



# The Force Weekly



Navy Personnel Command Force Master Chief, FORCM(SW/AW/EXW) Leland E. Moore

20 – 24 April

## MEDICAL TREATMENT RECORDS POLICY UPDATE

NAVADMIN 187/14 outlines the proper transfer of Health Service Treatment Records (STRs) to the Department of Veterans Affairs (VA) of transitioning members. DoD standards require STRs be transferred to the VA within 45 days of separation. All Unit Commanders shall immediately notify their personnel that, unless otherwise authorized, medical and dental records shall be returned to the appropriate medical/dental departments. Prior to release from the Navy, individual Service members, and their Commanding Officers or OICs are responsible for ensuring that the Service Member's STR submission process is complete. Further information can be found in the NAVDAMIN.

## MAINTAINING ACCURATE PERSONNEL RECORDS

The following link contains invaluable information and serves as a quick reference guide to help you maintain accurate records. It contains several links to Pay/Personnel SOPs, and other helpful sites. Please utilize it as a quick reference. <http://www.public.navy.mil/bupers-npc/career/toolbox/Pages/default2.aspx>.

## CHANGES TO OVERSEAS SCREENING PROCESS

As a reminder, NAVADMIN 203/14 changed the Overseas Screening Process. This process requires Sailors to complete the overseas screening process with their command and MTFs prior to the release of PCS orders. Once family members are deemed eligible and the screening process is complete, orders will be released. After Sailors are billeted for overseas duty, they will receive a Letter of Intent (LOI) from NPC to begin Overseas Screening. Sailors must complete Overseas Screening within 30 days of receiving the LOI, and family members have 60 days. If screening is not completed within that window, they will automatically be considered for reassignment to a "Needs of the Navy" assignment.

## QUOTE OF THE WEEK

"God grant me the courage not to give up what I think is right even though I think it is hopeless." ~Admiral Chester W. Nimitz

## UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

USMAP is a formal military training program that provides active duty Coast Guard, Marine Corps, and Navy service members the opportunity to improve their job skills and to complete their civilian apprenticeship requirements while they are on active duty at no cost to the service member. USMAP enhances your job skills and shows your motivation for more challenging military assignments and requires no off-duty hours. Candidates who successfully complete the program receive a nationally recognized "Certificate of Completion" issued by the U.S. Department of Labor. Having a DOL Certificate of Completion is a definite advantage in getting better civilian jobs since employers know the value of apprenticeships. For more information including enrollment requirements see your Command Career Counselor or go to: <https://usmap.cnet.navy.mil>

## CHANGES TO CYBERSECURITY WORKFORCE ACCREDITATION

NAVADMIN 084/15 reiterates the requirement for all Navy Cybersecurity Workforce (CSWF) personnel (active duty, reserve, civilian, and contractor) to hold valid cybersecurity baseline credentials and complete 40 hours of continuing education units each **FISCAL** year. Failure to complete this annual requirement and maintain the appropriate credential for a cybersecurity position places the employee at risk for removal from the CSWF position. Points of contact: Policy - Ms. Brooke Zimmerman at (571) 256-8521, [brooke.zimmerman@navy.mil](mailto:brooke.zimmerman@navy.mil) ; Navy Cybersecurity Workforce Management Office - Mr. Mike Knight at (757) 203-3135, [henry.knight@navy.mil](mailto:henry.knight@navy.mil); Navy Cool - Mr. Keith Boring at (850) 452-6683, [keith.boring@navy.mil](mailto:keith.boring@navy.mil).