



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

USNAINST 1531.46C  
12/CGO

MAY 13 2010

USNA INSTRUCTION 1531.46C

From: Superintendent

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

Ref: (a) OPNAVINST 1531.2C  
(b) Marine Corps Order (MCO) P1001R.1J para 4404.2  
(c) The Naval Academy Information Program (NAIP) Handbook (NOTAL)  
(d) BUPERSINST 1001.39F  
(e) COMNAVRESFORINST 1001.5E  
(f) BUPERSINST 1610.10B  
(g) USNAINST 1650.4C  
(h) SECNAVINST 1650.1H

Encl: (1) Glossary of Terms  
(2) Naval Academy Information Program Blue and Gold Officer Application (USNA ED 1110/08 (Rev. 3/2010))  
(3) Naval Reserve Officers May Earn Retirement Points for Participation in the Naval Academy Information Officer Program (NAIP) (Blue & Gold Officer-BGO)  
(4) Participation Options, Requirements & Benefits for Ready Reserve Officers (USNR-R Reserve Active Status List) in the Naval Academy Information Program (NAIP)  
(5) Reserve Naval Academy Information Program USNR/USMCR Officer Participation Authorization Request (USNA ED 1531/07 (Rev. 3/2010))  
(6) Sample USNR NAIP Authorization Letter  
(7) Reserve Officer Request for Transfer/Termination (CNAVRES 1301/5)  
(8) Sample USMCR NAIP Authorization Letter  
(9) Request for Reserve Active Duty Orders (NAVMC 11350)  
(10) Retirement Credits Report (Monthly) (USNA ED 1800/06(Rev. 3/2010))  
(11) Equivalent Instruction Report (1610) (NAVMC 799)  
(12) Request to Perform Direct Support (IDT/IDTT/AT/ADT) with the Naval Academy Information Program Memorandum (USNA ED 1110/94 (3/2010))  
(13) Reserve NAIP Navy Recruiting Service Ribbon Request (USNA ED 1650/60 (3/2010))  
(14) Authorization to Wear the Navy Recruiting Ribbon  
(15) 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 1531.46B

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 Admissions 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 and reserve order processing.

(2) The Director of Admissions 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 (BGO LO), 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 (BGO LO). 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 timely processing of ADDU orders when requested by the USNA NAIP Reserve Coordinator for BGOs desiring and meeting requirements for ADDU assignment to the NAIP.

(3) Assure proper administration of retirement points for BGOs so assigned.

(4) Facilitate issuance of no-cost military orders (AT, ADT) as necessary for BGO training or direct support of the NAIP.

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

(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.

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(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 and NAIP Reserve Coordinator.

## 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 the Naval Academy Information Program Application, enclosure (2), to the AC. The AC endorses the request and submits it to the BGO Liaison Officer (BGO LO). The BGO LO reviews the request, and if there is concurrence, directs the NAIP Administrative Assistant to send a qualification exam and the necessary study materials, reference (c), to the applicant.

(b) Completion of the qualification exam and returning it to the BGO LO. The BGO LO grades the exam and, if passed, requests the NAIP Administrative Assistant to designate the applicant a NAIA. Applicable assignment data is entered into the database and the applicant is sent a NAIA identification card and designation letter. A copy of the designation letter 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 five day 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.).

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(c) Demonstrate satisfactory performance for one year unless special circumstances prevail.

(3) BGO Training Requirements

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

(b) Attend refresher BGO training (local HUB training or summer training at USNA) every five years.

(c) Attend refresher BGO summer training at USNA every ten years.

(d) Per reference (a), orders to the summer BGO training at USNA for reserve BGOs may be provided either by Individual Travel Orders (ITO) from USNA (during which no retirement credit may be awarded) or by no-cost Active Duty for Training Orders (ADTO) from the applicable Naval Reserve Echelon III or IV command (during which retirement points may be credited). Reserve BGOs desiring ITOs should coordinate the request through the respective AC and BGO LO. Requests for ADTOs should be initiated through the reserve chain of command with the NAIP Reserve Coordinator as the point of contact. NALOs are tasked to support such requests per reference (a).

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 during the first 24 months of being designated a NAIA.

(b) NAIOS current in all training requirements.

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

(d) Per reference (d), 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 or non-pay 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. Enclosures (3) and (4) are provided to assist Reserve BGOs determine which Reserve category best suits their individual reserve career goals.

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(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 and issuance of additional duty orders (USNR) or appropriate duty orders (USMCR).

(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, shall:

1 Provide a copy of current reserve billet orders to the NAIP Reserve Coordinator.

2 Submit a Reserve NAIP USNR/USMCR Officer Participation Authorization Request (USNA ED1531/07), enclosure (5), to the Area Coordinator.

(b) The AC endorses or rejects the application and submits it to the Head, Candidate Guidance Office (CGO).

(c) The Head, CGO consults with the applicable RD and BGO Liaison Officer, endorses or rejects the application, and forwards the request to the NAIP Reserve Coordinator.

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

1 Issue USNR NAIP Authorization Letter, enclosure (6), confirming their Reserve BGO status and outlining specific assignment requirements.

2 Generate the request for ADDU orders (CNAVRES 1301/5), enclosure (7), and submit to the appropriate order writing authority for concurrence of the Echelon III or IV Naval Reserve Naval Academy Liaison Officer (NALO) based on the member's demonstrated performance in the Navy Reserve. Since issuance of reserve orders is the responsibility of the Reserve Officer, a copy of the officer request for ADDU orders will be provided to the Reserve BGO for follow-up action.

3 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 and Reserve Officer Request for ADDU Assignment (CNAVRES 1301/5), enclosure (7), 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-4911 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-4911 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:

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1 Issue a Reserve NAIP Authorization Letter (USMCR), enclosure (8), confirming their Reserve BGO status and outlining specific assignment requirements.

2 Prepare Request for Reserve Active Duty Orders (NAVMC 11350), enclosure (9), and provide to the reservist for submission to order writing authority for appropriate duty order generation.

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

(a) Receiving their authorization letter from USNA.

(b) Submitting their signed Request for Reserve Active Duty Orders (NAVMC 11350), enclosure (9), for appropriate duty orders (provided with the authorization letter) to:

(1) For IRR/IMA: MOBCOM, Kansas City, MO

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

(c) Receiving appropriate duty orders.

