

Complete the following forms:

-  **PROCESSING INFO**
-  **PASSPORTS**
-  **DOG TAG REQUEST**
-  **FIREARMS/AMMUNITION AUTH**
-  **EXIT SURVEY**
-  ***IF YOU DO NOT HAVE A GTCC,
PLEASE LET A PROCESSOR
KNOW AT THIS TIME.***

Navy Mobilization Processing Site Norfolk, Virginia



Mobilization Brief

Welcome To Navy Mobilization Processing Site (NMPS) NORFOLK, VA

 **NMPS CHAIN OF COMMAND**

 **OPENING REMARKS**
– **OIC / AOIC**

 **NMPS POINTS OF CONTACT:**

NMPS POINTS OF CONTACT

OFFICER IN CHARGE

**CDR ALAN CARPER
(757)445-2435**

AOIC/MEDICAL DEPT

**LCDR GLENN GABORKO
(757)445-2435**

LPO

**HM1 SHARON NUTT
(757)444-9171**

PSD POC's

**DK1 DOMINICK PAMPINO
MS. CAROL MICHAEL
(757)445-5305**

NMPS INFORMATION

HRS OF OPERATION: (0730 - 1600)
PHONE NUMBER: (757) 444-9171
FAX: (757) 445-8595
(757) 445 -2436
CDOPHONE: (757) 438-3375
TPU QUARTERDECK
(after 1600): (757) 444-1640

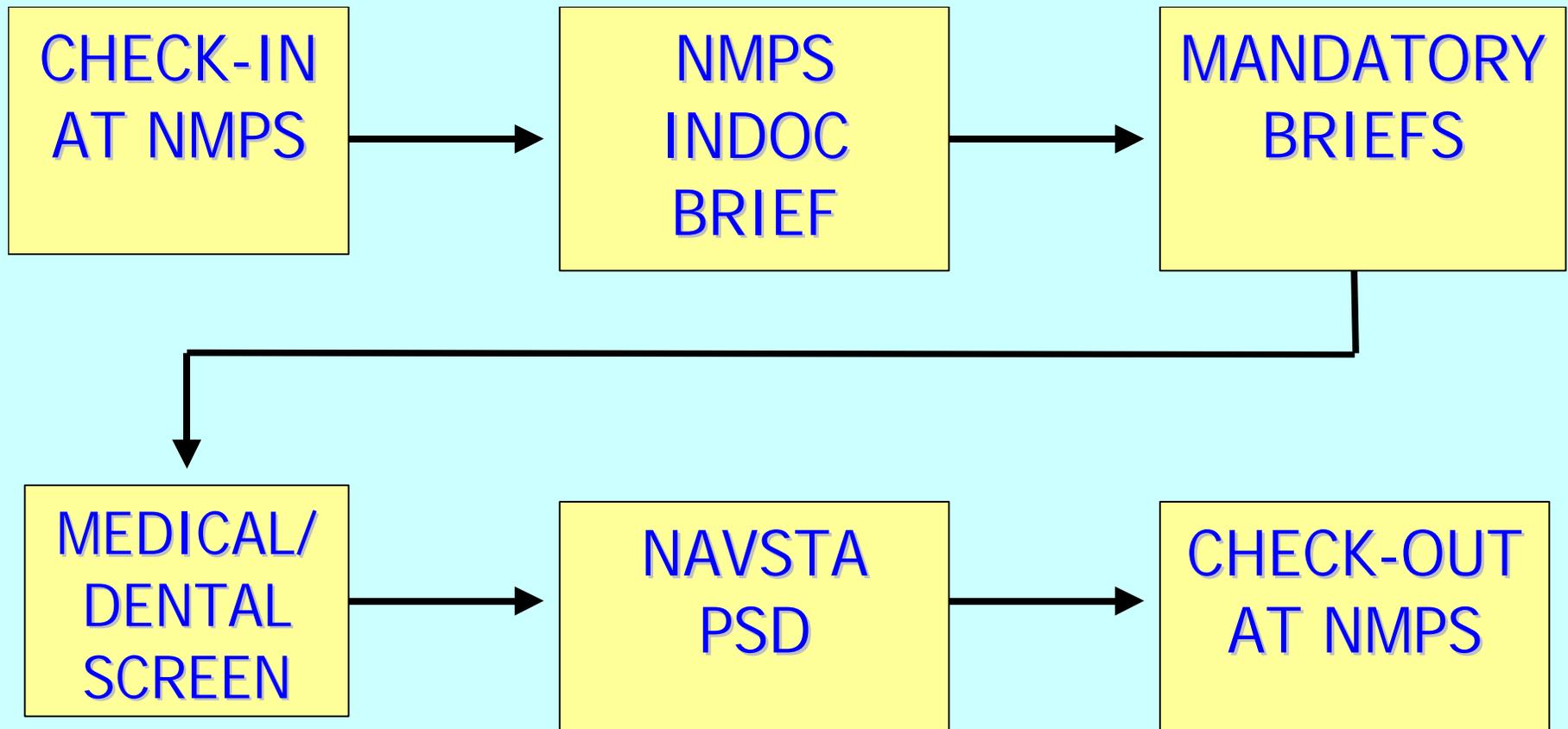
Mandatory Daily Musters

**0730 and 1300
or as directed by NMPS staff.**

**You are assigned to NMPS
throughout your processing**

You must check in/out with a process manager before and after completing each phase of your processing, i.e. medical, dental, PSD.

NMPS MOBILIZATION FLOW



NMPS TIMELINE

PROCESSING TIME

- Two or more days depending on member's status.

