



DEPARTMENT OF THE NAVY
COMMANDER NAVAL RESERVE FORCES COMMAND
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

COMNAVRESFORCOMINST 1571.1A
N33

26 FEB 2004

COMNAVRESFORCOM INSTRUCTION 1571.1A

Subj: ORDER PROCESSING AND TRANSPORTATION ARRANGEMENTS FOR NAVAL
RESERVISTS

Ref: (a) SECNAVINST 1001.33B
(b) BUPERSINST 1001.39D
(c) Joint Federal Travel Regulations (NAVSO P-6034)
(d) OPNAVINST 4650.15
(e) DoD 7000.14-R
(f) DoD 12000.6 of 14 Jun 01

1. Purpose. To establish policy and outline administrative procedures for processing Annual Training (AT), Active Duty for Training (ADT), Inactive Duty Training Travel (IDTT) orders, and related travel arrangements for Selected Reservists (SELRES) per references (a) through (e). This instruction has been completely revised and should be read in its entirety.

2. Cancellation. COMNAVRESFORINST 1571.19/COMNAVRESFORCOMINST 1571.1

3. Administration and Maintenance. Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) is responsible for administering and maintaining this instruction. Submit recommended changes with supporting data to COMNAVRESFORCOM (N33) via the chain of command.

4. Action. Addressees shall ensure widest dissemination of and complying with the provisions of this instruction. Sections of this instruction are designed to be duplicated and distributed to Naval Reservists for use as guides/checklists in the execution of travel.

5. Forms and Reports

a. The following are forms referenced within this directive and can be obtained through the internet web address indicated:

(1) NAVRES 1571/15 (2-93), Request for Training Orders.
<https://reserves.navy.mil/reserves/private/hg/trainingandops/>

(2) DD 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement. <http://webl.whs.osd.mil/forms/dd1556.pdf>

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b. COMNAVRESFORCOM Report Symbol 7120-1, Midyear Review, is assigned to the report contained in paragraph 404a(3)(b) and will remain in effect for only 3 years from the issue date of this instruction.


T. H. BLAKENEY, JR.
Chief of Staff

Distribution: (COMNAVRESFORCOMINST 5218.2C)
List A (A3 (N095), A5, FJA3, A6, FH1 only)
List B, C, D, E, F

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RECOMMENDATION FOR CHANGE

1. To ensure this instruction is responsive to both the dynamics of Naval Reserve program requirements and the ongoing initiatives to streamline the administrative process, we encourage recommendations to improve its content. Submit comments/suggestions in the following format.

(date)

From:

To: Commander, Naval Reserve Forces Command (N33)
4400 Dauphine Street
New Orleans, LA 70146-5046

Via: (Complete chain of command)

Subj: RECOMMENDATION FOR CHANGE

Ref: (a) COMNAVRESFORCOMINST 1571.1A

1. The following recommendation concerning reference (a) is submitted for consideration:

- a. Description of problem (with page number):
- b. Recommendation:

Signature
Command identification
Command telephone number

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CHAPTER 1

AT/ADT/IDTT Policy

101. General. AT, ADT, and IDTT policy details are in references (a) through (c). Additional guidance on these training periods is categorized below.

102. AT. Per references (a) and (b), SELRES must perform 12 to 14 days of AT each Fiscal Year (FY) as scheduled by the unit Commanding Officer (CO) and per COMNAVRESFORCOM's annual Fiscal program and Policy Guidance message. Typically, COMNAVRESFORCOM Policy Guidance message will set the AT requirement at 12 days.

a. Waivers. Policy will be published each FY in a program and policy guidance message from COMNAVRESFORCOM (N3).

b. Substituting Other Duty. ADT or any other active duty periods totaling the COMNAVRESFORCOM Policy Guidance message requirement, will satisfy the AT requirement for a qualifying year. IDT, by definition, is not active duty.

c. Additional or Extended AT. AT is an entitlement. Unit COs are responsible for coordinating with the Naval Reserve Order Writing System (NROWS) Fund Approver to ensure all members of their unit are offered the required AT entitlement before approving additional or extended AT periods for other personnel.