(d) Providing the NAIP Reserve Coordinator and AC a copy of the appropriate duty orders.

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

c. Continued Eligibility and Participation in the Reserve NAIP

(1) New additional duty/appropriate duty orders are required whenever a Reserve BGO transfers to a new reserve unit, issued new billet orders due to change in reporting senior or PRD expiration.

(a) Navy Reservists may use the prepared sample Reserve Officer Request for Transfer/Termination (CNAVRES 1301/5), enclosure (7), provided in BGIS to request a simultaneous change in reserve unit with NAIP additional duty orders or transfer to the non-drilling IRR. Submit completed requests to the NAIP Reserve Coordinator for approval and forwarding to the billet order writing authority.

(b) Marine Corps Reservists may use the prepared sample Request for Reserve Active Duty Orders (NAVMC 11350), enclosure (9), provided in BGIS to generate appropriate duty orders each fiscal year. Appropriate duty orders are issued for a maximum of 365 days and expire at the end of the fiscal year.

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

(3) 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) Officers 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 the Retirement Credits Report (Monthly) (USNA ED 1800/06), enclosure (10), and forward it to the AC for endorsement in a timely manner. The AC verifies the information and provides a signed copy to the

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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) Reference (a) requires a copy of the retirement credits 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 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 their Retirement Credits Report, enclosure (10), 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 the Retirement Credits Report Monthly, enclosure (10), to account for their time but may be required to transfer the drills to the Equivalent Instruction Report, enclosure (11).

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.

(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 ADDU/appropriate duty orders to the NAIP.

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

(d) Submit the Request to Perform Direct Support (IDT/IDTT/AT/ADT) with the NAIP Memorandum, enclosure (12), 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).

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(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 it to the Director of Admissions for signature. Per reference (f), section 2-7a (l), the Director of Admissions 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).

(1) Navy Recruiting Service Ribbon. The Director of Admissions 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 the Reserve NAIP Navy Recruiting Service Ribbon Request, enclosure (13), to the Director of Admissions along with copies of any supporting documentation.

Once approved, the NAIP Reserve Coordinator will prepare Authorization to Wear the Navy Recruiting Ribbon, enclosure (14), for the Director of Admissions. 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. Once verified, a listing of all authorized BGOs in the Reserve NAIP will be provided to the reserve commands.

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 a time for performance to improve before this step is taken. Similarly, if the Echelon III or IV 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 Center (USNR) or MOBCOM (USMCR).

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8. Forms Availability. Blank Forms along with instructions on completing the forms may be obtained on the Blue & Gold Information System (BGIS) webpage or may be requested from the NAIP Reserve Coordinator in writing.

9. Submit any recommended changes to this instruction utilizing the Sample Instruction Recommendation(s) Letter, enclosure (15), to the NAIP Reserve Coordinator who may be reached at:

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

/s/  
J. L. FOWLER

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Distribution:  
All Non-Mids (electronically)  
Blue and Gold Officers (electronically)  
COMNAVRESFORCOM  
MOBCOM  
MARRESFOR  
COMNAVMILPERSCOM (PERS-9)

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## GLOSSARY OF TERMS

**Area Coordinator (AC)** – Term used to refer to **Naval Academy Information Officers (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 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 (BGO LO)** – 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 BGO LO. The 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 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 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.

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

**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 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.

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## Naval Academy Information Program Blue and Gold Officer Application

Last 4 SSN: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Gender: M F Date of Birth: \_\_\_\_\_  
 Title/Rank (Mr./Mrs./Ms./CDR/LtCol): \_\_\_\_\_ Ethnic Background: \_\_\_\_\_  
 Spouse's name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Cell Phone Number: \_\_\_\_\_ USNA Grad: Yes / No Grad. Year \_\_\_\_\_  
 Congressional State \_\_\_\_\_ District \_\_\_\_\_ (where you are living)

At which address would you prefer to receive correspondence? Home or Office

**\*\*Student status and interview reports are internet based on the On-line Blue and Gold Information System. Internet access and use is a requirement for participation in the BGO program\*\***

**Do you currently have access to the internet:** Yes / No

**Status (Select one):**

\_\_\_\_\_ Civilian (no prior military service)

\_\_\_\_\_ Retired Military: \_\_\_\_\_  
 (Branch of Service/rank/year of military retirement)

\_\_\_\_\_ Prior Military Service: \_\_\_\_\_ Discharged: \_\_\_\_\_  
 (select one) or (Branch of Service/year discharged/rank at discharge)

\_\_\_\_\_ Resigned Commission: \_\_\_\_\_  
 (Branch of Service/year discharged/rank at discharge)

\_\_\_\_\_ Active Duty Military: \_\_\_\_\_  
 (Branch of Service/ Rank)

**For Active Duty USN & USMC:** Designator/MOS: \_\_\_\_\_ PRD: \_\_\_\_\_  
 Name of Command/Billet: \_\_\_\_\_ Date of Rank: \_\_\_\_\_

\_\_\_\_\_ Military Reservist \_\_\_\_\_  
 (Branch of Service/ Rank/Date of Rank)

**For Drilling USNR & USMCR:** Reserve Unit/Billet: \_\_\_\_\_  
 Designator/MOS: \_\_\_\_\_ PRD: \_\_\_\_\_  
 REDCOM/NAR: \_\_\_\_\_ Reserve Center: \_\_\_\_\_  
 (Billet order writing authority)

**For Nondrilling USNR & USMCR;** Designator/MOS: \_\_\_\_\_  
 USNR Non-drilling Reservists (**circle one**): IRR (Active Status Pool), S1 or S2 Status  
 For USMCR (**circle one**): SMCR/IMA/IRR

**For Drilling/Non-drilling USNR/USMCR Reservists:** Once qualified a BGO would you be interested in obtaining Authorization to Participate in the Reserve NAIP to earn non-paid retirement points for NAIP duties? (**circle one**): Yes or No

What affiliation do you have with the Naval Academy? \_\_\_\_\_

What prompted your 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, EO 9397 Purpose: To establish Naval Academy Information Officer Profiles for the Naval Academy Information Program and obtain information for initiation of formal rosters. Uses: To evaluate eligibility; potential for Naval Academy Information Officer Program. Social Security Number (SSN). You are requested to provide your SSN. Naval Academy Information Officer Program Information is computer sieved 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 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 BGO, reservists may request authorization to participate in their reserve status to receive drill credit/retirement points for NAIP duties.

