

NOSC Eleanor, WV Pre-Arrival Package



SFRC Expeditionary Maintenance Det E
Updated November 2011

Introduction

This Reserve Component Pre-Arrival Package provides information to assist you in preparing for duty at Navy Operational Support Center (NOSC) Eleanor, the site of Reserve Intermediate Maintenance Activity (RIMA) Eleanor. Please read through this information carefully to identify what you will need to bring and what will be provided upon arrival.

Preparation For Duty At NOSC Eleanor

Listed below are the key steps in setting up your duty at NOSC Eleanor. The sections that follow describe in greater detail what you need to do to complete each of these steps.

- ☐ Notify your chain of command that you require a Billet Control Number (BCN) authorizing your duty at NOSC Eleanor.
- ☐ When you receive a BCN, submit your request for orders through the Naval Reserve Order Writing System (NROWS).
- ☐ Government berthing is not available, so you will be required to set up your own lodging at one of the hotels in the area.
- ☐ Follow up to ensure your NROWS order request is approved and funded.
- ☐ Follow up to ensure that your travel arrangements have been made.
- ☐ Have your uniforms ready. You will only need working uniforms (NWU or utilities). Personnel who have received full complement of NWU are required to wear this uniform while at NOSC Eleanor. Coveralls may optionally be worn in the RIMA.
Note: Transit to and from the RIMA in coveralls is NOT AUTHORIZED.

Requesting BCNs

In order to obtain approval for funding your orders, the SUBFOR Operational Support Officer must issue you a Billet Control Number (BCN) prior to you submitting your NROWS orders request. This is critical to the approval of your orders.

Once you have determined your duty dates at NOSC Eleanor and the type of funding required (AT, ADT, or IDTT), request that your chain of command obtain a BCN for you. If you are not sure what type of funding is appropriate, ask your chain of command for assistance.

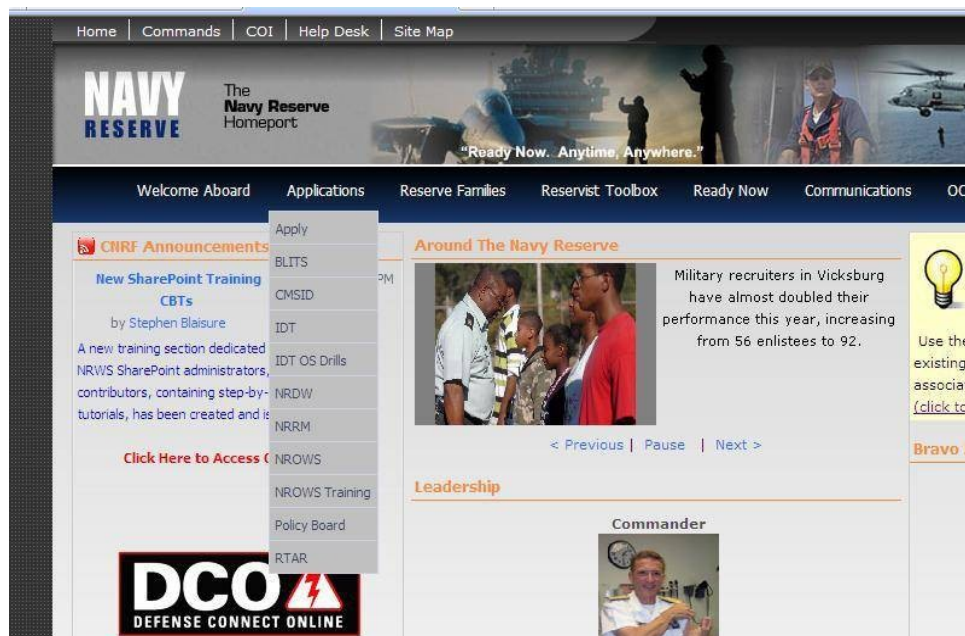
NOTE: In the event that you perform “back-to-back” orders (such as AT/IDTT), you will need

two BCNs. You will then request two sets of orders, one for each type of funding. This is not routine and you should closely coordinate this order request with your chain of command.

