 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 informally known as the **Blue and Gold Program**.

Naval Academy Liaison Officers (NALOs) – Representatives appointed at each COMNAVRESFOR echelon III or 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 an additional duty status.

Operation Information (OPINFO) – A public relations program conducted by Naval Academy Midshipmen while on leave in their hometown communities.

Regional Admissions Counselor (RAC) – Responsible for the guidance of candidates in his/her assigned states. Screens, evaluates, and processes applications. Assists the Regional Director in the management of regional activities. Travels throughout the Region providing information to schools, community leaders, and organizations

Regional Director (RD) – Civilian staff 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 NAIP Reserve Coordinator in the CGO. RDs are active duty Navy and Marine Corps officers in the CGO responsible for CGO activities within a specific geographical region. RDs coordinate NAIP activities with ACs and BGOs in their region. They interface as necessary with the BGO Liaison Officer and NAIP Reserve Coordinator in the CGO.

Reserve NAIP- All policies and procedures of the NAIP that are specific to the BGOs authorized to participate in their reserve status. The Reserve NAIP allows authorized reserve BGOs an alternate means of obtaining retirement credit in addition to their assigned reserve unit duties not to exceed the limits outlined in BUPERSINST 1001.39F.

23 Aug 2021



Naval Reserve Officers May Earn Retirement Points for Participation in the Naval Academy Information Officer Program (NAIP) (Blue & Gold Officer-BGO)

Blue and Gold Officers:

- Assist, counsel and interview USNA candidates.
- Participate in Career/College nights in local community.
- Assist in the Academy's minority Recruiting Efforts.
- Participate in the planning & execution of local Operation Information (OPINFO).
- Act as local level Congressional liaison.
- Encourage opportunities for favorable USNA publicity.
- Develop close working rapport with principals and counselors in assigned schools.
- Present Certificates of Accomplishment to their appointees.

Qualification Process (NAIA/NAIO –Blue & Gold Officers):

Once designated as a NAIO, reservists may request authorization to participate in their reserve status to receive drill credit/retirement points for NAIP duties.

Step 1: NAIA- Naval Academy Information Affiliate: Complete application, receive favorable recommendation by BGO Area Coordinator, complete open book exam and submit to Director of Candidate Guidance.

Step 2: NAIO- Naval Academy Information Officer: Once designated as a NAIA, submit the NAIO application through the Area Coordinator to the Reserve Component Outreach (RCO) coordinator. RCO will submit to CGO for final approval. Once designated as a NAIO, reservists are authorized to earn retirement points. Retirement points are certified by the members Area Coordinator monthly and approved at the discretion of the reservists Chain of Command.

Requirement/Benefits	Reserve Membership Options	
	Drill Status (SELRES & IRR VTU)	Non-drill status (IRR ASP) *grandfathered status only
Required to Drill at NRA	Yes	No
Earn retirement pts for BGO duties	Yes, in addition to monthly drills	Yes
Supporting Reserve Activity	NOSC	NAVRESPERSCOM
Semiannual PRT	Yes	No
FITREPS	Yes	Only after 10-90 days ADT
Annual GMT	Yes	No
Reporting Senior	Unit CO or NOSC CO	USNA (if on AT/ADT/ADSW 10-90 days)

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SAMPLE USNR NAIP AUTHORIZATION LETTER

1100

CGO RC/Serial#

DD Mmm YY

From: Reserve Coordinator, U.S. Naval Academy Information Program

To: LCDR John Smith, USNR

SUBJ: AUTHORIZATION FOR RETIREMENT POINT CREDIT FOR DUTIES WHILE
ASSIGNED TO THE NAVAL ACADEMY INFORMATION PROGRAM (NAIP)

Ref: (a) USNA 1531/7 Reserve Naval Academy Information Program Application
(b) OPNAVINST 1531.2C
(c) USNAINST 1531.46D
(d) BUPERSINST 1001.39F
(e) COMNAVRESFORINST 1001.5E
(f) BUPERSINST 1610.10E
(g) Naval Academy Information (NAIP) Handbook

1. As a Naval Academy Information Program (NAIP) Officer/Affiliate and Ready Reserve Naval Officer, this letter authorizes a modification of your Inactive Duty Training (IDT) orders in earn non-pay retirement points for your participation in the NAIP while serving in any of the following three Ready Reserve categories per references (a) through (e). **Retirement points may be credited for NAIP duties commencing XX XXX XXXX AND after the appropriate category requirements are met.**

a. Selected Reservist (SELRES -in a paid billet): In addition to drills and duties assigned in a reserve billet, authorized reservists may earn non-pay retirement points for NAIP duties once IDT orders are modified to include remarks provided in paragraph 2.

b. Volunteer Training Group (VTU-non-pay)/drilling section of the Inactive Ready Reserve (IRR): The purpose of these units is to allow reservists currently not in paid billets to maintain professional competencies and perform peacetime contributory support to remain competitive for future paid billets. In addition to monthly drills, you are authorized to acquire non-pay retirement points for NAIP duties once IDT orders are modified assigning you additional duty (ADDU) at USNA to include remarks provided in paragraph 2.

c. Active Status Pool (ASP-non-pay)/non-drilling section of the IRR & S1: If currently in the IRR (ASP) or S1 status, this letter authorizes you to submit retirement point credit for NAIP duties. Additionally, you are subject to the provisions in paragraph 2.b. through 2.e. If you are currently in category 1.a or 1.b., and transferring to the IRR (ASP), ensure your orders include the remarks provided in paragraph 2.b. through 2.f.