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.

NAIO- Naval Academy Information Officer: Upon receiving formal training conducted by the Candidate Guidance Office, NAJAs will be officially designated a NAIO.

### Several options are available!

Earn retirement points in a drill *or* non-drill status!

### *The major differences:*

Requirement/Benefits	Reserve Membership Options	
	Drill Status (SELRES & IRR VTU)	Non-drill status (IRR ASP)
Required to Drill at NRA	2 drills at least quarterly	No
Earn retirement pts for BGO duties	Yes, in addition to monthly drills	Yes
Supporting Reserve Activity	NOSC/REDCOM	NAVRESPERSCOM
Semiannual PRT	Yes	No
FITREPS	Yes	Only after 10-90 days ADT
Annual GMT	Yes	No
Reporting Senior	Unit CO or Gaining Command CO	USNA (if on AT/ADT/ADSW 10-90 days)
SGLI Coverage	Yes	While on ADT

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**Participation Options, Requirements & Benefits  
for  
Ready Reserve Officers (USNR-R Reserve Active Status List)  
in the  
Naval Academy Information Program (NAIP)**

	<i>Drill Status</i>		<i>Non-Drill Status</i>
	Selected Reserve (SELRES) (assigned to pay billets)	Individual Ready Reserve (IRR) (not assigned to pay billets)	
	Unit with authorized paid drills (RESCEN/REDCOM)	Volunteer Training Unit (VTU)	Active Status Pool (ASP) (NAVRESPERSCOM)
<b><u>Requirements</u></b>	Officers in paid billets or VTU are required to drill monthly with their unit but can accrue non-paid retirement pts for NAIP duties. VTU members maintain professional currency & enhance potential for future assignment to a paid billet. Reminder: if assigned a paid billet outside local area, senior officers are responsible for all travel costs to/from their monthly drill site.		
Serve in mobilization billet	•		
Paid drills 48/yr	•		
Non-paid drills 48/yr		•	
Annual AT	•		
Semi-Annual PRT	•	•	
Annual GMT	•	•	
Report to NRA (RESCEN/REDCOM) ≥2 drills per Qtr	•	•	
ADDU to USNA	•	•	
Reporting Sr: USNA			• (AT/ADT/ADSW) if 10-90 days
Earn Min. # pts to remain on Active Status List 27pts if < 20 qual yrs 50 pts if > 20 qual yrs	•	•	•
Min pts for qualifying year 35 earned + 15 mbrshp pts	•	•	•
<b><u>Benefits</u></b>	Performing BGO duties for retirement points in the IRR (ASP) is ideal for officers desiring flexible schedules without monthly NRA reporting and administrative responsibilities.		
Earn Pts for BGO duties	•	•	•
Commissary Privileges	•	•	•
Family Mbr ID Card	•	•	•
Use of MWR facilities	•	•	•
Space "A" Travel	•	•	•
Medical Coverage	•	•	•
Earn Pts for Corres. Courses & Funeral Honor Detail	•	•	•
Survivor Benefit Plan	•	•	•
SGLI/VGLI	•	•	• (on AT/ADT)



Reserve Naval Academy Information Program

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USNR/USMCR OFFICER PARTICIPATION AUTHORIZATION REQUEST

Reservists must route this through the NAIP chain of command prior to requesting additional/appropriate duty orders to the NAIP from their reserve order writing authority. If the request is approved, the Reserve Coordinator will issue an authorization letter to the reservist to present to their reserve order writing authority for issuance of additional/appropriate duty orders.

Name (last) (first) (middle)

Home Address:

Rank: Date of Rank: Service: USNR/USMCR Designator/MOS:

SSN: Home Phone Number Work Number

E-mail Address Fax Number Cell Number

Current Billet PRD Reserve Unit:

Echelon IV Command: NRA:

Billet Order Writing Authority:

(N/A for USNR currently in IRR/ASP)

Phone Number: FAX Number:

Address:

Desired Effective Date of Orders/Ordmod: Date of last USNA BGO Training:

Date designated BGO (NAIA): Date of last BGO HUB Training:

Date Designated Area Coordinator (if applicable):

Signature Date

FIRST ENDORSEMENT: AREA COORDINATOR

1. NAIA/NAIO Applicant is assigned high schools, has completed % of the required interviews, and received the most recent USNA BGO training (or is scheduled to receive) on. Therefore, as Area Coordinator of Area, I endorse this application for additional duty/appropriate duty assignment to the Naval Academy Information Program.

2. Comments:

Signature Date

SECOND ENDORSEMENT: DIRECTOR, 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; EO9397 Purpose: To establish Naval Academy Information Officer Profiles for the Naval Academy Information Program and obtain information for initiation of formal rosters. Uses: To evaluate eligibility; potential for Naval Academy Information Officer Program. Social Security Number (SSN): You are requested to provide your SSN Naval Academy Information Officer Program Information is computer sieved 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

MAY 13 2010

**SAMPLE USNR NAIP AUTHORIZATION LETTER**1100  
CGO-RC/Serial#  
MMM DD, YYYY

From: Reserve Coordinator, Naval Academy Information Program  
To: LCDR John Smith, USN, XXXXXXXXXX/1XX5

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

Ref: (a) NAIP USNR/USMCR Officer Reserve Participation Authorization Request (USNA-CGO-531/07)  
(b) OPNAVINST 1531.2C  
(c) USNAINST 1531.46C  
(d) BUPERSINST 1001.39F  
(e) COMNAVRESFORINST 1001.5E  
(f) BUPERSINST 1610.10B  
(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 to 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 2b through 2e. If you are currently in category 1a or 1b., and transferring to the IRR (ASP), ensure your orders include the remarks provided in paragraph 2b through 2f.

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 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 ED 1800/06. Once certified, the Reserve BGO shall send the forms to their Navy Reserve Activity (NRA). Reservists are advised to keep a copy of all Officer Retirement Credits Report (Monthly) USNA ED 1800/06 Forms submitted to NRA and verify posting of retirement credit.

Enclosure (6)

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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 Credits Report (NAIO) Monthly Form (USNA ED 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.

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 21402-5017 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

MAY 13 2010

**RESERVE OFFICER REQUEST FOR TRANSFER/TERMINATION**

(Refer to BUPERSINST 5400.42 Series)

CNAVRES 1301/5 (Rev. 11-76) S/N 0117-LF-013-0126

(Prepare this form in triplicate.)