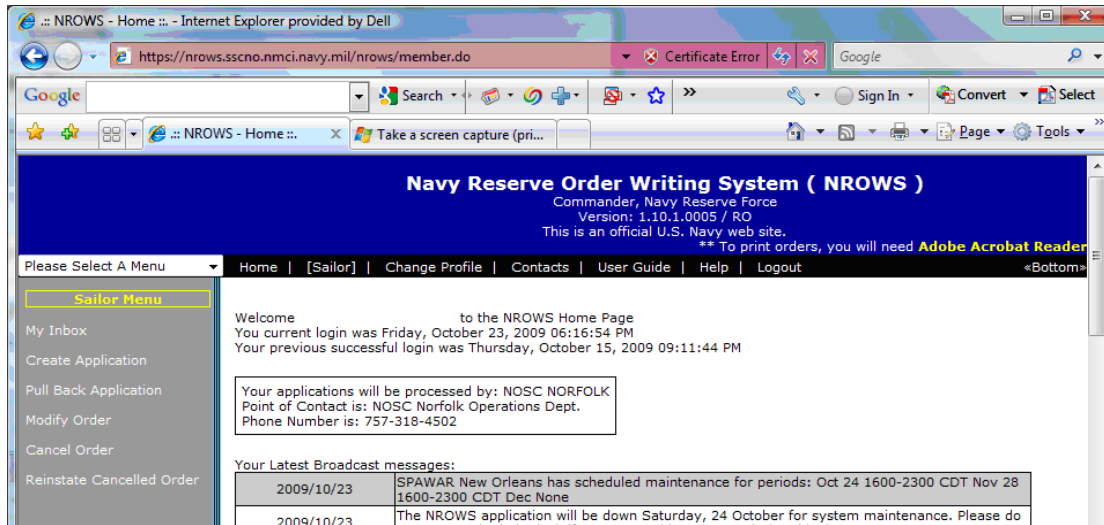
Submitting your Request for AT, ADT or IDTT Orders in NROWS

After obtaining a BCN, take the following steps to request orders through NROWS.

1. To access NROWS, go to the Navy Reserve website at:
<https://navyreserve.navy.mil/>
2. Sign in by selecting the button at the top right corner of the screen (CAC required).
3. Select **NROWS** from the **Applications** pull-down.



4. Upon logging on, click **Sailor**. In the next screen that appears, click the **Create Application** option under the **Sailor Menu** on the left-hand side of the screen.



5. An Overview screen will display showing all the different parts of your application filled with blanks. Click the **Next** button in the lower left-hand part of the screen.

6. Fill out each section as it is displayed. Once you have entered all the information requested in a page, click **Next** to get to the next page. It is a good practice to save your application frequently by clicking **Save** at the bottom of the screen.

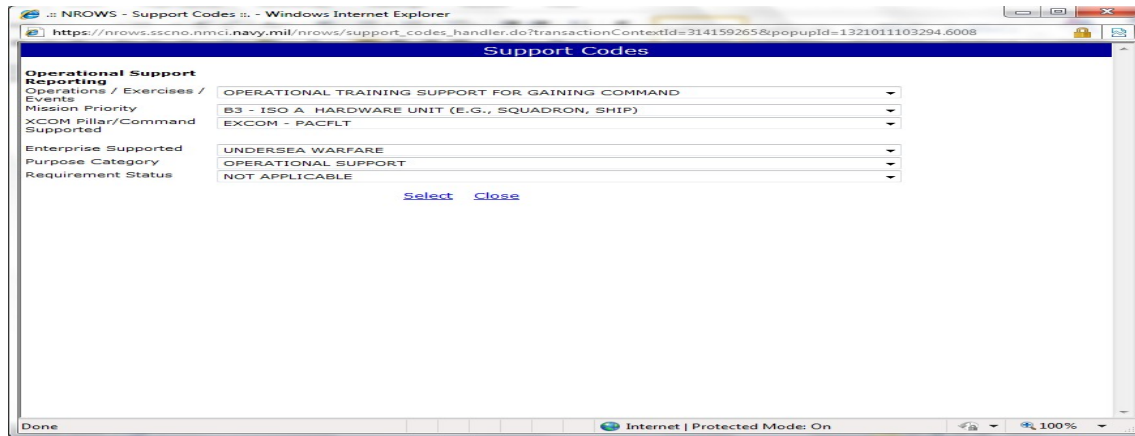
Below is the information you need to enter in each section.

