

**DEPARTMENT OF THE NAVY**COMMANDER NAVAL RESERVE FORCE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5046IN REPLY REFER TO:
1572

Ser N12/ 0048

12 SEP 2002

From: Commander, Naval Reserve Force
To: Commander, Fleet Forces Command (N1)
Via: Commander, Navy Personnel Command (Pers-3)

Subj: NEW ORDER WRITING SYSTEM (NOWS) AND ACCEPTANCE OF
WATERMARK AS AUTHORIZING SIGNATURE ON ALL ORDERS

Encl: (1) Copy of "ORIGINAL" NOWS Orders
(2) Copy of "DRAFT" NOWS Orders

1. All Commander, Naval Reserve Force orders for Fiscal Year 2003, to include Annual Training, Inactive Duty Training Travel, Active Duty for Training (ADT)-Special, ADT-School, ADT-Reimbursable, Merchant Marine, Individual Ready Reserve (IRR) and IRR Musters, created by NOWS will contain a watermark, vice an authorizing signature or original stamp. This watermark authorizes members who are entitled, payment for all pay and allowances to include travel.

2. NOWS generates orders via a web-based application through the following steps:

a. The Selected Reservist enters an application request on-line. "DRAFT" watermark will appear on any printed orders until orders are approved by the Funds Approver;

b. The Unit Commanding Officer or Training Officer approves the application request;

c. Commander, Naval Reserve Forces Command (N33) Orders Management provides quality assurance check;

d. Navy Passenger Transportation Office/Central Ticketing Office coordinates travel arrangements as necessary;

e. Funds Approver reviews/approves the application request. Upon approval, the orders are available to the Selected Reservist or his Naval Reserve Activity for printing. "ORIGINAL" watermark will appear on orders when printed denoting them as official;

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- f. An itinerary and/or tickets are delivered via E-mail, Federal Express, or Electronic Ticket.
3. NOWS deters any falsification of orders systematically through the "DRAFT" and "ORIGINAL" watermarks discussed in paragraphs 2a and 2e. Enclosures (1) and (2) are provided as examples.
4. Contact the Space and Naval Warfare Information Technology Center (SPAWAR-ITC) Help Desk for support, including verification of orders at commercial 1-800-537-4617, (504) 678-7070, or DSN 697-7070. Use the tracking number and Standard Document Number in the top right of each page to reference a set of orders. SPAWAR-ITC is manned 24 hours a day, 7 days a week and has access to view all orders.
5. For more information on NOWS, visit the NOWS web page at <http://www.navres.navy.mil>. Review the documentation contained there to assist your transition to this new system.

L. A. Dozier
L. A. DOZIER
Chief of Staff

1572
NOWS/753132/0
SDN:
N8261903RT00000

FROM: COMMANDING OFFICER INMCR PERRYSBURG
 TO: AN JENNIFER S HOUSER
 [REDACTED] 0000/0000/0000 USNR-R
 3509 WILD CHERRY AVENUE
 CELINA, OH 45822
 SUBJ: ORDERED TO SCHOOL ANNUAL TRAINING; CASE OF AN JENNIFER S
 HOUSER
 [REDACTED] /0000 USNR-R

1. REPORT TO THE COMMANDING OFFICER, STU CRUIT TRA COMD G
 LAKES, , GREAT LAKES, IL 600885300 NO LATER THAN 2000 ON 01
 OCT 2002 FOR DUTY WITH RECRUIT TRAINING COMMAND, UIC: 30646.
 PERIOD OF DUTY: 01 OCT 2002 TO 17 OCT 2002 FOR 17 DAYS. YOU
 ARE A MEMBER OF RESERVE UIC: 82619. IF FOR ANY REASON YOU
 ARE UNABLE TO EXECUTE THESE ORDERS, RETURN THEM TO YOUR
 ADMINISTRATIVE PARENT COMMAND NOTING THE REASON FOR RETURN.
 WHILE PERFORMING DUTY UNDER THESE ORDERS, YOU ARE SUBJECT TO
 THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ).

2. UPON COMPLETION OF SUBJECT DUTY, WITH THE EXCEPTION OF
 BACK TO BACK ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED
 AFTER YOUR NAME AND UPON ARRIVAL YOU WILL STAND RELEASED FROM
 SUBJECT DUTY (JFTR U7150.A1). FOR BACK TO BACK ORDERS, UPON
 COMPLETION OF THE FINAL SET OF ORDERS, YOU WILL RETURN TO THE
 ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL, YOU WILL
 STAND RELEASED FROM DUTY (JFTR U5120.A AND U4105.F).