PRIVACY ACT STATEMENT: The authority to request this information is contained in 5 U.S.C. 301 Departmental Regulations. The principal purpose of the information is to assist CNAVRES in effecting administrative procedures to transfer/terminate selected reserve offices. Routine uses of the information: used by Naval Reserve activities to process transfer/termination of Naval Reserve inactive duty officers. You are required to provide this information. Failure to do so may result in termination because of uncertainty regarding your intentions.

<b>NAME</b>		<b>RANK</b>	<b>SSN</b>	<b>DESIGNATOR</b>
<b>NEW ADDRESS</b>				
<b>PRESENT UNIT</b>	<b>PRESENT BILLET</b>	<b>EXPIRATION OF RRA</b>		<b>DATE OF LAST PHYSICAL</b>
<b>INFO ON ANY EXISTING WAIVER</b>		<b>DATE OF EXPECTED ARRIVAL IN NEW AREA</b>	<b>NO. OF REG. DRILLS PERFORMED</b>	
			<b>THIS QTR</b>	<b>THIS FY</b>
<b>FROM</b>				
<b>TO</b>		<b>VIA</b> USNA Candidate Guidance Office (Attn: NAIP Reserve Coord)		
<b>REFERENCE (a) CNAVRES 1321/2 of</b>		<b>Enclosure (if appropriate)</b>		
<b>(b) CNAVRES 1301/5 of</b>				
<b>Request (Check one)</b>				
<b>REFERENCE (a) BE TERMINATED (IN ACCORDANCE WITH REFERENCE (b) IF APPLICABLE) EFFECTIVE :</b>				
<b>REFERENCE (a) BE MODIFIED (AS INDICATED BY REFERENCE (b) IF APPLICABLE) EFFECTIVE :</b>				
<b>SQUADRON/UNIT</b>		<b>BILLET</b>	<b>EFFECTIVE DATE</b>	
<b>REASON/REMARKS: Request ADDU ordmod annotated :</b>				
<p>References:</p> <p>(a) Current Orders (NAVRES 1321/2 of _____)</p> <p>(b) BUPERSINST 1001.39F</p> <p>(c) COMNAVRESFORINST 1001.5F</p> <p>(d) CNAVRES 1301/5 of _____</p> <p>Reference (a) which authorized your assignment to: _____ located at _____ for inactive duty training in a pay/non-pay status is modified as requested in ref (d) effective _____. All other provisions of your orders, ref (a) remain the same. Your PRD is _____.</p> <p style="text-align: center;">Failure to comply with these orders may result in transfer to Non Pay.</p> <p>Ref: (e) CGO USNA ltr 1100 CGO-RC/ _____ of _____</p> <p>(f) OPNAVINST 1531.2C</p> <p>(g) USNAINST 1531.46C</p> <p>(h) BUPERSINST 1610.10B</p> <p>Per references (b) thru (h), you are assigned <u>additional duty</u> to Director of Admissions, U.S. Naval Academy for duties as a Naval Academy Information Program (NAIP) Officer (Blue &amp; Gold Officer) who may submit a concurrent Fitrep to your regular reporting senior.</p> <p>In addition to your monthly drills, you are authorized to earn incremental accrual of <u>nonpay</u> 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 drills are performed in one day, drill duration is 4 hours each. (7 hrs in 1 day = 1 drill).</p> <p>All retirement points for NAIP duties must be submitted on USNA GRE 1800/2 and be certified by NAIP Area Coordinator before submission to your NRA. You may not receive retirement points/drill credit for NAIP training or duties while on invitational travel orders. Your regular reporting senior remains: _____</p>				
<b>SIGNATURE</b>			<b>DATE</b>	
<b>FROM</b> U.S. Naval Academy, Admissions NAIP Reserve Coordinator				
<b>TO</b> Reserve Billet Order Writing Authority:				
<b>Recommend (Check one)</b>				
<b>APPROVAL</b>				
<b>DISAPPROVAL</b>				
<b>TRANSFER TO</b>				
<b>SQUADRON/UNIT</b>		<b>BILLET</b>	<b>EFFECTIVE DATE</b>	
<b>REMARKS</b> Send copy of new orders to USNA Admissions Office (Attn: NAIP Reserve Coordinator), FAX (XXX) XXX-XXXX; Voice (XXX) XXX-XXXX, e-mail#####@usna.edu.				
<b>SIGNATURE</b>			<b>DATE</b>	

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**SAMPLE USMCR NAIP AUTHORIZATION LETTER**1100  
CGO-RC/Serial #  
MMM DD, YYYY

From: Reserve Coordinator, Naval Academy Information Program  
To: Major John Smith, USMCR, XXXXXXXXXX/XXXX

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

Ref: (a) NAIP USNR/USMCR Officer Reserve Participation Authorization Request (USNA-CGO  
1531/07) of DDMMYY  
(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 be 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](mailto: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 Z (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 the Naval Academy Information Officer Retirement Credits Report (Monthly) USNA ED 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 ED 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](mailto:csc@cdc.usmc.mil).)

Enclosure (8)

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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 21402-5017 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

MAY 13 2010

**REQUEST FOR RESERVE OR RETIRED MEMBERS ACTIVE DUTY ORDERS ACTIVE DUTY FOR TRAINING (ADT), ACTIVE DUTY FOR SPECIAL WORK (ADSW), PRESIDENTIAL SELECTED RESERVE CALL-UP (PSRC) AND ANNUAL TRAINING (AT) AND RETIRED RECALL FOR MEMBERS OF THE SELECTED MARINE CORPS RESERVE AND INDIVIDUAL READY RESERVE AND RETIREES**

NAVMC 11350 (5-98) (EF)

For use of this form, see MCO P1001.59; proponent agency is CMC (RA)

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

AUTHORITY: 10 USC 688, 12301 (d), and 12304

PRINCIPAL PURPOSE: To determine eligibility and request individuals for Active Duty for Special Work, Presidential Selected Reserve Call-up, Retired Recall or active duty for training on requested dates.

ROUTINE USES: To identify the requested individual as a Reserve Component or retired member and to issue Active Duty for Special Work, Presidential Selected Reserve Call-up, Retired Recall or Active Duty for Training. The SSN is used to identify the requested individual.