Section 1: Personnel and Contact Information.

This section of NROWS is self-explanatory. You must answer the questions with a red asterisk (*). When finished, click **Next** to continue to the next section.

Section 2: Duty Period Information

- Type of Duty Requested: **Active Duty for Training, Annual Training, or Inactive Duty Travel Training**
- Duty subtype: **ADT Special, Annual Training, or Inactive Duty Travel Training**
- Select **Reporting** for the orders.
- BCN: Enter the BCN provided to you. **This is very important. If you do not have a BCN, contact your chain of command for instructions.**
- Operational Support Reporting: Select **Lookup** and select the support codes shown below.



- Is a Security Clearance Required: Select **NO**.
- Click **Next** to continue.

Section 3: Duty Locations and Travel

NOTE: If travelling on back-to-back orders (such as AT/IDTT), consult the NROWS user's guide and your chain of command for instructions on how to set up travel arrangements.

- Travel Start Date, Initial Report Date / Time, and End Date for This Location: The travel start date will be the day before the initial report date, unless otherwise directed. The end date for this location will be your last workday. Select 0730 for report time.
- UIC: Enter **61903** Then select **Get Address**
- For Duty with: **SFRC EM Det E**
- POC: **MRC Pierson**
- Phone: **(304) 634-7506**
- Email: **billp33@comcast.net**

Step 3 of 7: Duty Locations and Travel

Section: 3. Duty Locations

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Location Information

* Travel Start Date: 2012/09/16 ☐ Confirmation Order

* Initial Report Date/Time: 2012/09/17 07:30 [7:30 AM]

* End Date for this Location: 2012/09/28

UIC | [Lookup](#): 61903 [Get Address](#)

* Unit Name: NAVOPSUPPCEN ELENOR WV

Street Address | [Lookup](#): 111 ARMY NAVY DRIVE

* City: ELEANOR

* State/Province: West Virginia

* Country: United States

* Zip Code: 250700700

* For Duty With: SFRC EM Det E

Is this a PCS move? ☐ Yes ☒ No

HOME: FOREST, VA

Depart on: 0000/00/00

1. Not Set [Edit](#)

Travel by: None [Edit](#)

Start Date: 0000/00/00

Duty Thru: 0000/00/00

Per Diem: Not Authorized [Edit](#)

HOME: FOREST, VA

Travel by: None [Edit](#)

Arrive on: 0000/00/00

- ITEMPO: Answer **No** to the bulleted questions. For ITEMPO Category, enter **Mission Support TAD/TDY**. For ITEMPO Purpose, enter **Unknown**.
- For Duty Afloat: Select **No**

- Per Diem & Travel Information: Select **No** for all three bulleted questions and leave Field Duty Dates blank.
- Select **Next** to go to the next screen
- Mode of Transportation: If you will be flying, select **Commercial Airline**. If you will be driving your POV, select **Personal Car – Adv to Govt**. If you will be driving a rental car from your home to Eleanor, select **Commercial Car**. If driving a rental car, select **Compact**. **Note:** if you are travelling in a rental car with others from your unit, sharing of rental cars is required. For one or two persons, use the standard compact car. If 3-4 sailors are travelling together, the senior person should request a mid-size car for all. This will need to be noted in the comments section to SATO. Specifically mention that you need a larger car to accommodate luggage for 3 or 4 persons as applicable. This will require coordination of unit members so you are all staying in the same location.
- Input desired travel date as the day before the first workday.
- If flying, select your desired departure airport. For arrival airport, select **CRW** (Charleston). **HTS** (Huntington) is an acceptable alternate airport if flight times better support your duty.
- For the return flight, make sure the flight is no earlier than 1600 on the last day of your duty.
- Select **Next** to go to the next screen
- For Per Diem Location, click the **Lookup** button. Search under State: **WV** and Locality: **Charleston**. Click on **Charleston (Kanawha County)**.
- Is a rental car required? If you are flying, select **Yes**. Choose **Compact**, and fill out pick up information. **Note:** if you are travelling with others from your unit, sharing of rental cars is required. For one or two persons, use the standard compact car. If 3-4 sailors are travelling together, the senior person should request a mid-size car for all. This will need to be noted in the comments section to SATO. Specifically mention that you need a larger car to accommodate luggage for 3 or 4 persons as applicable. This will require coordination of unit members so you are all staying in the same location.
- Quarters: Select **Not Available**
- Messing: Select **Not Available**
- Select **Next** to go to the next screen
- Do you wish to add another location? Select **No**.
- Select **Next** to go to the next screen
- Select your return travel arrangements. **ENSURE YOU HAVE ENTERED INFO FOR YOUR RETURN TRIP. Your return trip information is not generated automatically and SATO or your NOSC will not do this for you. There have been several cases of people who have had to obtain ORDMODs in order to be able to return home. DON'T BE ONE OF THEM!**
- Select **Next** to continue