3. APPROPRIATION FOR THE PERIOD OF 01 OCT 2002 17 OCT 2002
 (17 DAYS) IS:

PAY and ALLOWANCE:

AA 1731405.7210 011 00072 0 068566 2D T00000
 82619371600 0000106375

PER DIEM:

AC 1731405.7210 021 00072 0 068566 2D T00000
 82619374601 0000006700

TRAVEL :

AB 1731405.7210 021 00072 0 068566 2D T00000
 82619374600 0000004000

FICA :

AD 1731405.7210 012 00072 0 068566 2D T00000
 82619371601 0000005651

FSC FOR THIS PERIOD OF DUTY IS: 200300072ESMW

4. PERSONNEL ACCOUNTING SUPPORT: PERSUPPET RTC GREAT LAKES

5. TRAVEL VIA COMMERCIAL TRANSPORTATION TO
 GREAT LAKES, IL (01 OCT 2002) AND

Encl (1)

1572
NOWS/753132/0
SDN:
N8261903RT00000

SUBJ: ORDERED TO SCHOOL ANNUAL TRAINING; CASE OF AN JENNIFER S
HOUSER

CELINA, GR (17 OCT 2002) 0000 HSNR-R

IS DIRECTED UTILIZING A GOVERNMENT TRAVEL REQUEST (GTR). SATO
WILL PROVIDE YOU WITH ACTUAL TICKETS OR COORDINATE ELECTRONIC
TICKETING AS REQUIRED. IF YOU DO NOT EXECUTE THESE ORDERS,
RETURN THE ORDERS AND TICKET TO THE ISSUING COMMAND, IN PERSON
OR BY CERTIFIED MAIL. REIMBURSEMENT FOR YOU PURCHASING YOUR
OWN TICKET(S) IS NOT AUTHORIZED. THE TRAVEL AMOUNT CITED
WITHIN THESE ORDERS IS THE GTR COST (JFTR U3002, U3125 AND
U3140).

6. RENTAL CAR NOT AUTHORIZED AT GREAT LAKES, IL (01 OCT 2002
THRU 17 OCT 2002).

7. QUARTERS ARE AVAILABLE AT
GREAT LAKES, IL AT NO COST (01 OCT 2002 THRU 17 OCT 2002). IF
QUARTERS ARE NOT AVAILABLE CONTACT THE APPROPRIATE MILITARY
REPRESENTATIVE FOR A WRITTEN STATEMENT REGARDING THE
AVAILABILITY OF ADEQUATE GOVERNMENT QUARTERS AT THE PLACE OR
PLACES AT WHICH THE SUBJECT DUTY IS PERFORMED (JFTR U4125).
MAX DAILY LODGING IS \$155.00 FOR GREAT LAKES, IL.

8. USE OF GOVERNMENT MESS FACILITIES IS DIRECTED AT
GREAT LAKES, IL (01 OCT 2002 THRU 17 OCT 2002), IF AVAILABLE.
IF NOT AVAILABLE, YOU WILL OBTAIN A STATEMENT FROM THE
APPROPRIATE MILITARY REPRESENTATIVE REGARDING THE AVAILABILITY
OF MESS FACILITIES AT THE PLACE OR PLACES AT WHICH THE SUBJECT
DUTY IS PERFORMED (JFTR U4400). MAX DAILY M/IE IS \$46.00 FOR
GREAT LAKES, IL.

9. THE TRAVEL AND TRANSPORTATION REFORM ACT (TTRA) OF 1998
STIPULATES THAT THE GOVERNMENT SPONSORED, CONTRACTOR ISSUED
TRAVEL CARD SHALL BE USED BY ALL U.S. GOVERNMENT PERSONNEL
(CIVILIAN AND MILITARY) TO PAY FOR COSTS INCIDENT TO OFFICIAL
BUSINESS TRAVEL UNLESS SPECIFICALLY EXEMPTED BY AUTHORITY OF
THE ADMINISTRATOR OF GENERAL SERVICES OR THE HEAD OF THE
AGENCY. YOU ARE A GTCC CARDHOLDER. YOU ARE NOT EXEMPT FROM
MANDATORY USE PROVISIONS OF THE TTRA. YOU ARE AUTHORIZED TO
OBTAIN AN ADVANCE FROM AN ATM USING YOUR GTCC. YOU MUST CLAIM
ALL ATM FEES ON YOUR TRAVEL CLAIM (DODFMR VOL 9, CHAP 3, PARA
030302).