2. Retirement Point Credit. This is a limited program. Officers assigned are expected to provide sufficient justification for assignment of retirement credit. Per references (d) and (e), this program allows incremental accrual of time until three hours are accumulated for one non-pay

Enclosure (3)

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retirement point. However, if an individual performs for a period of three to five hours in one day, only one point/drill may be credited for that day. In order to credit multiple drills/points on any one day, each time period/drill must be of at least three hours duration. Only two points (drills) may be credited for any one day. For a minimum of six hours, two drills may be credited. Even if 7-12 hours are involved in one day, only two non-paid points may be credited.

Document all NAIP duties performed on the Officer Retirement Credits Report (Monthly) USNA-GRE-1800/06 Form (provided in reference (c)). The form must be sent to your NAIP Area Coordinator for certification prior to submission for retirement credit. Reservists serving as an Area Coordinator shall have their Regional Director certify their USNA-GRE-1800/06. Once certified, the Reserve BGO shall send the forms to their Navy Reserve Activity (NRA). Reserve Encl 5 Sample Authorization Letter (USNR) are advised to keep a copy of all Officer Retirement Credits Report (Monthly) USNA-GRE-1800/06 Forms submitted to NRA & verify posting of retirement credit.

3. Ensure your billet order writing authority (usually REDCOM) includes the following remarks on IDT (ADDU) orders to be authorized retirement points for NAIP duties:

a. Per references (b) through (e) and (this authorization letter), you are assigned additional duty in a non-pay status to Superintendent, U.S. Naval Academy for duties as a NAIP Officer/Affiliate (Blue & Gold Officer) who may submit a concurrent FITREP/PIM to your regular reporting senior per reference (f).

b. Per references (b) through (e) and (this authorization letter), in addition to your monthly drills, you are authorized to earn incremental accrual of retirement point credit for participation in the Naval Academy Information Program (NAIP): 1 point for each accumulated 3 hrs (maximum 2 pts/day). If 2 points/drills are performed in one day, drill duration is 4 hours each. (7 hrs in 1 day = 1 drill).

c. All retirement points for NAIP duties must be submitted on the Retirement Points Credit Report (NAIO) Monthly Form (USNA-GRE-1800/06) provided in reference (c) and certified by your NAIP Area Coordinator (Regional Directors are certification officials for Area Coordinators) before submission to (Navy Reserve Activity (NRA) or Pers-49 IRR (ASP) members) for retirement point credit per references (b), (c) and (e).

d. Per references (b) and (c), you are not authorized to receive retirement points for NAIP training while on invitational travel orders since these are issued to you in your civilian status. USNA will cover all travel and berthing expenses while on invitational orders.

e. For orders to IRR (ASP) only: You are reminded to maintain the minimum 27pts (if <20 yrs qualifying service; all others 50 pts) per anniversary year to remain on the Active Status List. However, for the anniversary year to count for a retirement qualifying year, you must earn 50 points (75 maximum) per anniversary per reference (d).

f. This authorization will be cancelled if noncompliance with NAIP periodic training, program requirements or reserve administrative requirements per references (b) through (g).

4. New ADDU orders are required whenever a reservist is issued new billet orders due to unit transfer, ordered into or out of a command billet or upon PRD expiration.

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5. Reservists residing overseas who desire to earn retirement points, whether in a pay status or VTU may not do so unless approved participants in the Overseas Peacetime Contributory Support Program (OPCSP) per reference (e). Once in the OPCSP, reservists may request ADDU assignment to USNA in order to also earn retirement points for NAIP duties. Members of the non-drilling IRR are not authorized to earn points for NAIP duties performed overseas.

6. For order writing authority/administering NRA: Please send copies of all ADDU IDT orders to: USNA Admissions Office (ATTN: Reserve NAIP Coordinator), 117 Decatur Rd, Annapolis, MD 21042-5018 or FAX to (410) 293-1815.