DISCLOSURE: Completing this form is mandatory for requesting individuals for Active Duty for Special Work, Presidential Selected Reserve Call-up, Retired Recall or Active Duty for Training if not completed, the individual will be ineligible for the requested duty.

**PURPOSE OF THE REQUEST**

THE PURPOSE OF THE REQUEST IS TO:

INITIATE ORIGINAL ORDERS

INITIATE A MODIFICATION TO ORIGINAL ORDERS

**PART I - REQUESTED INDIVIDUAL (Read instructions prior to completing this form.)**

1. FROM (initiating Command; include address)		2. TO (Approval Authority or Orders Writing Authority)	
3a. POC (Rank and Name)		3b. POC TELEPHONE NUMBER	
4. REQUESTED INDIVIDUAL'S NAME (Last, First, MI)		5. GRADE	6. SSN
7a. PERMANENT HOME ADDRESS		7b. CURRENT ADDRESS	
7c. HOME TELEPHONE NUMBER		7d. WORK TELEPHONE NUMBER	

**PART II - ORDERS ELIGIBILITY INFORMATION**

8. RUC	9. MCC	10. PLATOON CODE	11. TRAINING GROUP
12. T/O	13. T/O LINE NUMBER	14. BILLET TITLE	15. PMOS
16. RESERVE COMPONENT CODE	17. REENLISTMENT CODE	18. MARITAL STATUS	19. DATE OF BIRTH
20. RESERVE ECC	21. EAS	22. PEBD	23. AFADBD
24. ACDU POINTS	25. ACDU YEARS	26. DATE LAST PHYSICAL	27. HIV TEST DATE
28. SECURITY CLEARANCE	29. BIRTH CITY/STATE	30. RESERVE RECSTAT	

**PART II - ORDERS ELIGIBILITY INFORMATION**

31. TYPE OF ACDU REQUESTED (Complete 31a if type is ADSW)

<input type="checkbox"/> ADSW	<input type="checkbox"/> ADSW (NON-PAID)	<input type="checkbox"/> RCT	<input type="checkbox"/> ATP
<input type="checkbox"/> APPROPRIATE DUTY	<input type="checkbox"/> ASSOCIATE DUTY	<input type="checkbox"/> AT	<input type="checkbox"/> OFF-SITE DRILLS
<input type="checkbox"/> RETIRED RECALL			

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NAVMC 11350 (5-98) (EF) PAGE 2

31a. ADSW CATEGORY		RC/ADSW		
AC/ADSW				
<input type="checkbox"/>	ADSW-AC (SHORT TOURS/OP TEMPO RELIEF)	<input type="checkbox"/>	ADSW-GO (GENERAL OFFICER SHORT TOURS)	
<input type="checkbox"/>	ADSW-ES (EXERCISE SUPPORT)	<input type="checkbox"/>	ADSW-RC (SHORT TOURS)	
<input type="checkbox"/>	ADSW-TCA (TRADITIONAL CINC ACTIVITIES)	<input type="checkbox"/>	ADSW-EP (EXERCISE PARTICIPATION)	
<input type="checkbox"/>	ADSW-CO (CONTINGENCY OPERATION) select one	<input type="checkbox"/>	ADSW-RR (RECRUITING AND RETENTION)	
<input type="checkbox"/>	INVOLUNTARY (IMA)	<input type="checkbox"/>	ADSW-CD (COUNTERDRUG)	
<input type="checkbox"/>	VOLUNTARY (SMCR/IRR)	<input type="checkbox"/>	ADSW-DD (DEMAND DRUG REDUCTION TASK FORCE)	
<input type="checkbox"/>	ADSW-NC (UNEXPECTED NON-CONTINGENCY) reserved for use by CMC	<input type="checkbox"/>	ADSW-CM (CIVIL MILITARY)	
		<input type="checkbox"/>	ADSW (C4I RESERVE INTELLIGENCE PROGRAMS) select one	
		<input type="checkbox"/>	ADSW-GDIP	<input type="checkbox"/> ADSW-JMIP <input type="checkbox"/> ADSW-TIARA
32. START DATE	33. REPORT DATE AND TIME	34. END DATE	35. TOTAL DAYS REQUESTED	
36. REPORT TO		37. REPORTING ADDRESS		
38. FOR DUTY WITH		39. RUC (GAINING COMMAND)	40. MCC (GAINING COMMAND)	
41. SECURITY CLEARANCE REQUESTED: <input type="checkbox"/> NONE <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SSBI/SCI				
42. REQUESTED ORDERS FORMAT	43. ORDERS DELIVERY TYPE	44. MODE OF TRAVEL	45. BILLETING AVAILABLE	46. MESSING AVAILABLE
<input type="checkbox"/> LETTERHEAD	<input type="checkbox"/> PICK-UP IN PERSON	<input type="checkbox"/> COMMERCIAL AIR	<input type="checkbox"/> YES	<input type="checkbox"/> YES
<input type="checkbox"/> MESSAGE	<input type="checkbox"/> MAIL	<input type="checkbox"/> POV	<input type="checkbox"/> NO	<input type="checkbox"/> NO
	<input type="checkbox"/> FEDERAL EXPRESS	<input type="checkbox"/> GOVT TRANS	DAILY COST: _____	DAILY COST: _____
47. RENTAL CAR AUTHORIZED:	48. DUAL LODGING AUTHORIZED:	49. VARIATION OF ITINERARY AUTHORIZED:	50. EXCESS BAGGAGE AUTHORIZED:	51. CONFERENCE FEE AUTHORIZED:
<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO
			# OF PIECES: _____	AMOUNT _____
52. DEPARTING AIRPORT		53. ARRIVAL AIRPORT		
54. DELIVERY ADDRESS		55. PCS MOVE (ADSW orders greater than 139 days continuously)		
PLAD of MSG TYPE ORDERS:		<input type="checkbox"/> MARINE DECLINES MOVEMENT OF HOUSEHOLD EFFECTS		
ADDRESS/LOCATION FOR ORDER/TICKET DELIVERY/PICK-UP:		<input type="checkbox"/> MARINE DESIRES MOVEMENT OF HOUSEHOLD EFFECTS(Checking this block requires the approval of CMC (RAM-7) prior to submission to the orders writing authority.)		
		<input type="checkbox"/> DEPENDENTS TRAVEL (Checking this block requires the approval of CMC (RAM-7) prior to submission to the orders writing authority.)		