10. IF YOU ARE LESS THAN 50 YEARS OLD, YOU ARE REQUIRED TO
OBTAIN A PHYSICAL EXAMINATION EVERY FIVE YEARS. UPON REACHING
AGE 50, THE REQUIREMENT IS EVERY TWO YEARS. YOUR LAST
PHYSICAL WAS COMPLETE ON 12 JUN 2002. IF YOUR PHYSICAL HAS
EXPIRED, YOU MUST SUBMIT A STANDARD FORM 88 (SF88) AND
STANDARD FORM 93 (SF93) PHYSICAL EXAMINATION TO YOUR PARENT
COMMAND. NONCOMPLIANCE COULD RESULT IN ANY FUTURE REQUESTS
FOR DUTY BEING DENIED.

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NOWS/753132/0
SDN:
N8261903RT00000SUBJ: ORDERED TO SCHOOL ANNUAL TRAINING; CASE OF AN JENNIFER S
HOUSER

[REDACTED] /0000 USNR-R

11. FOR LODGING RESERVATIONS CONTACT SATO NEW ORLEANS AT
18008657286, OR FAX REQUEST TO 15049477730.12. YOU ARE DIRECTED TO REPORT TO THE USO AREA LOCATED ON THE
SECOND DECK OF CONCOURSE B UPON ARRIVAL AT THE AIRPORT FOR
TRANSPORTATION TO RTC GREAT LAKES. USO HOURS OF OPERATION ARE
0900 TO 2400 ON YOUR ARRIVAL DATE.13. SCHEDULE FLIGHT TO ARRIVE GREAT LAKES NO LATER THAN 1430
HOURS. DO NOT SCHEDULE RETURN FLIGHTS DEPARTING GREAT LAKES
PRIOR TO 1700.

14. TRAVEL IN CIVILIAN CLOTHES DIRECTED.

15. NPSAC STUDENTS...YOU ARE DIRECTED TO OBTAIN ONBASE
MESSING AND BERTHING WHILE ATTENDING NPSAC SCHOOL. COMMERCIAL
LODGING IS NOT AUTHORIZED.16. NAVPTO/SATO...DO NOT ISSUE CNA NUMBER. MEMBER MUST STAY
IN BEQ DUE TO NATURE OF MISSION.17. HIV CERTIFICATION REQUIRED WITHIN LAST (12) MONTHS AS
APPLICABLE IN ACCORDANCE WITH SECNAVINST 5300.30C. FAILURE TO
HAVE HIV RESULTS DOCUMENTED IN HEALTH RECORD WILL RESULT IN
TERMINATION OF AT/ADT ASSIGNMENT.18. ANY PHYSICAL INJURY OR MENTAL ILLNESS THAT WOULD
PROHIBIT, HAMPER OR PRECLUDE THE EXECUTION OF THESE ORDERS
MUST BE REPORTED TO THE MEDICAL DEPARTMENT REPRESENTATIVE FOR
DETERMINATION OF PHYSICAL OR MENTAL QUALIFICATION PRIOR TO
EXECUTION.

ORIGINAL1572
NOWS/753086/0
SDN:
N8678603RT00017
23 AUG 2002FROM: COMMANDING OFFICER NARCEN LEMOORE
TO: AN RYAN T WINSLOW
██████████9760/0000/0000 USNR-R
400 E ROBERTS LANE 70
BAKERSFIELD, CA 933081000SUBJ: ORDERED TO ANNUAL TRAINING; CASE OF AN RYAN T WINSLOW
██████████9760
USNR-R

1. REPORT TO THE COMMANDING OFFICER, STU CRUIT TRA COMD G LAKES, , GREAT LAKES, IL 600885300 NO LATER THAN 2000 ON 01 OCT 2002 FOR DUTY WITH RECRUIT TRAINING CENTER, UIC: 30646. PERIOD OF DUTY: 01 OCT 2002 TO 17 OCT 2002 FOR 17 DAYS. YOU ARE A MEMBER OF RESERVE UIC: 86786. IF FOR ANY REASON YOU ARE UNABLE TO EXECUTE THESE ORDERS, RETURN THEM TO YOUR ADMINISTRATIVE PARENT COMMAND NOTING THE REASON FOR RETURN. WHILE PERFORMING DUTY UNDER THESE ORDERS, YOU ARE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ).

2. UPON COMPLETION OF SUBJECT DUTY, WITH THE EXCEPTION OF BACK TO BACK ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL YOU WILL STAND RELEASED FROM SUBJECT DUTY (JFTR U7150.A1). FOR BACK TO BACK ORDERS, UPON COMPLETION OF THE FINAL SET OF ORDERS, YOU WILL RETURN TO THE ADDRESS INDICATED AFTER YOUR NAME AND UPON ARRIVAL, YOU WILL STAND RELEASED FROM DUTY (JFTR U5120.A AND U4105.F).