d. Scheduling. Unit COs are responsible for scheduling AT for their unit and are also responsible for advance liaison with all echelons involved with the AT event. The Naval Reserve Activity (NRA) CO shall assist the unit CO, as necessary. The individual Reservist is responsible to inform their employers of their AT schedule.

e. Split/Segmented AT Periods. AT will normally be executed in one consecutive time period. Split AT is generally limited to two sets of AT orders per FY. Exceptions to this policy are units authorized to perform segmented AT or as determined by the echelon IV immediate Superiors In Command (ISIC's). Split and segmented AT travel costs should not exceed the cost authorized for one period of AT. Therefore, these events should be performed by SELRES residing within a reasonable commuting distance of the AT site, unless the member voluntarily desires to "travel at own expense, not subject to reimbursement" (certain medical programs may be authorized to perform AT in 1 day increments, termed "segmented AT").

f. Non-Prior Service Personnel. Non-prior service personnel, including Basic Reserve Intelligence Training (BRIT), Direct Commission Officer (DCO), and Construction Basic Veteran (CBVET) personnel, will perform AT to attend the schools specified in their enlistment or commissioning contract before performing AT for other purposes.

g. Other Exceptions. All other situations noted in the COMNAVRESFORCOM annual FY program and policy guidance message apply.

103. Active Duty for Training (ADT). Performed voluntarily. This is a discretionary form of training that is NOT an entitlement. ADT funds are held by the gaining command to support specific needs that cannot be

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Satisfied by AT alone (e.g., CO conference, exercise support contributory support, or other training). Orders will be approved based on available funding and mission priorities.

104. AT/ADT Overseas. During periods other than war or national emergency declared by Congress or the President, Reservists must complete basic military training (boot camp) or equivalent training conducted through the Advanced Pay Grade (APG) course prior to assignment on land outside the United States, its territories, or possessions. Basic military training, or its equivalent, may not be less than 12 weeks in duration for all non-prior service personnel.

105. AT/ADT for Reservists Living OUTCONUS

a. Naval Reservists residing in sovereign foreign nations are under the U.S. Military Area Commander's jurisdiction where they reside (i.e., Commander, U.S. Naval Forces, Europe; Commander, U.S. Naval Forces, Japan; Commander, U.S. Naval Forces, Marianas; Commander, U.S. Naval Forces, Korea; or Commander, U.S. Naval Forces, Panama. These Area Commanders are the official record holding activity for the Naval Reservist in an IDT status residing abroad. Reservists residing outside the areas mentioned above are under the administrative jurisdiction of CO, Naval Reserve Personnel Center (NAVRESPERSCEN), New Orleans, Louisiana. These Reservists report to COMNAVRESFORCOM to coordinate their AT/ADT.

b. Personnel residing overseas who are authorized to perform AT/ADT OUTCONUS are to be trained for billets they could be expected to fill upon mobilization. When conducted ashore, such training must be with the active Naval forces of the United States.

c. Reservists residing in areas under the jurisdiction of Area Commands listed in paragraph 105a above must submit their AT/ADT requests to the U.S. Military Area Commander via the training activity with which they intend to conduct training/support.

d. Reserve training may not be accomplished without the consent of the country in whose territory the training is conducted. Reserve training is authorized only in countries where the United States is permitted to maintain active military forces, other than military assistance advisory groups, or attache personnel. Care must be taken that no conflict exists between the member's civilian position in a host country and their training in the Naval Reserve. Reservists holding diplomatic immunity will not perform AT/ADT in countries in which they hold such immunity.

e. Reservists residing OUTCONUS will not perform AT/ADT in the United States if international travel costs are involved, with the following exceptions:

- (1) To attend schools that are mobilization enhancing.
- (2) A key participant in a military exercise.

f. Personnel may perform AT/ADT while temporarily residing in the United States. In these cases, orders for AT/ADT in the United States will be processed by either the overseas commander or the Naval Reserve Readiness Command (NAVRESREDCOM) where the member temporarily resides.

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106. Orders For-Further-Assignment (FFA). When a member is required to perform services while in an AT/ADT status at a site, other than the initial reporting Unit Identification Code, a complete entry must be annotated specifying the details/location, in the FFA section in the Naval Reserve Order Writing System (NROWS).