7. NAIP Reserve Coordinator is: XXXXXX, who may be reached at (XXX) XXX-XXXX, e-mail: XXXX@XXXX

X. X. XXXXX

Copy to:
Area Coordinator
Reserve NAIP Coordinator

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SAMPLE USMCR NAIP AUTHORIZATION LETTER

1100
CGO-RC/Serial #
DD Mmm YY

From: Reserve Coordinator, U.S. Naval Academy Information Program
To: Major John Smith, USMCR

Subj: AUTHORIZATION FOR RETIREMENT POINT CREDIT FOR DUTIES WHILE
ASSIGNED TO THE NAVAL ACADEMY INFORMATION PROGRAM (NAIP)

Ref: (a) USNA 1531/7 Reserve Naval Academy Information Program Application
(b) OPNAVINST 1531.2C
(c) USNAINST 1531.46C
(d) MCO P1001R.1J (MCRAMM, para 4404)
(e) Naval Academy Information Program (NAIP) Handbook
(f) MCO P1610.7E (Performance Evaluation System: PES)

Encl: (1) Sample Request for Reserve Active Duty Orders (NAVMC 11350)
(2) Sample Appropriate Duty Orders

1. As a Naval Academy Information Program (NAIP) Officer/Affiliate and Ready Reserve Marine Corps Officer, this letter authorizes issuance of appropriate duty orders for your assignment to the NAIP, Candidate Guidance, U.S. Naval Academy in order to earn retirement points in a nonpay status for your participation in the NAIP per references (a) through (e). Retirement points may credited for NAIP duties commencing DD MMM YYYY AFTER appropriate duty orders are cut.

2. Per reference (d), Marine Corps Reserve Officers serving in the SMCR, IRR and ASL are eligible to earn retirement credit points once issued appropriate duty orders in a nonpay status to the Naval Academy for duties performed in support of the NAIP.

3. You are directed to submit a signed (by the NAIP Reserve Coordinator) Request for Reserve Active Duty Orders (NAVMC 11350), enclosure (1), for appropriate duty orders along with a copy of this letter to:

a. For IRR/IMA: CG, MOBCOM, Kansas City, MO (Fax or e-mail to the Customer Service Center, Fax (816) 843-3077, csc@cdc.usmc.mil),

b. For SMCR: appropriate Inspector Instructor Staff (I&I).

4. Appropriate Duty orders end annually on the last day of the fiscal year. A Request for Reserve Active Duty Orders (NAVMC 11350) will need to be submitted annually to generate appropriate duty orders to the Reserve NAIP.

5. Retirement Point Credit. This is a limited program. Officers assigned are expected to provide sufficient justification for the assignment of retirement credit. Marine Corps Reservists may use

Enclosure (4)

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the Naval Academy Information Officer Retirement Credits Report (Monthly) USNA-GRE-1800/02 Form (provided in reference (c)) as an easy method to account for their monthly NAIP activities in (4 hour increments) or use the Equivalent Instruction Report (NAVMC 799). The form must be sent to your NAIP Area Coordinator for certification prior to submission for retirement credit. Reservists serving as an Area Coordinator shall have their Regional Director certify their NAVMC 799 or USNA-GRE-1800/82. Once certified, Reserve BGO shall send forms to:

a. If in IRR/IMA: CG, MOBCOM, Kansas City, MO (Fax or e-mail to the Customer Service Center, Fax (816) 843-3077, csc@cdc.usmc.mil),

b. If in SMCR: Unit Maintaining Records

6. Fitness Reports:

a. Members of the IRR do not receive periodic fitness reports. A regular fitness report must be issued by the gaining command upon completion of any active duty period of 12-30 continuous days per reference (f).

b. Members of the SMCR/IMA may provide information regarding their NAIP duties directly to their regular reporting senior for inclusion in their periodic FITREP.

7. This authorization may be canceled due to noncompliance with periodic training, program requirements or reserve administrative requirements per references (b) through (e).

8. Reservists are to keep USNA informed of any changes in reserve status (change of unit, retirement, discharge, etc.).

9. USMC Forms are available on: "http://mcrsc.mfr.usmc.mil/Forms/Forms.asp".

10. For billet order writing authority: Request process appropriate duty orders per sample provided in enclosure (2). Send copies of all appropriate duty orders to: USNA Admissions Office (ATTN: NAIP Reserve Coordinator), 117 Decatur Rd, Annapolis, MD 21042-5018 or FAX (XXX) XXX-XXXX.

11. NAIP Reserve Coordinator is: XXXXXX, who may be reached at (XXX) XXX-XXXX, e-mail: XXXX@XXXX

X. X. XXXXX

Copy to:
Area Coordinator
Reserve NAIP Coordinator

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SAMPLE INSTRUCTION RECOMMENDATION(S) LETTER

To make this instruction responsive to both program requirements and BGO's administrative needs, the sample format below shall be used to bring suggestions and/or problems to our attention.

Date

From:

To: NAIP Reserve Coordinator, U.S. Naval Academy

Via: Area Coordinator

Subj: USNAINST 1531.46D

1. The following suggestions/problems concerning USNAINST 1531.46D is/are submitted for review:

- a. Description of suggestion/problem (with paragraph and page numbers):
- b. Recommendation:

/s/ Signature

Name

Telephone number(s)

E-mail address