



U. S. Naval Air Station, Keflavik Reserve Programs Officer Newsletter

APRIL 2004

Greetings all U. S. Naval Air Station, Keflavik Reserve Unit Commanding Officers. In an effort to increase awareness and communications I have instituted a monthly newsletter. This newsletter is meant to serve you, so please forward any questions or suggestions to me at rlo@naskef.navy.mil.

Travel:

The CNO's policies on travel have had a major impact on our personnel. As you already know, the only civilian airline carrier flying into our area is IcelandAir. The current policy of SATO is to purchase tickets which are fully refundable (i.e. non-restricted fares). The only seats that fit that category on IcelandAir are in the business class section. The CNO policy on travel strictly forbids purchasing tickets in business class without prior approval of the CNO. However, we have come up with a plan to circumvent further ticketing delays.

When submitting your request in NROWS to come to NASKEF, please use the following guidelines;

- Report Date: Must be on a Sunday.
- Depart Date: Must be on a Saturday.
- Total Days: 16 (14 days of duty with 2 days of travel)
- Travel Type: Government Provided Travel

I understand that previous NAR Willow Grove policy was for a maximum AT of 14 days (12 days of duty with 2 days of travel). That policy has been revised. The NAR Willow Grove now has control of the funding and makes it's own determination as to how many days each member may use for AT.

We are working hard here to ensure that your people get meaningful training and hands on experience. These new travel restrictions will result in members reporting for duty on a Sunday. The Work Centers are being asked to be prepared for the arrival of your people and have an appropriate work schedule ready for them during their AT.

Rental Cars:

On base billeting is fast becoming less of a problem. Plan on being billeted in the BQ during your AT. A very limited number of government vehicles are available for your exclusive use during your AT's. These vehicles are for on base use only. The NEX has rental cars available for weekend excursions should your members desire to visit some of the local sites. MWR provides bus tours to selected sites within Iceland. The Wind Breaker sponsors free trips to local areas of interest each weekend for single/unaccompanied Sailors (18-25/E1-E5). www.mwr.is

Billet Structure:

As you can see from your RUAD, the billet structure of the NASKEF reserve components is being reduced and modified. All CO's have the current billet structure spreadsheet. Your expertise and comments in this process are welcomed.

PSD:

A few sailors are still arriving without their Page 2's. This results in a delay of payment for some allowances. Please pass the word reminding your units to bring their Page 2's when they report for active duty.

There have been some questions regarding "endorsements" on orders. For PSD purposes, no signatures are required. However, members are encouraged to have a signature of someone from the command to which they report sign them in and out. Chief Saylor has been handling this for the most part, but your people can have any staff member sign their orders.

Per Diem:

If you are receiving per diem while on duty you are NOT allowed to sign in for food at the galley. You may still eat at the galley, but you must pay for each meal. This isn't a large problem, but please address your units on this very important matter as it can lead to charges being filed under the UCMJ in addition to a simple recouping of allowances.

NAVFIT:

Block 28 has changed to reflect changes in base alignment. You may now use the following verbiage. "Provides administrative and logistic support to U.S. Armed Forces, NATO permanent and transient commands supporting joint, combined, and NATO operations within the EUCOM AOR. Total base population of over 5,000."

Useful Websites:

Weather (<https://www.nlmod-keflavik.navy.mil/nlmod-keflavik/>)

NASKEF info (www.naskef.navy.mil)

MWR.(www.mwr.is)