107. Back-to-Back Orders. Back-to-Back orders consist of two completely separate sets of orders written to be performed consecutively at the same site with the second set of orders starting at 0001 when the first one expires. The Order Writing Authority (OWA) would answer, "yes" in the "Travel/Tour" section of the second set of orders when asked, "Is this a back-to-back set of orders?" Generally, AT orders precede other order types (ADT/IDTT) when performed consecutively.

108. General. IDTT is defined as Inactive Duty Training (IDT) with associated travel. IDT requiring travel greater than 100 miles from the member's NRA requires issuing IDTT travel orders. IDT that is greater than 50 miles and less than 100 miles may be authorized IDTT. Authorized IDTT includes both training and peacetime support missions. IDTT is authorized OUTCONUS with the following exceptions: "Status of Forces Agreements" do not permit conducting IDT/IDTT in the countries of Japan or Korea. Additionally, in the country of Panama, IDT/IDTT may be performed only when conducted in conjunction with AT. All travel and area clearance requirements necessary for AT/ADT also apply to IDTT.

109. Funded IDTT Orders. Funded IDTT orders are only authorized for personnel who are eligible to receive IDT pay for the period of IDTT. Personnel not eligible for IDT pay are not eligible for reimbursement of travel expenses associated with IDTT. Advance travel pay for IDTT orders is not authorized per reference (e), paragraph 6010. Reference (c) strictly prohibits reimbursement of expenses for travel between the member's home and permanent IDT site.

110. "No Cost" (Permissive) IDTT Orders. Permissive IDTT orders authorize travel at no expense to the government. All permissive IDTT orders must contain the following statement: "You will not receive reimbursement for travel, transportation, per diem, or miscellaneous expenses while traveling on these orders. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization. Failure to execute this permissive travel authorization results in cancellation.

111. IDTT at Permanent IDT Site. IDTT is not authorized where a Reservist is training at a different command located on the permanently assigned "IDT" site (such as to perform IDTT at a squadron located on the same air station where member normally performs IDT). This training is considered "off site" IDT.

112. IDTT with AT/ADT. IDTT may be authorized in conjunction with AT or ADT. IDTT, when performed with AT/ADT, must be executed at the AT/ADT site. IDTT orders will normally be written to commence on the expiration of AT/ADT orders and will begin at 0001 when AT/ADT orders are completed. To avoid creating pay problems when computing travel days, IDTT will not normally be performed before AT/ADT. Members must file separate travel claims for AT and IDTT orders. Claims are liquidated through the NRA's supporting Personnel Support Detachment (PERSUPDET). The IDTT order is

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liquidated by submitting a DD 1351-2. A copy of the claim is filed with the appropriate comptroller department for travel claim tracking purposes. The gaining command should coordinate with the local PERSUPPDET to ensure claims are liquidated properly.

113. Flex Drills with AT/ADT. Flex drills may be authorized with AT or ADT. Flex drills are to be scheduled following an AT/ADT event. Other than IDT pay, flex drills are performed at no cost.

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CHAPTER 2

Order Writing Roles and Responsibilities Within NROWS

201. General Description

a. This chapter delineates the roles involved in the order writing process. NROWS electronically processes all AT, ADT, and IDTT orders from application entry through verification, travel arrangements, and final approval. Individual roles are assigned to tasks required to complete the order writing process, within the system. These roles and their responsibilities are defined below, along with roles and responsibilities external to the NROWS.

b. Though no minimum lead-time is mandated, it is imperative to the overall success of the system that all Reserve Force members proactively manage their workflow to ensure the order process proceeds in a timely manner. It is critical that each responsible individual frequently and promptly process routings to their "in-box".

c. All NROWS roles should have alternate personnel assigned to ensure expeditious order processing. Failure to monitor each role will result in failure to produce orders in a timely manner.

