COMNAVSURFRESFOR NOTICE 1500

Subj:  FISCAL YEAR (FY98) COURSES CONDUCTED BY THE NAVAL SURFACE RESERVE FORCE TRAINING SYSTEMS SCHOOL (TSS)

Ref:  (a) COMNAVRESFORINST 1571.7H

Encl:  (1) TSS Catalog of Courses
       (2) TSS FY98 Class Convening Dates
       (3) Welcome Aboard Package

1. **Purpose.** To outline prerequisites and procedures for requesting courses conducted by the TSS, and to issue training dates for FY98.

2. **Information.** All courses listed herein are designed to provide comprehensive instruction to the Naval Reserve Force in the areas of training, administration, management, equipment operations, and maintenance. Descriptions of TSS courses, attendance prerequisites, and quota granting procedures per reference (a) are in enclosure (1) of this notice.

3. **Courses Offered.** The Damage Control Instructor course convenes on dates listed in enclosure (2) of this notice.

4. **Quota Procedures.** Eligibility requirements for courses are listed in enclosure (1) of this notice.

   a. Full Time Support (FTS) personnel will submit quota requests to TSS via the chain of command at least 8 weeks before the class convening date. Requests will include full names, rank/rate, Social Security Number (SSN), branch, sex, and parent Reserve activity. Funding and issuing Temporary Additional Duty (TAD) orders are the responsibility of the requesting activity.

   b. Selected Reserve (SELRES) personnel will submit quota requests on a NAVRES 1571/15 (Request for Training Orders). Select a class convening date, listing a primary and an alternative date, at a minimum.

   c. Requests for eligibility waivers will be submitted in writing via the parent Reserve activity commanding officer to: Officer in Charge, Commander, Naval Surface Reserve Force, Training Systems School, 5000 Lakeshore Drive, New Orleans, LA 70146-5100.

   d. Quota Control Point of Contact

       (1) All requests for active duty and SELRES personnel will be made via official mail, or faxed to Officer in Charge, Commander, Naval Surface Reserve Force, Training Systems School, 5000 Lakeshore Drive, New Orleans, LA 70146-5100.
(2) Information is available via telephone at DSN 678-5794, commercial (504) 283-1980, or by fax at (504) 678-5793.

5. Reporting Procedures

a. All students must receive a copy of the welcome aboard package (see enclosure (3) of this notice) with detailed reporting instructions. Parent Reserve activities are responsible for ensuring that copies of the welcome aboard packages are given to prospective students a minimum of 30 days before reporting. Welcome aboard packages will not be routinely mailed from the TSS to conserve official mail costs.

b. Personnel reporting to the TSS without proper uniforms or medical clearance for active duty will be returned to their command.

c. All return flights must be scheduled after 1600 on the day of graduation.

6. Action

a. Commanding officers of the Naval Reserve activities will schedule their personnel to attend courses which correspond to their assigned duties and/or to particular training devices installed at their sites.

b. Commanding officers of fleet support training units will schedule their personnel for TSS course attendance per their Individual Training Plans (ITPs).

c. If personnel are unable to attend a course for which a quota has been granted, commands will immediately notify the TSS. If a substitution of personnel for a quota is desired, the request must include the information listed paragraph 4 above.

R. H. DEVault
Deputy

Distribution:  (COMNAVRESFORINST 5218.2A)
List B1 (23C, FR15 only)
  B2 (FR9, FR10, FR11, FR23 only)
  C1 (28D1, 28D2, 28I, 28I1, 29AA1, 29AA2, 31H1, 31M1, 31M2 only)

Copy to:  (COMNAVRESFORINST 5218.2A)
List A  (A5 (Pers-4417) only)
  E6 (FJA8 (Code 30) only)
COURSE TITLE: DAMAGE CONTROL INSTRUCTOR

CIN: R-012-0007  CDP: 6958  DURATION: 12 Days

DESCRIPTION: Provides students with information needed to operate Reserve Center Damage Control Trainers (DCT’s) and instruct the Shipboard Damage Control Course (K-495-0045). Areas covered include safety requirements for conducting moderate-risk training, instructor techniques and qualification requirements, investigation, dewatering, damage control communications and equipment, shoring, pipe patching, hazardous material, material condition, wet battle problems, and battle problem scenario development. Classroom instruction is supplemented by performance tests. Students are required to achieve a minimum grade of 80 on written tests to obtain credit for the course.

