

*Reserve  
Career  
Planning*



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\* **Disclaimer** – All information contained in this playbook (including web and email addresses) is considered current as of the latest update, but is subject to change prior to the release of another update.

# INTRODUCTION

This playbook provides Reserve Component (RC) Supply Corps officers the basic information necessary to effectively plan and evaluate their Navy careers and to aid senior officers in counseling and mentoring junior officers. This chapter is organized to provide a logical approach to career development and is applicable to all RC Supply Corps officers.

## It's Your Career

One common theme remains unchanged - each officer is responsible for managing his/her career and development. Especially, considering that reserve officers do not have detailers to assign billets according to a Navy-wide plan. Career management involves outlining a time-phased plan to show what you would like to accomplish over periods of 1-10 years, 10-20 years, and 20-30 years. The plan should be dynamic and be one that is reviewed and updated periodically. Lack of billet vacancies, new opportunities and other circumstances will necessitate ongoing revision of your plan. Without a plan or reference, your career is left to chance and the satisfaction and advancement you seek may not be attained.

Share your plan with trusted mentors who can provide you effective counsel. Ongoing communication is crucial in finding the billets you seek. Reserve officers should make their career intentions known to their unit Commanding Officer (CO) and their Reserve Component Command Logistics Officer (RCC N4). The CNRFC Force Provider and Assignments Officer N4 and the Supply Corps Selected Reserve Career Counselor, and your RCC N4 the best Full-Time Support (FTS) sources for billet information and career guidance. The primary mechanism used to apply for billets is the Junior Officer APPLY (JOAPPLY) application. Other sources include counseling sessions and informal communications with senior SELRES Supply Corps officers. The importance of taking charge of your career cannot be overemphasized. The CNRFC Force Provider and Assignments Officer N4 and RCC N4 can further assist you in finding billets and other senior SELRES Supply Corps officers can offer good career advice. The Supply Corps Selected Reserve Career Counselor can assist you with general career information, to include: record management and promotion board information.

## Seek Out Challenging Assignments

During your career, continually strive for increased levels of responsibility. For example, you might start out as the Assistant Administrative Officer of a unit, and then *fleet-up* to become the Administrative Officer (AO), or move to increasingly challenging positions in the Training or Operations Departments during the same tour. Aggressively seek opportunities such as Department Head (DH), Executive Officer (XO), Officer-in-Charge (OIC), or CO. Take advantage of your time in your assistant roles to learn the tools and responsibilities in running a Reserve unit. The skills you develop will be critical as you move to positions of greater responsibility and to mobilization billets. There are several command opportunities in the Navy Reserve at the rank of Lieutenant and Lieutenant Commander (O-4 pay grade). The primary source to fill these billets is the annual APPLY selection board process, discussed later in this playbook.

In most cases, avoid homesteading in any one unit. As a rule of thumb, an officer who stays in one unit for more than three years without a commensurate increase in responsibility or leadership is not progressing professionally and puts him/herself at risk in the eyes of a promotion board. You should avoid this, even if it means traveling a significant distance to a new unit.

Gaining experience from serving in a variety of billets is invaluable, but avoid spending too much time away from mainstream supply centric units. These units are run by senior RC Supply Corps officers and offer junior officers valuable mentoring opportunities. From a promotion board perspective, these units also offer opportunities to be ranked with your peers and to have a senior Supply Corps officer sign your Fitness Report (FITREP).

## Seek Career Diversity

Experiences gained from performance in various billets will help you become an expert in one or more of the three identified career paths or core competencies. By the time an officer promotes to a senior rank or position, he/she will have accumulated considerable technical knowledge, broad management experience, and specialization in a concentration. Your primary focus should be on progressing through the billets building toward at least one specialized skill; however, experience in billets associated with other Supply Corps related paths will contribute to developing a broad perspective and support leadership development.

The ability to lead, counsel, manage, and guide people from diverse backgrounds in achieving a common objective is important as you progress through the ranks. Demonstrated leadership ability is critical in selection for command and helps to ensure successful CO/XO tours.