202. NROWS Roles. In this section, the term 'role' is used to describe a function performed within the NROWS software, not necessarily the person who fills that role.

a. System Administrator (SA). COMNAVRESFORCOM (N3) assigns this role. The SA has oversight over the entire system. This role is responsible for assignment of users to the Travel Specialist, Comptroller, Schools, and Order Writing Activity roles in NROWS.

b. Travel Specialist. The SA assigns this role to the Navy Passenger Transportation Office (NAVPTO). The travel specialist validates Joint Federal Travel Regulations (JFTR) entitlements and regulations, fills all commercial travel requests, Mass Transit Request (MTRs), and reconciles billing.

c. Comptroller. The SA assigns this role. The comptroller controls funding at the highest level and works directly with Fund Managers (FM) on distribution, reconciliation, and any other Reserve Personnel, Navy (RPN) financial matters. The comptroller distributes funds to each FM.

d. Fund Manager (FM). The Comptroller assigns this role. The FM role is typically the echelon comptroller, but may be Commanders or other ADT/IDTT distributors. The FM is responsible for RPN funds received from COMNAVRESFORCOM. They will use the NROWS to suballocate funds to a lower level, where applicable. These funds will be suballocated by FY quarters, along with a total annual planning figure. The FM will act as a comptroller over these funds, which will include the following responsibilities:

(1) Ensure accurate tracking of funds that have been suballocated to the lower level.

(2) Follow up with Order Specialists (os) on unliquidated orders.

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(3) Follow up with the OS on canceled orders to ensure any paper airline tickets are returned for a refund. Refunds from an E-ticket will process through the system once the duty date has passed and the ticket is unused.

(4) Review expenditure data throughout the FY ensuring accuracy of cost.

(5) Identify problem disbursement, etc., through an assigned Budget Analyst/Technician within COMNAVRESFORCOM (N8) department.

e. School Quotas. The SA assigns this role. Responsible for validating all school quotas. See chapter 7 of this instruction for details.

f. Order Writing Activity (OWA). The SA assigns this role. The OWA role is responsible for assigning personnel to fill the roles of Order Specialist, Fund Approver (FA), Security, Hard Holds, and unit CO/Training Officer (TO) in the NROWS for their area of responsibility. Typical examples of an OWA are: Naval and Marine Corps Reserve Center (NAVMARCORESCEN) Albany, NR Security Group (SECGRU) Medina, VF-201, and Naval Air Reserve Center (NAVAIRESCEN) Chicago, NAVRESPERSNEN, and Flag Support.

g. Order Specialist (OS). The OWA assigns this role. The OS will normally be a Full-Time Support (FTS) Sailor assigned to the OWA's unit. When orders are nonpaid, a modification that does not involve funds, a cancellation, or funded using "Other" appropriation, the OS is the approval authority. In this case, the OS's name appears on the orders. The OS is responsible for the following:

(1) Entering paper applications approved by the unit CO/TO into NROWS.

(2) Completing applications submitted via the web interface when optional information, such as Unit Identification Code (UIC), is omitted.

(3) Processing all order requests, modifications, and cancellations for members under their administrative control.

(4) Validating and completing all applications based on sailor and unit CO/TO role comments.

(5) Ensuring the mailing of official orders to the member when the member submits a paper application, or when the member requests the mail delivery option in the web-based application process.

(6) Ensuring an application proceeds through the order process in a timely manner.

h. Fund Approver (FA). The OWA assigns this role. This is normally the official order approval authority. The FA is responsible for approving orders based on available funding, mission requirements, and member's entitlements. The name of the user that fills this role will appear on the OFFICIAL order as "by direction" approval authority. When orders are either nonpaid, a modification that does not involve funds; a

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cancellation, or unfounded using 'Other' appropriation, the OS is the approval authority. In this case, the OS name appears on the orders. Once the final approval is given, the orders become "OFFICIAL". Typically, this role will be filled by either the NRA CO or the NRA TO. Delegating this authority must be acknowledged in writing.

i. Security. The OWA assigns this role. The security role validates that the member has the required clearance for a set of orders before approval. A security clearance message must be generated, as required.

j. Hard Holds. The OWA assigns this role. This role can either approve or disapprove each application. This role provides a conduit to resolve issues, identified by the NROWS software business rules, that prevent the issuing of orders. The order will not proceed to any other routing stage until hard holds have been approved. It is envisioned that an FTS Sailor assigned to the OWA unit will normally fill this role, until this role becomes web-based in a future release. A list of hard holds automatically generated by the NROWS and procedures for clearing them is as follows:

(1) Any SELRES, who will reach age 60 before the end date of the orders, will need to obtain an age waiver from COMNAVRESFORCOM per reference (b).