Section 4: Tour and Pay Entitlements

- Select the appropriate Government Travel Charge Card (GTCC) justification for your situation. Most hotels will expect to put all your charges on a credit card to ensure payment. **NOTE: IF YOU DON'T HAVE A GTCC OR A PERSONAL CREDIT CARD, THE**

HOTEL WILL LIKELY REQUEST THAT YOU PAY UP FRONT AND IN CASH FOR THE ROOM OR MAY ASK FOR A LARGE CASH DEPOSIT.

- Select **Yes** to confirm that your Page 2 has been verified. If you have not verified your Page 2 within the last 6 months, you must do this by logging onto the NSIPS website, or talking to your NOSC Admin Department.
- Select **No** for all other questions on this screen with the exception of the Anti-Terrorism Force Protection (ATFP) question, which must be answered **Yes**. You must have completed the ATFP on-line training course before the NOSC will approve your orders. If you need to complete this course, go to Navy Knowledge Online. Your NOSC Training Department can tell you how to access it should you require assistance.
- Most Sailors will NOT be authorized any entitlements for these orders
- Click **Next** to continue

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

* Choose the appropriate Government Travel Charge Card (GTCC) justification:
[Lookup](#) MEMBER HAS A GOVERNMENT TRAVEL CHARGE CARD(GTCC)

* Confirm Member Page 2 has been verified by checking box Yes ☒ No ☐

* IF ELIGIBLE Would the member prefer to receive Lump Sum Leave for leave days accrued for the order? Yes ☐ No ☒

* Will there be any conference fees associated with this set of orders? Yes ☐ No ☒

If conference fees apply, will an SF 1164 be submitted for reimbursement? Yes ☐ No ☒

If an SF 1164 will NOT be submitted, please enter Conference Appropriation

If an SF 1164 will NOT be submitted, please enter Conference SDN

Enter passport number if member has an Official Passport

Enter passport number if member has a Tourist Passport

Has Anti-Terrorism/Force Protection (AT/FP) Training and Certification been completed? Yes ☒ No ☐

Has variation of itinerary been authorized? Yes ☐ No ☒

Has dual lodging been authorized? Yes ☐ No ☒

Has in and around mileage been authorized? Yes ☐ No ☒

Has mixed mode of travel been authorized? Yes ☐ No ☒

Has official long distance phone calls been authorized? Yes ☐ No ☒

If excess baggage has been authorized, enter number of pieces allowed

Has the member been authorized to carry firearms? Yes ☐ No ☒

Will the member be performing duty in a combat zone? Yes ☐ No ☒

Select any entitlements that are authorized for the Reservist for this period of duty
[Lookup](#) None Selected

Section 5: Paragraph Selection

- Most Sailors will NOT have selections in this section.
- Click **Next** to continue

Section 6: Funding Information

- Were manual orders generated? Select **No**
- Will travel be paid with 'Other Appropriation'? Select **No**
- Command / Funding Source: Information entered in this section varies depending on whether you are conducting AT, ADT or IDTT.