**NAVMC 11350 (5-98) (EF) PAGE 3 INSTRUCTIONS,**

**56. APPROPRIATION DATA**

ACRN	APPN/SH	OBJ/CL	BCN	S/A	AAA	TT	PAAN	COSTCODE

57. FUNDING SOURCE:	58. STANDARD DOCUMENT NUMBER:	59. TRAVEL ORDER NUMBER:
---------------------	-------------------------------	--------------------------

**60. COST ESTIMATES:**

PAY & ALLOWANCES	PER DIEM	GOVT TRAVEL	OTHER	MISC	TOTAL	ADVANCE AUTH

61. SPECIAL INSTRUCTIONS (Orders writing information to be included in the actual orders that is non standard or more detailed including variation in itinerary)

**PART IV - ACTIVE DUTY PRVIOUSLY PERFORMED DURING CURRENT FISCAL YEAR**

**62. LIST ALL PREVIOUS ADSW IN THE CURRENT FISCAL YEAR:**

FROM	TO	TOTAL DAYS	SUPPORTED COMMAND	DUTY PERFORMED

63. JUSTIFICATION AND BRIEF DESCRIPTION OF DUTY TO BE PERFORMED THIS PERIOD:

64. NAME, RANK, SIGNATURE AND TITLE (Requesting Authority)	65. Date
--	----------

**PART V - APPROVING AUTHORITY ENDORSEMENT**

APPROVED AS REQUESTED     
  APPROVED WITH CHANGES (Listed in Remarks)     
  DISAPPROVED

**REMARKS**

NAME, RANK AND TITLE (Approving Authority)	SIGNATURE	DATE
--	-----------	------

MAY 13 2010

**NAVMC 11350 (5-98) (EF) PAGE 4 INSTRUCTIONS****Purpose of Request**

Select "Initiate request for original orders" if the requested individual is not currently on orders performing the required duties. Select "initiate a modification to original orders" if the requested individual is currently on orders and will be continued on the orders to perform the same duties for which he/she was originally ordered to active duty.

**Part I Requested Individual**

1. Provide the full requesting organization name and address to include street, city, state, and zip code.
2. Provide the full name of the approving organization or orders writing authority and their address to include street, city, state, and zip code.
- 3a. Provide the Rank and Name of the point of contact for these orders.
- 3b. Provide point of contact Telephone number DSN and Comm (with Area Code).
4. Provide the full name of the individual requested to perform the active duty requirement (Last, First M.).
5. Provide the abbreviated grade e.g. Capt.
6. Provide the requested individual's Social Security Number (SSN). Use the following format: 123456789.
- 7a. Provide the requested individual's permanent home address.
- 7b. Provide the requested individual's current address.
- 7c. Provide the requested individual's home telephone number.
- 7d. Provide the requestee individual's work telephone number.

**Part II Orders Eligibility Information**

8. Provide the requested individual's Reporting Unit Code (RUC).
9. Provide the requested individual's Monitor Command Code (MCC).
10. Provide the requested individual's Platoon Code.
11. Provide the requested individual's Training Group. SMCR="A", IMA="B", IRR="H".
12. Provide the requested individual's T/O.
13. Provide the requested individual's T/O Line Number.
14. Provide the requested individual's Billet Title.
15. Provide the requested individual's Primary Military Occupational Specialty (PMOS).
16. Provide the requested individual's Reserve Component Code.
17. Provide the requested individual's Reenlistment Code. Not required for officers.
18. Provide the requested individual Marital Status.
19. Provide the requested individual's Date of Birth (YYYYMMDD).
20. Provide the requested individual's Reserve End of Current Contract (ECC).
21. Provide the requested individual's End Active Service (EAS).
22. Provide the requested individual's Pay Entry Base Date (PEBD).
23. Provide the requested individual's Armed Forces Active Duty Begin Date (AFADBD).
24. Provide the requested individual's Active Duty Points.
25. Provide the requested individual's accumulated Active Years.
26. Provide the requested individual's date of last physical.
27. Provide the requested individual's date of last HIV test.
28. Provide the requested individual's current security clearance eligibility level.
29. Provide the requested individual's birth city and state.
30. Provide the requested individual's Reserve Record Status (RECSTAT).

**Part III Orders Writing Information**

31. Choose the type of active duty requested. Answer 31a. is type chosen is ADSW.
- 31a. Choose the ADSW category that applies to the request. Requests that support the Active Component fall under AC/ADSW. Requests that support the Reserve Component fall under RC/ADSW.
32. Provide the date orders are requested to start (YYYYMMDD). This date includes any travel days required.
33. Provide the date the individual is requested to report for duty (YYYYMMDD).
34. Provide the date orders are requested to end (YYYYMMDD).
35. Provide the total number of days covered in this request.
36. Provide the full name of the organization the individual will report to.
37. Provide the full address of the reporting organization.
38. Provide the name of the organization the individual will perform duty with.
39. Provide the RUC of the gaining command if the requested duty is 30 days or more.
40. Provide the MCC of the gaining command if the requested duty is 30 days or more.
41. Choose the type of security clearance required to perform the requested orders.
42. Choose the format of orders.
43. Choose the orders delivery type if format requested is Letterhead.
44. Choose the mode of travel requested for the individual. If POV provide the mileage for one way travel.
45. Choose appropriate billeting information.
46. Choose appropriate messing information.
47. Indicate whether rental car is authorized or not.
48. Indicate whether dual Lodging is authorized.
49. Indicate if variation in itinerary is authorized.
50. Indicate if excess baggage is authorized.
51. Indicate if conference fee is authorized. If yes, list the dollar amount.
52. Provide the name of the airport from which the individual will depart.
53. Provide the name of the airport the individual will arrive at.
54. Provide the delivery address. If message type orders are requested, provide the PLAD for the gaining command. If letterhead orders are requested, provide the address where the orders should be delivered.
55. If orders are for 139 days or more, choose the appropriate statement.
56. Provide appropriation data for pay and allowances, travel, and per diem.
57. Provide the name of the funding source i.e. MARFORPAC ADSW-ES.
58. Provide the Standard Document Number if Per Diem and/or Travel appropriation data is provided in block 49.
59. Provide the Travel Order Number Per Diem and/or Travel appropriation data is provided in block 49.
60. Provide the cost estimates for pay and allowances per diem, travel, and any other costs such as conference fees (misc) or rental cars (other).
61. Provide any special instructions to be included in the orders that are nonstandard or more detailed.