ELIGIBILITY: Active duty and SELRES personnel assigned to duties involving the operation of the DCT at an authorized site. Students are required to bring working uniforms since physical exertion and lab/wet battle problems are part of the course of instruction.

NOTE: Because Chief of Naval Education and Training (CNET) has designated the K-495-0045 course as a moderate risk course, Personnel must meet moderate-risk course medical screening criteria and Navy physical fitness standards.

Orders for both active duty and SELRES personnel must have a stamp or notation stating "student is medically qualified to attend course." Personnel with the following medical conditions will not be allowed to attend: pneumonia, bronchitis, or asthma in the last 30 days or currently being treated for same; sinus, ear, nose or throat infections, fracture, sprain, splint, cast, pregnancy, open cuts, recent stitches, or a new tattoo within 72 hours of course commencement, taking prescribed or over-the-counter medications which may have side effects causing drowsiness, dizziness, visual disturbance or decreased muscle coordination, history of high/low blood pressure, claustrophobia, hernia, exceeding Navy body fat standards, low blood sugar (hypoglycemia), light of limited duty status, or recent surgery (including tooth extraction within 72 hours of course commencement). Individuals with sickle cell trait must be briefed necessary hydration procedures.
TSS FY98 CLASS CONVENING DATES

DAMAGE CONTROL INSTRUCTOR
CIN: R-012-0007  CDP: 6958
DURATION: 12 Days

06 - 17 APRIL 1998
03 - 14 AUGUST 1998
WELCOME ABOARD PACKAGE

On behalf of the Commander, Naval Surface Reserve Force, I would like to welcome you to the Training Systems School and the New Orleans area. The entire staff and I are ready to assist you with your training requirements. While at the Training Systems School, you will have the benefit of some of the finest and most dedicated instructors in the Naval Surface Reserve Force. Our goals are to make your learning experience instructive and enjoyable. In short, we want to ensure you return to your parent command with the knowledge, skill and motivation necessary to teach the course of instruction you came to New Orleans to learn.

The enclosed material provides information about the school’s courses of instruction and the general facilities aboard the Naval Support Activity, New Orleans. Also included are directions to the Training Systems School and the individual requirements you should be aware of before and during your assignment in New Orleans.

We hope this information will help you in planning your training with us. We look forward to your arrival and anticipate your assignment will be both professionally and personally rewarding. Please contact us if you have any questions. We may be reached at DSN 678-5794, commercial (504) 678-5794, or fax extension 5793. We are looking forward to your arrival.

C. A. PATINO
Director, Training Systems School

Enclosure (3)
MISSION

The mission of the Commander, Naval Surface Reserve Force Training Systems School (TSS) is to conduct the train-the-trainer program for damage control trainers. TSS also acts as Course Curriculum Model Manager (CCMM) for above course and as test platform for Surface Reserve Force training initiatives and ensures that policy changes are incorporated into the course and disseminated to appropriate Reserve training sites.

ACADEMIC POLICY

The educational philosophy of the TSS provides that every lesson and laboratory evolution be programmed and planned as a part of the total learning experience. Platform instruction, practical exercises, student oral and written requirements, and laboratory evolutions are some of the methods used for education at the school. Curriculum standards are divided into two categories: Academics and professional ethics. Academically, each student is required to satisfactorily complete study assignments, written exams, expected of each student are honesty, integrity, loyalty, and maintenance of the highest traditions of conduct required by members in the United States Navy.

MAILING ADDRESS AND TELEPHONE NUMBERS

YOUR RANK/RATE/NAME
Training Systems School
5000 Lakeshore Drive
New Orleans, LA 70146-5100

DSN 678-5794
COM (504) 678-5794
FAX (504) 678-5793

Students ARE NOT permitted to receive telephone calls, other than those of an emergency nature, during class hours. Outside class hours, students should be contacted where they are staying in the New Orleans area.

REQUIREMENTS PRIOR TO DEPARTURE FROM YOUR ACTIVITY

If you are attending the TSS for Temporary Additional Duty (TAD) or Annual Training (AT) please note and act per the following information before leaving your parent activity.

Physical Examination/Health Record. If you have not had a physical examination within the 12 month period before your AT as stated in chapter 15, Manual of the Medical Department, such an examination is required within the past year. Otherwise, only a certification of your physical condition is required. In either case, the original copy of your AT orders must be signed by the medical officer or designated medical department representative. Ensure your vaccinations and/or immunizations are current. Naval Medical Clinic, New Orleans cannot update your vaccinations and/or immunizations. Selected Reserve (SELRES) personnel MUST bring their health records.