(2) Expired HIV Test. Any SELRES whose HIV test will expire before the end date of the orders will validate with the medical facility that maintains the member's record before order approval. Scheduling a test before the start date of the orders is acceptable. Failure to obtain the test shall result in canceling the orders. It is the responsibility of the person assigned the Hard Hold role to track this requirement.

(3) Expired Physical Exam. Any SELRES who has an expired physical exam. Validate with the medical facility that maintains the member's record before approval. Scheduling an exam before the start date of the orders is acceptable. Failure to obtain an exam shall result in canceling the orders. It is the responsibility of the person assigned the Hard Hold role to track this requirement.

(4) Expired End of Service (EOS). Any SELRES who has an expired EOS on or before the end date of the orders. Validate with the organization that maintains the member's service record before approval. Failure to schedule a reenlistment before the start of orders shall result in the orders being canceled. It is the responsibility of the person assigned the Hard Hold role to track this requirement.

(5) Permanent Mailing Address (PMA). A new PMA was entered on the orders request. Changing the PMA may change the JFTR entitlements. Changing the PMA in NROWS authorizes the NRA to make a change of PMA in the Navy Standard Integrated Personnel System (NSIPS) for the member. The change should be entered into NSIPS before approval. Changing the PMA again before executing the orders requires manual intervention to revalidate travel entitlements. Changing the PMA for unauthorized purposes will be considered a violation of the Uniform Code of Military Justice and may result in disciplinary action against the offending member

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(6) Passport. A passport may be required if any leg of travel in executing the orders Outside the Continental United States (OCONUS). Validate that the member has a valid passport if required by the Department of Defense (DoD) Foreign Clearance Guide <http://www.fcg.pentagon.mil> prior to approval.

(7) Manual Orders. Manual (paper) orders created external to NROWS were entered into the NROWS to ensure proper accounting. A Travel Order Number (TON) was manually entered by the OS in the creation of this type of order. The NRA CO must approve this hard hold, and may not delegate this approval. This does not imply that the CO must fill the role of Hard Hold, only that the comments should reflect the CO's approval.

(8) Confirmation Order. Confirmation (verbal) orders were entered into the NROWS to ensure proper accounting. A TON was automatically generated by the NROWS during the creation of these orders. The NRA CO must approve this hard hold, and may not delegate this approval. This does not imply that the CO must fill the role of Hard Hold, only that the comments should reflect the CO's approval.

(9) Force Protection. This hard hold is generated when a member is performing duty OCONUS and the question 'Has Anti-Terrorism/Force Protection (AT/FP) Training and Certification been completed?' is answered "NO". DoD Antiterrorism standards require all CONUS-based personnel to receive Level I Antiterrorism Awareness Training annually. Validate with reference (f), paragraph E3.1.1.22, DoD Standard 22 Level I AT Awareness Training before approval.

(10) Training Category X/OCONUS. Member in Training Category X and traveling OCONUS. Validate that the 84-day training requirement will be completed before the start of the orders, before approval.

k. Unit CO/TO. The OWA assigns this role. Reviews all member requests and either approves or disapproves each request based on mission requirements and current FY policy guidance. Approval or disapproval by this role only validates the request for orders; order requests do not become official orders until approved by the FA.

i. Sailor. This role is not assigned, it is available to every Reservist in the Reserve Headquarters System (RHS) database. The individual member (SELRES) is responsible for submitting order applications. The preferred method of application entry into the NROWS is via the NROWS web interface. This allows the member to track his/her application throughout the order approval process, including the printing of draft/official orders and travel itinerary. Alternately, a paper application may be delivered to the appropriate OS for manual entry after unit CO/TO's approval.

203. Other Order Writing Roles

a. COMNAVRESFORCOM. The Order Issuing Official (OIO) for the Naval Reserve Force. Authority to write orders and to obligate funding in conjunction with orders is delegated from COMNAVRESFORCOM to OWA.

b. COMNAVRESFORCOM. Responsible for oversight and management of the order writing process.