The Supply Corps, AC and RC, have three broad career paths or Lines of Operation with a variety of supporting Reserve billets. Supply Corps billets can be found within the following Lines of Operation:

- a. Operational/Expeditionary Logistics (OPLOG/EXLOG): This Line of Operation is principally associated with Supply units under the Navy Expeditionary Combat Command (NECC) and Naval Special Warfare Command (NSW) umbrellas, including Navy Expeditionary Logistics Support Group (NAVELSG), Navy Cargo Handling Battalions (NCHBs), Coastal Riverine Groups (CRGs), Navy Mobile Construction Battalions (NMCBs), Defense Logistics Agency (DLA), Seal Teams, and Logistic Support Units. Additionally, billets are available supporting Logistics Task Force-Pacific (LTFPAC) and Commander, Military Sealift Command (MSC), Naval U.S. Forces Korea (CNFK) which offer significant OPLOG opportunities.
- b. Supply Chain Management (SCM): This Line of Operation includes units such as NAVSUP Fleet Logistics Centers (FLCs), Defense Logistics Agency (DLA), and Naval Aviation Forces (NAVAIRFOR) Supply, and more.
- c. Acquisition/Contracting (AQC/CON): Assistant Secretary of the Navy (Research, Development and Acquisition), Defense Contract Management Agency (DCMA), NAVSUP FLCs, MSC HQ and Contingency Contracting units. For guidance on AQC/CON training and experience requirements go to the [Defense Acquisitions Portal](#) website or contact the [Reserve Career Counselor](#).

Not all billets are clearly identified as SCM or OPLOG/EXLOG or AQC/CON. For example, some DLA units may be considered OPLOG or SCM. It is possible to develop skill sets in multiple areas while serving in one unit.

A key point to remember is that regardless of the core competency, small unit leadership experience is crucial for your professional development. Between pay grades of O-2 to O-4, seek leadership opportunities as a Company Commander in a NAVELSG NCHB, OIC of a Naval Support Activity Bahrain unit, or Supply Officer (S4) in a Naval Mobile Construction Battalion (NMCB).

## **Annual Training (AT)**

Each billet requires that certain criteria are met to become operationally ready. The purpose of performing AT is to provide support to the gaining command and become operationally ready for mobilization. In choosing an AT opportunity, remember your supported command has first right of refusal, since they pay for your billet and training. After obligated gaining command AT requirements have been met, and you have attained your full mobilization qualifications, you may have the opportunity to seek other opportunities to develop your professional credentials. Opportunities such as the following are available:

- a. War/Staff College courses
- b. Selection board duty (assistant recorder for junior officers)
- c. Exercises with other Navy or Joint communities

To develop your skills, request AT away from your supported command once every three years. Supported commands understand the need for personal and professional growth and generally will support your request. Professional training may be completed by requesting Active Duty for Training (ADT), which may be available after completing your AT. ADT may be used for training that is specific to your current billet or to simply gain skills for future use.



## Officer FITREP Input

Officers are expected to know how to write Enlisted Performance Evaluations (EVALS) and officer FITREPS. Moreover, all officers should become intimately familiar with the Navy Performance Evaluation System Manual, [Bureau of Naval Personnel \(BUPERS\) Instruction 1610.10 series](#). There are many essays and presentations available on what comprises a quality EVAL or FITREP. Ask your unit Admin Officer for references and consult your reporting senior for their preferred input format.

Well-crafted FITREPs are crucial to your success in the Supply Corps. These documents, submitted annually (or upon you or your reporting senior's detachment), comprise the primary career documentation, that is reviewed when your records are before promotion and APPLY selection boards. A good recommendation is to keep a log of your accomplishments, schools, volunteer opportunities, job performance progression, and other important details throughout the year to assist in writing your annual FITREP.

In response to a request from your reporting senior for FITREP input, you should prepare and provide a draft Block 41 (comments section) of your own Fitness Report. Take this responsibility seriously. The input should be written to present a positive and realistic assessment of your accomplishments in accordance with FITREP input guidance outlined in BUPERSINST 1610.10 and as provided by the reporting senior. More often than not, the quality of an officer's final FITREP is directly proportional to the quality of the input provided by that officer. Reporting Seniors will use the quality of your FITREP input as an indicator of your ability to report on others. Remember that FITREPs are not only provided to the officer, but also to the selection board that considers the officer for promotion. FITREPs should provide the board with meaningful and clear metrics that demonstrate performance and comments on specific traits.