- **If the orders are for AT:** NROWS should automatically populate the Command as your Region, and the Funding Source as your home NOSC.

Command: NAVREG MID-ATLANTIC - RCC (SMA)
Funding Source: 201200072OSMA - NAVREG MID-ATLANTIC - RCC (SMA AT-OFFICER | NOSC ELEANOR

- **If the orders are for ADT and you are in an East Coast unit:** Select the below funding sources.

Command: EXCOM-US FLEET FORCES COMMAND (USFFC) (EX01)
Funding Source: 201200072TEX01 - US FLEET FORCES COMMAND (USFFC ADT-SPECIAL | SUBFOR-CSL only

- **If the orders are for ADT and you are in a West Coast unit:** Select the below funding sources.

Command: EXCOM-US PACIFIC FLEET (PACFLT) (EX02)
Funding Source: 201200072TEX02 - US PACIFIC FLEET (PACFLT) ADT-SPECIAL | CSP

- **If the orders are for IDTT and you are in an East Coast unit:** Select the below funding sources.

Command: EXCOM-US FLEET FORCES COMMAND (USFFC) (EX01)
Funding Source: 201200072WEX01 - US FLEET FORCES COMMAND (USFFC IDTT | SUBFOR-CSL only

- **If the orders are for IDTT and you are in a West Coast unit:** Select the below funding sources.

Command: EXCOM-US PACIFIC FLEET (PACFLT) (EX02)
Funding Source: 201200072WEX02 - US PACIFIC FLEET (PACFLT) IDTT | CSP

Section 7: Justification

- General Comments: If you are submitting the orders two weeks or less prior to the start date, you must enter a justification for submitting short fused orders.
- Justification for HQ Waiver: Leave blank
- Do you anticipate this order being a back to back order? Select **NO** unless you will be performing back to back orders. If on back to back orders, consult the NROWS user's manual and your chain of command for guidance.
- Route to DTS: If there are more than 5 days until travel starts, select **YES** and then select **Member** on the next line. If there are 5 days or less until travel starts, NROWS will not permit you to select **YES** and you must select **NO**.

- You may also be prompted to verify your name for the Transportation Security Administration. If so, make any changes so that your name matches your photo I.D., and check the box.
- Select **Save**.

Check and Route your Orders

- In the Section drop down box, select **0. Overview**. Check that all information is correct, and make any changes as needed.
- When your order request is correct, select **Save and Route** to route the orders to your chain of command for review.
- Periodically check the status of your orders in NROWS, and coordinate with your chain of command to ensure that your orders are approved before you travel.
- If you are using DTS, you will receive an email stating that you must set up your travel arrangements in DTS. If you have not received training on how to do this, consult your chain of command.
- When your orders are approved, print out a copy of your orders to take with you.

What Do I Need to Bring with Me?

- Your orders (an extra copy is recommended)
- Copy of your itinerary
- A credit card or adequate spending money to cover your entire travel period. If you need advanced pay, request it in compliance with your NOSC requirements and allow sufficient lead time.
- Medical records (recommended for those with health issues).
- E-6 and below: Clean NWUs. Utilities are only authorized if you have not been issued NWUs. You can also bring coveralls for work in the RIMA. However, transiting outside of the RIMA in coveralls is not authorized.
- E-7 and above: Clean NWUs or khakis.
- Dress uniforms will not be needed or required unless otherwise notified.
- If working at the RIMA, bring steel-toed boots.
- If working at the RIMA and you wear prescription safety glasses, bring them along.

Berthing Arrangements

Lodging is not provided so you will be required to set up your own lodging at one of the hotels in the area. Recommended hotels are below.

Holiday Inn Express 4218 State Route 34 Hurricane, WV 25526 (304)757-7177 http://www.hiexpress.com	Comfort Inn 102 Racer Drive Cross Lanes, WV 25313 (304) 776-8070 http://www.comfort-inn.com
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Important Information about Car Rental Agreements

If you have been authorized a rental car, follow the below guidance.