NOTE: Per COMNAVRESFORINST 6000.1A, pregnant servicewoman are NOT AUTHORIZED to attend the Damage Control Trainer course. Pregnant servicewoman should
notify their parent activity concerning their condition so orders can either be canceled or modified for another date.

ORDERS. Do not forget to bring your original orders. Naval Reservists are not authorized to perform AT unless official orders have been issued. If official orders are not issued before a member starts AT, memorandum orders can be obtained from your parent activity until official orders are received by this command. Personnel will not receive AT pay until original orders are obtained. Upon receipt of your orders, review them for accuracy (e.g., pay status, paygrade, address, Social Security Number (SSN), rental car authorization, etc.) before leaving. If there are discrepancies, immediately notify the command delivering your orders. They must be modified by the issuing activity to show correct data.

Airline Tickets. Check your return flight, ensure it is not scheduled to depart New Orleans before 1600 on your graduation day.

Service Record Page 2. All personnel must report with a current copy of their page 2 (NAVPERS 1070/602) attached to their original orders.

Identification Card (ID). A valid Armed Forces Identification Card is required.

SELRES Basic Allowance for Quarters (BAQ). SELRES must bring a copy of their service record page 2 (Record of Emergency Data, NAVPERS 1070/602) to receive BAQ with family members, regardless of what information is on your AT orders. SELRES personnel who are divorced and receiving BAQ with family members as a result of having to make child support payments have special requirements they meet to receive a BAQ payment. The Personnel Support Detachment Disbursing Office must verify child support payments using a copy of court orders or divorce decrees. In the absence of either of these documents, a notarized statement signed by the member and ex-spouse specifying the amount of child support will be acceptable documentation of such an agreement. The member can also provide proof of child support payments such as canceled checks or a certified letter from the ex-spouse attesting to child support payments being made. Disbursing can accept either a notarized statement of child support by the ex-spouse, divorce decree, or canceled check. Without one of the above, disbursing CANNOT pay BAQ with family members. If SELRES personnel have a copy of their page 2 (NAVPERS 1070/602) annotating child support requirements in the remarks block, it can also be used.

Family members. All courses of instructions are geared toward providing a great deal of material in a short amount of time, and after hours study is sometimes required. Family members are strongly discouraged from accompanying the student.

Pay/Expenses. SELRES personnel will be paid on graduation Friday. Payments in advance, such as interim pay or advanced per diem, can be made by the first Friday. Payments to individuals in a TAD status are normally restricted to per diem advances unless the pay record is available. Pay and travel advances can be obtained for personnel on permanent change of station or recall orders. It is suggested that you bring sufficient funds or a major credit card to defray any expenses you may incur. A minimum of $300 should be brought with you for expenses, preferably in travelers checks. Personnel checks may be
cashed at the cashier’s window at the Navy Exchange for up to $100 per day. There are also several ATM machines located near the TSS as well as at the Naval Support Activity (NAVSUPPACT). The ATM’s are usable through a variety banking services such as; Gulfnet, Plus, Cirrus, American Express Cash, Discover, Master Card, Visa, or Alert Systems.

TRANSPORTATION

RENTAL CARS ARE REQUIRED for all students staying either at the BEQ/BOQ or at a local hotel. The TSS is at a remote location on Lake Ponchartrain, 20-30 minutes from NAVSUPPACT, and there is no government or city transportation to or from the TSS. Students should have rental car authorization on their orders/itinerary before leaving parent activity.

DIRECTIONS

Military transportation to NAVSUPPACT or TSS IS NOT AVAILABLE. If you come by commercial air you should pick up your rental car at the airport and proceed to your destination, either the BEQ or a local hotel. If you drive and are heading to the NAVSUPPACT:

From the east. Follow I-10 West, move to the left lane at the Mississippi River Bridge exit. Stay in the left lane on the ramp and follow the signs for the Westbank. Once across the bridge, take the General DeGaulle exit (LA 428 East) which is the first exit over the bridge and it will take you up and over the Westbank Expressway. Once on General DeGaulle, move to either of the two left lanes. At the first traffic light, turn LEFT onto Shirley Drive and proceed straight ahead to NAVSUPPACT.

From the west. Follow I-10 towards downtown Central Business District (CBD), follow signs towards the Mississippi River Bridge and the Westbank. Once across the bridge follow the same directions as stated above.