The Reporting Senior will assign trait scores, make promotion recommendations and edit the comments as needed. Note: FITREP writing is not an exact science and what might be considered important for one cycle may not be important for the next cycle. To capture the board's attention, consider the following:

- a. Make a strong opening statement that ranks the Officer within a group or across groups and characterizes performance referred to as a soft breakout - "My #X of 12 Lieutenants regardless of designator."

- b. Prioritize FITREP bullets based on their importance to the officer's evaluation. FITREP Bullets that describe demonstrated leadership and contributions to mission accomplishment should come first. Do not waste lines on superfluous achievements - "15<sup>th</sup> consecutive Excellent PRT."
- c. Rank top EPs - "My top-performing officer."
- d. Rank MPs who just missed the cut for EP - "He is my #1 MP only because he is competing with OPS and more senior officers." It is not necessary or appropriate to rank middle of the pack performers; and boards always appreciate honest comments in reference to poor performers. As a reporting senior, if you believe an officer is not ready for promotion or command, make the statement clear.
- e. Make sure that trait scores match Block 41 comments. Use bulletized points that quantify specific accomplishments and show impact. At least one bullet should highlight leadership accomplishments.
- f. Note personal awards in a bullet - "Awarded NAM from previous tour with NCHB-5." This will capture a board's attention to the award in another part of the Official Military Personnel File (OMPF).
- g. Write command support actions in terms that the board will understand. Avoid non-standard abbreviations and terminology.
- h. Include a strong closing statement that summarizes potential for promotion or follow-on assignment recommendation - "This Officer is ready for command, Press 100 Now!"
- i. Explain any situation that may confuse a board or cast doubt on a top performer - "Formerly the CO of the unit, I personally selected him to be XO when the unit reorganized and the CO job was elevated to a CDR billet."
- j. Reporting Seniors need to remain familiar with the current version of [BUPERSINST 1610.10](#) and know their promotion recommendation limits. It is typical for officers who are new to the unit to be ranked P or MP behind more senior officers in the same pay grade. If warranted, provide clarification explaining they are competing with more experienced officers. See the example in subparagraph c. NOTE: Keep in mind that officers at the rank of ensign and lieutenant junior grade, unless they are an LDO (Limited Duty Officer), may not be ranked higher than Promotable (P) for their promotion recommendation in Block 42.



- k. The instruction does not require Reporting Seniors to use all EPs or MPs allotted. For example, three EPs may be authorized, but a CO may choose to use only two and increase the number of MPs allowed by one. A CO's failure to use the quota of EP's and MP's allowed may send an unintended (or intended) message to a board.
- l. Do not leave any unexplained promotion recommendation "air gaps." The EVAL/FITREP instruction authorizes EP recommendations for any 1 of 1 ranking. It is viewed negatively by a board if an Officer is ranked 1 of 1 in the summary group but has a MP promotion recommendation. If warranted, this instance should be explained in the comments to avoid leaving interpretation to the board.
- m. Make appropriate career assignment recommendations in Block 40 based on where an Officer is in their career. For CAPT, "CO" and "Joint Staff" are common recommendations; and for CDRs and below, "CO", "OIC", "XO", and "Major Staff" are appropriate. An XO not receiving an endorsement for "CO" sends a clear "do not select for command" message to the board. Flag promotion recommendations either in Block 40 or Block 41 should be used sparingly.

## **Navy Operational Support - Above and Beyond**

Do not limit your involvement to drill weekends. Navy Reserve unit members have a limited number of hours to spend together each month and these hours are generally dedicated to mobilization readiness training. Accordingly, Commanding Officers appreciate officers who provide support outside of the drill weekend, work on command related projects on their own time, and who periodically attend supported command functions. Additionally, as you progress in rank or take on positions of greater responsibility, your specific jobs may require you to complete work outside of the normal drill weekend.