3. APPROPRIATION FOR THE PERIOD OF 01 OCT 2002 17 OCT 2002 (17 DAYS) IS:

PAY and ALLOWANCE:

AA 1731405.7210 011 00072 0 068566 2D T00017
86786371600 0000106375

TRAVEL :

AB 1731405.7210 021 00072 0 068566 2D T00017
86786374600 0000004000

FICA :

AD 1731405.7210 012 00072 0 068566 2D T00017
86786371601 0000005651

FSC FOR THIS PERIOD OF DUTY IS: 200300072EAPM

4. PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET RTC GREAT LAKES

5. TRAVEL VIA COMMERCIAL TRANSPORTATION TO GREAT LAKES, IL (01 OCT 2002) AND BAKERSFIELD, CA (17 OCT 2002)

ORIGINAL1572
NOWS/753086/0
SDN:
N8678603RT00017SUBJ: ORDERED TO ANNUAL TRAINING; CASE OF AN RYAN ~~WINSEBOW~~^{22 AUG 2002}
~~██████████~~ 9760

IS DIRECTED^{USNR} UTILIZING A GOVERNMENT TRAVEL REQUEST (GTR). SATO WILL PROVIDE YOU WITH ACTUAL TICKETS OR COORDINATE ELECTRONIC TICKETING AS REQUIRED. IF YOU DO NOT EXECUTE THESE ORDERS, RETURN THE ORDERS AND TICKET TO THE ISSUING COMMAND IN PERSON OR BY ~~CERTIFIED~~ MAIL. REIMBURSEMENT FOR YOU PURCHASING YOUR OWN TICKET(S) IS NOT AUTHORIZED. THE TRAVEL AMOUNT CITED WITHIN THESE ORDERS IS THE GTR COST (JPTR U3002, U3125 AND U3140).

6. RENTAL CAR NOT AUTHORIZED AT GREAT LAKES, IL (01 OCT 2002 THRU 17 OCT 2002).

7. THE TRAVEL AND TRANSPORTATION REFORM ACT (TTRA) OF 1998 STIPULATES THAT THE GOVERNMENT SPONSORED, CONTRACTOR ISSUED TRAVEL CARD SHALL BE USED BY ALL U.S. GOVERNMENT PERSONNEL (CIVILIAN AND MILITARY) TO PAY FOR COSTS INCIDENT TO OFFICIAL BUSINESS TRAVEL UNLESS SPECIFICALLY EXEMPTED BY AUTHORITY OF THE ADMINISTRATOR OF GENERAL SERVICES OR THE HEAD OF THE AGENCY. YOU ARE A GTCC CARDHOLDER. YOU ARE NOT EXEMPT FROM MANDATORY USE PROVISIONS OF THE TTRA. YOU ARE AUTHORIZED TO OBTAIN AN ADVANCE FROM AN ATM USING YOUR GTCC. YOU MUST CLAIM ALL ATM FEES ON YOUR TRAVEL CLAIM (DODFMR VOL 9, CHAP 3, PARA 030302).

8. IF YOU ARE LESS THAN 50 YEARS OLD, YOU ARE REQUIRED TO OBTAIN A PHYSICAL EXAMINATION EVERY FIVE YEARS. UPON REACHING AGE 50, THE REQUIREMENT IS EVERY TWO YEARS. YOUR LAST PHYSICAL WAS COMPLETE ON 00000000. IF YOUR PHYSICAL HAS EXPIRED, YOU MUST SUBMIT A STANDARD FORM 88 (SF88) AND STANDARD FORM 93 (SF93) PHYSICAL EXAMINATION TO YOUR PARENT COMMAND. NONCOMPLIANCE COULD RESULT IN ANY FUTURE REQUESTS FOR DUTY BEING DENIED.

9. TRAVEL IN CIVILIAN CLOTHES DIRECTED.

10. YOU ARE DIRECTED TO REPORT TO THE USO AREA LOCATED ON THE SECOND DECK OF CONCOURSE B UPON ARRIVAL AT THE AIRPORT FOR TRANSPORTATION TO RTC GREAT LAKES. USO HOURS OF OPERATION ARE 0900 TO 2400 ON YOUR ARRIVAL DATE.

11. ANY PHYSICAL INJURY OR MENTAL ILLNESS THAT WOULD PROHIBIT, HAMPER OR PRECLUDE THE EXECUTION OF THESE ORDERS MUST BE REPORTED TO THE MEDICAL DEPARTMENT REPRESENTATIVE FOR DETERMINATION OF PHYSICAL OR MENTAL QUALIFICATION PRIOR TO EXECUTION.

ORIGINAL

1572

P. PEREZ
BY DIRECTION