**Part IV Active Duty Previously Performed During Current Fiscal Year**

62. Provide information on past Reserve Active Duty performed during the current fiscal year, i.e., AT, RCT, ADSW.
63. Provide justification and a brief description of the duty that will be performed during this period. If the orders are for IMA Annual Training, provide the T/O and Line Number for the billet.
64. Provide the signature, name, rank, and title of the individual authorizing the request.
65. Provide the date (YYYYMMDD) that the request was signed.

**Part V Approving Authority Endorsement**

To be filled out by the Approving Authority.

MAY 13 2010

**\*\*Complete shaded areas (all other blocks will be automatically calculated)**

**RETIREMENT CREDITS REPORT (Monthly) (AUTOMATED)**

Naval Academy Information Officer (NAIP)

Reserve Unit

BGO; or

Area Coordinator (Check one)

AREA

NAME (Last, First, Middle Initial)

RANK

SOCIAL SECURITY NUMBER

MAILING ADDRESS (Street, City, State, Zip Code)

REPORT FOR MONTH/YEAR OF

**1. INSTRUCTIONS**  
 This form is to be completed on a monthly basis only by Naval Academy Information (Blue and Gold) Officers & Affiliates who are authorized to participate in the Reserve Naval Academy Information Program. Submit original to the appropriate NAIP Area Coordinator for endorsement. (Area Coordinators who are authorized to earn retirement points shall submit their form to the Director of Candidate Guidance for endorsement.) Once signed, endorsing official is required to maintain a copy on file. Return the original to the Reserve Officer for submission to reserve activity for posting of retirement points. All forms are to be submitted as to arrive at the reserve activity no later than the fifth working day of each month. Reserve Officers are reminded to keep copies of all forms submitted since it is their responsibility to ensure proper posting of retirement points.  
 Per BUPERSINST 1001.39F and COMNAVRESFOR 1001.5E, Incremental accrual of time is authorized for the Naval Academy Information Program. This program allows incremental credit until three hours are accumulated for one non-pay 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.

2. ACTIVITIES REPORTED		HOURS PERFORMED (in decimals)																																				
		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																																					
B	INDIVIDUAL COUNSELING																																					
	PROSPECTIVE CANDIDATES																																					
C	GROUP CONTACTS																																					
	YOUTH GROUPS																																					
D	SUPPORT OF USNA PERSONNEL																																					
	MIDSHIPMAN (OP INFO/OP MIDN)																																					
E	OTHER ACTIVITIES																																					
	PUBLIC RELATIONS (Radio, TV, etc)																																					
F	RETIREMENT POINT CREDIT																																					
	(I) TOTAL Daily Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00							
	(II) INCREMENTAL DRILL TIME (Daily) (# < 3 hours, carry time from row (I) else = 0)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
	(III) Accumulated Incremental Drill Time (For day) *carryover (0) from previous month. All other days: (if prev day (II) < 3 then = (II) *prev day (II) else (II)+prev (II)-3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
	(IV) Accum. Increte Drill time to Post (3 hrs if (III) > 3 else 0)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
	(V) Daily drill time (4.0 if (III)>3 hrs)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								
	DATE	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						
	(VI) Drill Hours to Post (Daily (V) or Accum. Increte (IV))	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
	(VII) DRILL CREDITS																																					
	(VIII) Incremental Time (hours in decimals) remaining from previous month: ((IX) from previous month) =	0.00															(IX) Incremental Time (hours in decimals) to Carry Over to Next Month Item (VIII)(must be <3 hrs)=											0.00					<b>****Total Retirement Points (non-pay) to Credit this Month =</b>					0

**3. CERTIFICATION**  
 I certify that the above listed activities were completed by me during the month being reported.  
 SIGNATURE (Blue & Gold Officer) \_\_\_\_\_ DATE: \_\_\_\_\_  
 PRINTED / TYPED NAME \_\_\_\_\_  
 I certify that the subject activities were reviewed by me and found satisfactory.  
 SIGNATURE (Area Coordinator or Director, USNA CGO) \_\_\_\_\_ DATE: \_\_\_\_\_  
 PRINTED TYPED NAME/RANK/TITLE \_\_\_\_\_



MAY 13 2010

**DATA REQUIRED BY THE PRIVACY ACT OF 1974  
(5 U.S.C. 552A)**

Title 5, U.S. Code, Section 301 is the basis for requesting this information. Executive Order 9397 of 22 November, 1943 authorizes the use of your Social Security Number. The principal purpose of the information is to report extra duties performed for which individual Reservists may be entitled to receive Reserve Retirement Credit points. The information is used to determine if you are entitled to Reserve Retirement Credit points for extra duties or functions performed other than schedule drills. Your Social Security Number is used for purposes of individual identification. Providing the requested information is voluntary on your part; failure to submit the form would preclude you from receiving credits for which you may be entitled. Disclosure of your Social Security Number is mandatory.

**NAVMC 799 (REV. 1-76) EQUIVALENT INSTRUCTION REPORT - PRIVACY ACT STATEMENT**

MAY 13 2010



## Request to Perform Direct Support (IDT/IDTT/AT/ADT) with the Naval Academy Information Program Memorandum

This opportunity is available only for Navy & Marine Corps Reserve Officers who have received authorization by the Candidate Guidance Office to participate in the NAIP in their reserve status, are current with all NAIP training requirements and are on Additional Duty/Appropriate Duty orders to USNA (or in the non-drilling IRR). USNA is neither a Reserve Unit Gaining Command nor Mobilization Site and therefore allocated no Reserve Funding. There are no requirements for Reserve NAIP Officers to perform IDT/IDTT/AT/ADT at USNA. However, should the situation present that a qualified NAIP Reserve Officer have the opportunity to perform IDT/IDTT/AT/ADT outside their gaining command, requests will be considered.

\*Do NOT use this form for USNA BGO Training.

\*Fax all requests to the USNA NAIP Reserve Coordinator at least 30 days before desired report date.

\*Do NOT submit your IDTT/AT request for orders processing until this request has been approved.

