

## **Sentry NROWS Instructions – Dec 2011 Tucson**

### **Points of Contact**

#### **For questions about orders entry, contact**

LCDR Burke; bryan.t.burke@gmail.com; 571-230-8605 (CO, EM Det F)

#### **For questions about other (logistics, etc) contact**

##### **NOSC Tucson Events:**

GM1 Stephen Dotson - svepr@comcast.net; 520-904-1278 (NOSC Tucson, EM Det F)

### **General Notes Regarding Orders**

1. It is recommended that you submit orders into NROWS immediately to ensure there is ample time available to complete order approval process and the secondary process of routing travel authorization via DTS. If your region is new to DTS, it is highly recommended that you initiate the self-registration process as soon as possible so as not to delay your ability to utilize the DTS.
2. If using DTS, ensure the following:
  - a. Ensure you are DTS registered. Process normally takes a week
  - b. NROWS orders need to be tracked closely. Once approved, a shell will be exported to DTS and DTS information will need to be entered expeditiously.
  - c. Prior to travel check CNRFC N33 website and call your airline to verify tickets are "Paid For", not just reserved: <https://private.navyreserve.navy.mil/3447B/n3/Shared%20Documents/N33%20Information.aspx>
3. If using SATO for travel,
  - a. Prior to travel, recommend ensuring tickets are paid for by calling airline
  - b. Ensure if traveling back on Sunday to provide notes that flight is needed after 1700.

### **Action Upon Completion of Order Entry**

To support tracking and billet control, send the following information to LCDR Burke via email using the following address (bryan.t.burke+sentry@gmail.com):

- Rank, Last Name, First
- BCN used and NROWS tracking number (7 digit number)
- Any travel/attendance date deviations

### **NROWS Guidance:**

#### **Step 1 of 7: Self –Explanatory**

#### **Step 2 of 7: Duty Period Information**

Type of Duty:	Annual Training
Duty Sub Type:	Annual Training
These Orders Are	Reporting
Billet Control Number (BCN)	See BCN assignment email. NOTE: This is a mandatory field for tracking purposes.
EMAIL Notification	Add: bryan.t.burke+sentry@gmail.com

Operational Support Reporting

Operations/Exercises/Events	OPERATIONAL TRAINING SUPPORT FOR GAINING COMMAND
Mission Priority	D3 – SPECIAL PROJECT...
XCOM Pillar/Command	EXCOM – USFF
Supported	
Enterprise Supported	UNDERSEA WARFARE
Purpose Category	INDIVIDUAL/UNIT-LEVEL READINESS TRAINING
Requirement Status	NOT APPLICABLE
Is Security Clearance Required	No

### **Step 3 of 7: Duty Locations and Travel**

Start Date	2011/12/09
Initial Report Date/Time	2011/12/10 @ 0630
End Date this Location	2011/12/11 or 2010/12/12
	Note – All attendees must be present through Sunday 1600, early departure is not authorized. Monday travel authorized if necessary (example - if on SATO vice DTS orders, may not be able to guarantee which individual flight assigned).
UIC	62107
Unit Name	NAVOPSPTCEN TUCSON AZ
Street Address	3655 South Wilmot Rd
City	Tucson
State/Province	AZ
Country	United States
Zip Code	85730
For Duty With	EM Det F @ NOSC Tucson
Point of Contact Information	LCDR Burke
	Phone: 571-230-8605
	Email: bryan.t.burke@gmail.com
ITEMPO Category	Individual Training
ITEMPO Purpose	Unknown
For Duty Afloat ?	No

### **Step 3 - Travel TO Subsection**

#### **Travel Options**

Select Mode of Travel as appropriate. Closest airport is Tucson, AZ which is approximately 10 miles away.

#### **Location/Per Diem (Click Fill out Per Diem at this Location)**

Per Diem Location	Tucson, AZ
Rental Car	Yes
Quarters	Not Available
Messing	Not Available

#### **Travel to Final Destination**

All attendees must be present through Sunday 1600. Early departure is not authorized. Monday travel is authorized if necessary.

### **Step 4 of 7: Tour and Pay Entitlements**

Enter all fields as required noting the following:

- Ensure Anti-Terrorism/Force Protection (AT/FP) Training and Certification has been completed for new fiscal year. The course may be taken on NKO, e-Learning.
- Has variation of itinerary been authorized = **Yes**
- It is not expected that member is authorized any extra entitlements for this period of duty

### **Step 5 of 7: Paragraph Selection**

For IDTT, add the following Standard Paragraphs: 1350, 1144, 1410, 1400, 1143

### **Step 6 of 7: Funding Information**

**See your BCN assignment email for the correct funding code for ADT/IDTT orders. Your orders will be significantly delayed if you do not use the correct funding line for these order types.**

Were manual orders generated? No  
Will travel and/or per diem be No  
paid with 'Other Appropriation'?

**Note 1 – Concurrent with entering in orders, members should ensure that their FY12 AT is entered in Budget Estimator per CNRFC FY12 guidance. Instruction states no IDTT w/o Budget Estimator entry. Contact current unit CO/NOSC for clarification as needed.**

**Note 2 – It is a common error to erroneously enter in CNSL or CNSP (surface forces), make sure that you use the correct funding code or your orders will be significantly delayed.**

**Note 3 – If you are on AT orders, ensure that your CO includes this AT period on the budget estimator or your orders may be delayed by your NOSC.**

**Travel Arrangements**

**Route via DTS (or SATO if your NOSC has not switched)**

### **Step 7 of 7: Justification**

Add General Comments as follows: "Orders in support of Sentry Qualification and Training for validated SFRC SSP requirement. Billet control and coordination by LCDR Burke (571) 230-8605 (event lead) and LCDR Jordan (808) 473-1303 (OSO)."

Click Save & Route if no other changes.

Click "Route Application Forward"