- Ensure you get the Government rate.
- Ensure you get a Compact vehicle, unless you are sharing a car with 2 or 3 others from your unit.
- DO NOT accept any rental options that are not a part of the standard Government rate. For example: car size upgrades, XM Radio, GPS.
- DO NOT select any "Pre Paid Fuel" options on the rental contract. Fuel supplied by the rental car companies is significantly more expensive than fuel purchased in town. Also, fill up your tank prior to returning the car.
- DO NOT purchase any additional insurance offered by the car rental agent. The Government insures your rental car agreement under the standard contract.
- If you do not follow these requirements, you will end up paying for the options and difference in rental rate. You may also forfeit vehicle coverage in the event of an accident.
- Rental cars should be picked up from and returned at the airport.
- DO NOT make your own private car reservation. Only choose a car via DTS or as assigned by SATO, or you will not be reimbursed for the cost of the car!

Directions From Yeager Airport To NOSC Eleanor

NOSC Eleanor's address does not show up on most maps and GPS navigation units. Make sure you take these directions with you.

- Head west on Airport Rd. and continue onto Greenbrier St.
- Merge onto I-64W / I-77N via ramp to I-79 (Parkersburg / Huntington)
- Continue to follow I-64W / I-77N then take slight left onto I-64W (Huntington)
- Take Exit 40 and merge onto US-35N (Winfield / Point Pleasant)
- Follow US-35N for about 2.5 miles, then take the exit for WV-34N. At the stop sign, turn right onto WV-34N.
- Follow WV-34N for about 3 miles until you reach a traffic light. Make a right onto WV-34N / WV-817S / Winfield Rd.
- Follow for about 1 mile, then take the exit for WV-62 (Eleanor / Poca).
- Cross the bridge and continue to the stop sign. Make a left onto WV-62N.
- Continue for about 1 mile, and turn left at the Winfield Locks and Dam sign. Cross the railroad tracks and make the first right turn. Follow for about 1 mile and the NOSC will be on the left.

What Should I Expect the First Day?

Report to the NOSC by 0730, unless otherwise directed. The first morning is dedicated to NOSC check-in. You will also receive training on shop safety if working at the RIMA.

If for any reason your arrival is delayed, contact the NOSC Staff Duty Officer at 304-208-7016.

What is the Normal Workday?

Morning muster occurs at 0730 unless otherwise directed by the event leadership. Lunch is normally 1100-1200. There are several local restaurants that are good lunch choices.

What is the Check-In and Check-Out Process?

A member of the NOSC staff will collect your orders the first morning and will endorse your orders. The staff will make a copy of your orders, itinerary, and will initiate your pay (if on AT / ADT). NOSC Eleanor does not process your travel claim. You will do this via DTS or at your home NOSC following execution of the orders. If you are on IDTT, your home NOSC is responsible for processing your drill pay.

Members are expected to depart during their last workday. Departure times will be approved on a case-by-case basis. Staying overnight following the last workday and leaving the next morning is generally not authorized. Ensure you have your endorsed orders prior to departure.

Eleanor Per Diem Rates

The FY12 maximum lodging rate for Eleanor is \$97.00 plus any taxes that are charged. You will only be reimbursed your actual lodging costs up to this amount. Most hotels in the area will honor the government rate. The FY12 daily rate for meals and incidental expenses is \$51.00.

Updated per diem rates can be found at the following link: <http://www.gsa.gov/perdiem>

What is the Weather Like in Eleanor?

West Virginia has four distinct seasons and each one varies drastically from the others. Summer is characterized by high humidity and 80° to 100° days. Fall brings dry conditions and 50° to 70°. In winter, heavy snows come to the mountains and can present difficult driving conditions. In spring, prepare for rain with 50° to 70° days. Pack appropriate clothing to match the season in which you will be performing your orders at NOSC Eleanor.

Points Of Contact

NAME	PHONE NUMBER	EMAIL
MRC Pierson (Unit SEL)	(304) 634-7506	billp33@comcast.net
BMC Vincent (RIMA LCPO)	(304) 771-8081	vkvejs@hotmail.com
HT2 Blaine (Unit LPO)	(847) 848-3069	nathan.blaine.99@gmail.com