Request for funded/non-funded AT/ADT or non-pay IDT/IDTT (circle one)

Name \_\_\_\_\_ Rank \_\_\_\_\_ Desig/MOS \_\_\_\_\_ USNR/USMCR (circle one)

SSN \_\_\_\_\_ E-mail address: \_\_\_\_\_ Civilian Occupation: \_\_\_\_\_

Computer Skills: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_ Fax # \_\_\_\_\_

REDCOM (Ech IV cmd) \_\_\_\_\_ NRA: \_\_\_\_\_  
(billet order writing authority)

NRA POC Name, phone number & e-mail address: \_\_\_\_\_

Reserve Unit Name & RUIC: \_\_\_\_\_ Reserve Billet: \_\_\_\_\_

Name of Unit CO \_\_\_\_\_ Unit CO's Phone # \_\_\_\_\_ Unit CO's E-mail: \_\_\_\_\_

Date(s) requesting to work at USNA: \_\_\_\_\_ to \_\_\_\_\_ (Annotate any flexibility in dates)  
(1<sup>st</sup> day is travel day to commence work on the 2<sup>nd</sup> day. Last day travel home commences at the end of the work day)

\_\_\_\_\_  
Signature Date

### FIRST Endorsement (Unit Commanding Officer)

1. I will support reservist's request to perform pay/nonpay IDT/IDTT/AT/ADT with US Naval Academy for the following dates \_\_\_\_\_ to \_\_\_\_\_.

2. Comments: \_\_\_\_\_

\_\_\_\_\_  
Unit CO Signature Date

### SECOND Endorsement (Area Coordinator) \_\_\_\_\_ (Fill in Area #)

1. I recommend approval/disapproval of this AT/ADT request.

2. Comments: \_\_\_\_\_

\_\_\_\_\_  
Area Coordinator Date

### THIRD Endorsement (USNA Reserve Coordinator)

1. I certify that the above named reservist is approved to participate in the NAIP in their reserve status and is current on all NAIP training requirements. A copy of the additional/appropriate duty orders are/are not on file.

2. Approval of Reservist's request for funded/non-funded IDT/IDTT/AT/ADT with USNA is/is not recommended.

3. Comments: \_\_\_\_\_

\_\_\_\_\_  
NAIP Reserve Coord Signature Date

### FOURTH Endorsement (Head, Candidate Guidance)

1. USNA will/will not authorize the reservist to perform funded/non-funded IDT/IDTT/AT/ADT at CGO.

PRIVACY ACT STATEMENT: Authority, 5 USC 301, 10 USC 503, 5031, 6958, 44 USC 3101, EO9397 Purpose: To establish Naval Academy Information Officer Profiles for the Naval Academy Information Program and obtain information for initiation of formal rosters. Uses: To evaluate eligibility; potential for Naval Academy Information Officer Program. Social Security Number (SSN). You are requested to provide your SSN. Naval Academy Information Officer Program Information is computer sieved 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.



MAY 13 2010

**Reserve NAIP  
Navy Recruiting Service Ribbon Request**

Date: \_\_\_\_\_

Name \_\_\_\_\_ SSN \_\_\_\_\_ Rank \_\_\_\_\_

Address \_\_\_\_\_ BGO Area \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax # \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Current Reserve Unit: \_\_\_\_\_ Dates for period of this Award: \_\_\_\_\_

Number of Navy Recruiting Service Ribbons previously awarded & periods of Award: \_\_\_\_\_

Date of most recent BGO training held at USNA \_\_\_\_\_

Date of most recent BGO Training (HUB or USNA) \_\_\_\_\_

Copies of previously awarded Navy Recruiting Service Ribbons attached: Yes No N/A

Copies of additional duty orders for 3 continuous years attached: Yes No

Copy of Letter (1<sup>st</sup> page) authorizing participation in the Reserve NAIP attached or date & serial number of letter annotated:  
\_\_\_\_\_: Yes No

**Failure to provide required information/documentation may result in disapproval of request.**

\_\_\_\_\_  
Signature of Requesting Navy Reserve Officer

\_\_\_\_\_  
Date Signed

FIRST ENDORSEMENT Area Coordinator \_\_\_\_\_ (Area)

1. \_\_\_\_\_ % interviews completed Reserve Officer is/ is not satisfactory in NAIP training requirements.
2. Awarding of Navy Recruiting Service Ribbon is recommended: Yes No
3. Comments:

\_\_\_\_\_  
Signature of Area Coordinator

\_\_\_\_\_  
Date Signed

SECOND ENDORSEMENT USNA NAIP Reserve Coordinator

1. All documentation has been reviewed and verified. Recommend request be: Approved/Disapproved
2. Comments:

\_\_\_\_\_  
Signature of NAIP Reserve Coordinator

\_\_\_\_\_  
Date Signed

THIRD ENDORSEMENT Director, USNA Admissions  
Request is: Approved/Disapproved

\_\_\_\_\_  
Signature of Director, USNA Admissions

\_\_\_\_\_  
Date Signed

(Rev 7-07)

PRIVACY ACT STATEMENT. Authority: 5 USC 301; 10 USC 503, 5031, 6958; 44 USC 3101; EO9397 Purpose: To establish Naval Academy Information Officer Profiles for the Naval Academy Information Program and obtain information for initiation of formal rosters. Uses: To evaluate eligibility; potential for Naval Academy Information Officer Program. Social Security Number (SSN): You are requested to provide your SSN. Naval Academy Information Officer Program Information is computer sieved 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.



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

USNAINST 1531.46C

MAY 13 2010

1531  
PLW/XXX  
Date

From: Director of Admissions, United States Naval Academy  
To: Rank Name, USNR, XXX-XX-XXXX/DESIG

Subj: AUTHORIZATION TO WEAR THE NAVY RECRUITING RIBBON

Ref: (a) SECNAVINST 1650.1G  
(b) USNAINST 1531.46

1. Per references (a) and (b), Naval Reserve Officers who have completed three consecutive years of assignment to the Reserve Naval Academy Information Officer Program (NAIP) and satisfy all NAIP training and administrative requirements are authorized to wear the NAVY RECRUITING RIBBON.
2. You are hereby authorized to wear the Navy Recruiting Ribbon for your participation in the Naval Academy Information Program for the period(s):

DD MMM YYYY - DD MMM YYYY

3. This is your first award. You are directed to provide a copy of this correspondence to PERS-312 for inclusion in your permanent record.

P. L. WILLIAMS

Copy to:  
Area XXX Coordinator  
NAIP Reserve Coordinator

Enclosure (14)

MAY 13 2010

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 1531.46C

1. The following suggestions/problems concerning USNAINST 1531.46C 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