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b. COMNAVRESFORCOM (N1). Will track NSIPS Tier I and II trouble tickets submitted by the NRA to ensure actions are completed and tickets resolved in a timely manner. Serves as a liaison between Information Technology Center (ITC), Customer Service Center (CSC), RHS, Inactive Manpower and Personnel Management Information System (IMAPMIS), and Lockheed Martin. Directs NRAs on all policies and procedures for accession gains.

c. COMNAVRESFORCOM (N3). Will draft the order writing instruction. Responsible for overall system administration and will conduct liaison with NAVPTO/Scheduled Airline Ticket Office (SATO) for all travel and JFTR concerns. Provide customer service representatives for all order writing issues. Publishes the annual program and policy guidance message.

d. COMNAVRESFORCOM (N7). Responsible for managing and processing all requests for school quotas. Specific information is in chapter seven of this instruction.

e. COMNAVRESFORCOM (N8). The Order Issuing Official (OIO) for the Naval Reserve Force. Authority to write orders and to obligate funding in conjunction with orders is delegated from COMNAVRESFORCOM to OWA.

f. NRA CO. The NRA CO is responsible for the following:

- (1) The order writing process at their NRA.
- (2) AT and IDTT funding for assigned units.
- (3) Ensuring all SELRES receive appropriate AT requirements.
- (4) Ensuring all administrative and technical requirements for supporting the order writing processes at their command are fulfilled.
- (5) The delegation of authority under their command. "By direction" authority shall be delegated in writing. The CO cannot delegate hard hold authority. This does not imply that the CO must fill the role of Hard Hold, only that the comments should reflect the CO's approval.
- (6) Unit CO. The unit CO is responsible for ensuring all SELRES receive appropriate AT requirements.

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CHAPTER 3

NROWS Failure Procedures

301. General. A list of potential failures, their associated impacts and corrective actions is as follow:

a. Casualty: NROWS Web Entry Failure

(1) Impact: The Sailor and unit CO/TO roles will not be able to access the web client portion of NROWS to perform their roles.

(2) Action:

(a) Submit paper application to the OS after unit CO approval.

(b) The OS must print and deliver official orders and itinerary to the member.

b. Casualty: NROWS Client-Server Partial (Geographic) Failure.

(1) Impact; Loss of the ability of an OWA to use the NROWS.

(2) Action:

(a) Notify the ISIC, and determine if they can assume the appropriate roles until the failure is corrected.

(b) ISIC assumes roles until the failure is corrected, if possible. Resolve "Hard Holds" with the failed OWA.

(c) If the ISIC is unable to assume the failed roles of the OWA, follow the catastrophic procedures below.

c. Casualty: NROWS Catastrophic Failure

(1) Impact: Loss of ability to process orders via NROWS, including all interfaces.

(2) Action:

(a) Limit order writing to mission-critical orders processing.

(b) OS authorize issuing TONS to support manual entry of orders. Before a TON may be issued, the OS must receive approval from the FA who will approve the orders once the NROWS comes back on-line.

(c) OWAs use Manual Orders Checklist (see Appendix 1 of this instruction).

(d) OWAs issue Memorandum Orders with OWA CO as authorizing officer. A sample Memorandum Order is included in this instruction as Appendix 2.

(e) OWAs coordinate travel through echelon III (COMNAVRESFORCOM (N33)), NAVPTO, and Commercial Travel Office (CTO) via faxed Memorandum Orders.

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(f) Upon system restoration, OS manually inputs all orders issued during the failure using issued TONS.

302. Casualty: Loss of Echelon III (e.g., hurricane evacuation or major power loss).

a. Impact: Loss of order writing policy help desk, exercise assistance, school quota verification, automated travel processing, and comptroller oversight.

b. Action:

(1) Limit order writing, for orders affected by the failed roles, to mission-critical orders.

(2) School Quota verification will revert to alternate approval authority.

(3) COMNAVRESFORCOM will issue immediate contingency operations policy guidance for the processing of all orders impacted by the failure.