CHECK-IN AT NMPS

- Turn in Original Orders
- Orders Endorsed
- Service Record
- NRA Checklist
- Dental and Medical Records Collected

NMPS TIMELINE

- ✍ **NMPS INDOCTRINATION BRIEF**
 - Complete in-processing paperwork
- ✍ **MANDATORY BRIEFINGS**
 - Legal Brief
 - Fleet & Family Service Center Brief
 - Red Cross Brief
 - Tricare Enrollment

NMPS TIMELINE

MEDICAL / DENTAL SCREENING

- Mobilization Policy requires all laboratory results to be completed prior to member clearing mobilization process.
- Immunizations and lab results must be documented in your record or they don't exist.
- Dental Clinic closes for lunch 1130-1230.

NMPS TIMELINE

NAVSTA PSD

— Required PSD Forms:

 **Direct Deposit Form**

 **W4**

 **State of Legal Residence**

 **Lease/Mortgage Agreement**

 **Clothing Allowance Request**

 **Updated SGLI**

 **Updated Page 2**

Thrift Savings Plan

Per NAVADMIN 258/01 0221102Z OCT 01 & 022112Z OCT 01

“Para 10:

Members may elect to contribute to TSP within 60 days of your change in status

- Ready Reserve who are called to active duty for a period of more than 30 days,
- Ready Reserve who perform periods of continuous active duty greater than 30 days
- members on active duty who are subsequently assigned to the Ready Reserve in any pay status

NMPS TIMELINE

NAVSTA PSD (contd)

- Travel and Pay accounts established
- Specific questions about Pay and Entitlements should be directed to PSD
- Go to: “<https://mypay.dfas.mil/mypay.asp>” to view LES’s and Travel Liquidations
- Active Duty ID Card (copy of original orders req’d)
- Use NAVSTA PSD, Bldg A48 (not Sewell’s Point)

NMPS TIMELINE

OUTCONUS DELAYS

- **Current Passport, Country Clearance and Visa (if required).**
- **Glasses & Gas Mask Inserts (1 - 2 day turnover) Current prescription must be within two years**
- **Clearance by Supported Command Medical for existing conditions.**
- **All medical results for laboratory tests must be received prior to being cleared by medical personnel. Example: HIV, PPD, Lipids, PAP Smear, mammogram, etc.**

NMPS MOBILIZATION CHECKLIST

**NMPS MOBILIZATION PROCESSING IS
COMPLETE ONLY WHEN:**

- Secure signature for all sections**
- Submit checklist to Processing Center for final signature**
- Receive copy of completed checklist**

Support Services

✍ Billeting

- Per Diem rooms are approximately \$16 (BEQ/BOQ) - Members who do not have a government travel card need to notify an NMPS staff member after the briefs.

✍ Messing - Hours of Operation ** No bags allowed in galley

Breakfast \$1.35/\$1.60

M-F 0530-0730 Sat/Sun 0700-0800

Lunch \$2.70/\$3.25

M-F & Sun 1030-1230 Sat 1100-1230

Dinner \$3.70/\$4.45

M-Sun 1600-1730

✍ Food Services available at Building C-9

Non-local reservists are eligible for per diem and are expected to pay for berthing and meals at the galley.

RENTAL CARS OR POVs

OEF/OIF ORDERS

- You are NOT entitled to a rental car if not stated in your orders.
- Your orders must specifically state that you are authorized a rental car in order to be reimbursed.
- Only BUPERS changes orders.

TRICARE DENTAL BENEFITS

- ✍ **RECALLED FOR MORE THAN 30 DAYS -- IF PREVIOUSLY ENROLLED, RESERVE BENEFITS WILL STOP AND YOU WILL BE COVERED UNDER ACTIVE DUTY.**
- ✍ **IF NOT PREVIOUSLY ENROLLED, YOU MAY ENROLL FAMILY MEMBERS AT ACTIVE DUTY RATE WITHIN 30 DAYS FROM DATE OF ACTIVATION. FOR ENROLLMENT AND BILLING QUESTIONS CALL 1-888-622-2256.**
- ✍ **UPON DEACTIVATION, YOU WILL BE AUTOMATICALLY REENROLLED IN THE RESERVE DENTAL PROGRAM.**
- ✍ **UPON DEACTIVATION, FAMILY RATES WILL RETURN TO PREDEPLOYMENT AMOUNT.**
- ✍ **www.ucci.com**

Tricare Benefits

Tricare Standard - automatic for member & dependents
update page two and Deers system

Tricare Prime must be applied for (Handouts)
members & family are eligible after 30 days of active duty www.tricare.osd.mil/Tricare Office is located at Branch Medical Center Sewells Point - Phone # 314-6534/6352

Dental: You must enroll & pay premiums for dependent coverage; be aware that premiums are different for active duty versus reserve.

ACTIVE DUTY REQUIREMENTS

- ✍ Physical Readiness Test
- ✍ Advancement
- ✍ Evaluations/Fitness Reports

ANTI-TERRORISM BRIEF

Videos

 You May be the Target

 Out of Harm's Way

Summary

Web sites:

www.nsa-norva.navy.mil

www.cnrma.navy.mil/

www.jag.navy.mil/documents/SSCRA.htm

Email Point of Contact (for questions after being mobilized):

cnrmalacmob@nsn.cmar.navy.mil

QUESTIONS?

Mob Completion

- ✍ You are not mobilized until all sections of the NMPS Checklist are signed.
- ✍ You must receive signed Final NMPS Certification from Processing Center.

QUESTIONS?