If you drive and are heading to the TSS

From the east. Follow I-10 to the Morrison Road exit. Take Morrison Road to the first traffic light (Downman Road). Turn right on Downman Road then after immediately going under a railroad overpass, turn left at the traffic light (Leon C. Simon). Go straight over the Seabrook Bridge (Senator Ted Hickey Bridge) and on the downhill side of the bridge veer to the right onto Lakeshore Drive. The first building on the left is the Navy and Marine Corps Reserve Center (5020 Lakeshore) and the TSS is immediately after it on the left (Lake Ponchartrain is on the right side of the road).

From the west. Follow I-10 through Kenner and Metarie. When I-10 and I-610 split, follow I-610 to the Elysian Fields exit. Take Elysian Fields for approximately 3 to 5 miles to the traffic light at Leon C. Simon (University of New Orleans will be across the street to the left). Turn right and follow Leon C. Simon through 3 traffic lights. Just before reaching the uphill side of the Seabrook Bridge, veer to the right and follow the road up to and then under the Seabrook Bridge (arriving at the public boat launch). Turn left again and that is the beginning of Lakeshore Drive which will lead to the TSS (approximately 1/4 mile).
**Vehicle Pass.** To drive a car on the NAVSUPPACT you must have a vehicle registration, valid driver’s license, and proof of insurance. Upon arrival, apply for your vehicle pass at the main gate Security Office. Vehicle passes are not required to enter the TSS area.

**REPORTING ON BOARD**

Upon arrival: All enlisted personnel must report by 2200 of the travel day to Bachelor Enlisted Quarters (BEQ), Building 703 or Bachelor Officer Quarters (BOQ), Building 700, NAVSUPPACT for assignment to quarters. The only exception to this is if you have received a prior Certification of Non-Availability (CNA) number from the BEQ/BOQ, TSS or parent activity. Students may then go straight to a local hotel.

**NOTE:** Parent activities should contact the TSS for updated information on CNA’s 2 weeks before start of class to aid in minimizing confusion during reporting.

**REPORTING TO SCHOOL**

All students should report DIRECTLY TO THE TSS by 0730 the first morning of class. Do not go to the Naval Reserve Force Management School as they do not process any students for this school. Administrative check-in will be conducted in the main classroom at the TSS.

**MUST BRING TO CLASS**

- ORIGINAL ORDERS
- HEALTH/DENTAL RECORDS
- TAXI/HOTEL RECEIPTS/BEQ/BOQ RECEIPTS
- AIRLINE RECEIPTS

**BERTHING**

Government quarters must be used when available. The NAVSUPPACT BEQ occasionally has limited space availability, E7 and above may stay two to a room, and E6 and below personnel may be asked to stay three to a room. Parent activities and/or students should contact the BEQ/BOQ for room availability. Students should have their original orders to check-in. Students should provide their own hangers and combination padlocks. **Lockers must be kept locked and room must be inspection ready at all times.** Daily maid service is required at the BEQ and/or BOQ at the flat rate of $6 a day (E6 and below), $10 a day (E7 and above) for each resident. SELRES personnel must pay the entire amount upon check-in to receive reimbursement at the end of their AT. The receipt should be brought to class on the First day.

**MESSING**

There are **NO MESSING FACILITIES AVAILABLE AT THE TSS.** The NAVSUPPACT messing facilities are available to all students. The galley is located in building 707, within BEQ complex. Enlisted SELRES students receive Commuted Rations (COMRATS) while attending school only if staying in the BEQ. COMRATS will be reimbursed at the end of the training period. Officer personnel berthed in the BOQ may use the enlisted dining facility for breakfast and dinner only.
Uniform of the day or proper civilian attire is required for all meals in the galley.

**Commissary.** To gain access to the NAVSUPPACT Commissary, SELRES must have a copy of their AT orders and present a valid ID card.

**Navy Exchange.** To gain access to the Navy Exchange, SELRES must present a valid ID card.

**UNIFORM OF THE DAY**

The New Orleans area, and TSS, shift seasonal uniforms on 1st Monday in April (Summer) and 2nd Monday in October (Winter). The uniform of the day, Winter Blues or Summer Whites will be worn by all students when reporting to school. Service dress uniforms are optional, but not required. Students should bring appropriate working uniforms (dungarees, wash khaki) for damage control courses. Working uniforms, other than noted above (aviation greens, Seabee camouflage, foul weather jackets, coveralls), are not authorized—Rain is an often occurrence in the New Orleans area, bring appropriate rain gear. Name tags must be worn during school hours with the appropriate uniform.