# **Personal and Professional Development through Networking and Participation**

Without question, success in the Navy Reserve requires more than just attending paid drills. Make yourself visible, known, and recognized by participating in Navy activities outside of your weekend drills.

Moreover, you should attend certain support functions such as staff meetings, workshops, symposiums and professional development opportunities. Attendance at Supply Corps Birthday Balls is also part of a well-rounded career-oriented officer's plans. It is crucial to build a solid, credible reputation within the Supply Corps community and the Navy.

RCC N4s sponsored Professional Development Days (PRODEV DAYS) focus on mentoring junior officers on a periodic basis. These events are held in a casual atmosphere and feature speakers discussing issues pertinent to the career development of junior officers. These forums provide excellent opportunities to network with fellow Supply Corps officers in your region. Make sure you are on your RCC N4's email distribution list (see Appendix A) to ensure that you are notified of these important functions.

Networking will benefit you in learning about billet vacancies and other opportunities. Get to know the other Reserve Supply Corps officers at your NOSC and RCC. The opportunity to share experiences will allow you to take advantage of the knowledge of other officers, and may provide useful contacts to further develop your career and improve billet selection.

Periodically, there may be other projects where your NOSC, RCC, or other groups seek assistance. Some projects may require an early commitment and a significant amount of time outside of the typical drill weekend. When possible make a commitment to participate as these projects provide opportunities for you to demonstrate accountability, and develop valuable skills for future leadership opportunities.

## Junior Officer Detailing (JOAPPLY)

The JOAPPLY Process, the billet application process for Junior Officers (O-4 and below), is managed via the Reserve Forces Manpower Tool (RFMT) and is an online resource accessible via the private side of the [Navy Reserve Homeport](#). The JOAPPLY Process was implemented and mandated on 1 October 2007, to assist junior Officers in their career development by affording visibility into career opportunities and the entire billet base of currently available assignments. The JO Apply process follows a quarterly schedule with cycles beginning in October, January, April and July respectively. In order to apply for billets in JOAPPLY, individuals must be within one of the following categories:

- a. In Assignment Processing (IAP)
- b. In a billet and within 180 days of your Projected Rotation Date (PRD)
- c. In a billet with an expired PRD
- d. Cross-assigned (CA) and applying for local billets

Note: Members who are IAP and/or have an expired PRD and fail to apply for at least one billet can be transferred to VTU/IRR due to non-participation.

To login to JOAPPLY, select the *Applications* menu from the Private Navy reserve Homeport page and then select *RFMT (JO/SO/Apply/IDT)*. Once on the webpage, note the available resources on the home page...particularly the References Section (located in the bottom right-hand corner of the screen). Members will find a number of useful tools within the References Section. The RFMT Quickguide is a great resource that includes detailed written instructions as well as screenshots on how to accomplish any function required within RFMT. Once familiar with the operation of RFMT, JO's will be able to conduct billet searches, view billet details, and input up to seven billet requests per quarterly cycle. The current JO Apply Schedule is also located within this reference section and details the Annual Schedule by quarter and month.

Within each quarterly cycle there are three distinct phases:

- a. The Main Application Phase: Members submit applications for up to 7 billets and are strongly encouraged to make contact with the CO's who "own" these billets (contact info is included in the billet description in the system) . When applicants apply, they must choose between three drilling preferences:
  1. Local: Any member located 100 miles or less from their drill site will drill as a local driller and will perform their drills on site, at their unit on a monthly basis.
  2. Local with Waiver: Members located more than 100 miles from their drill site can choose to drill local with a waiver. In this case, the member is agreeing to drill onsite, monthly, with their unit regardless of their distance from the drill site. Members who select to drill in this manner will sign a page-13 agreeing to these terms and are responsible for their transportation costs and meals.
  3. Cross Assigned: Members located more than 100 miles from their drill site can apply for billets as cross assigned. This means that the member will drill monthly cross assigned into a local unit (less than 100 miles from their residence) and only travel to the unit they are cross assigned out to (and where their billet is actually located) when the Operational Support Officer (OSO) has IDTT funding available.

Note; Any member traveling more than 50 miles from their residence to drill is entitled to contract berthing regardless of their status as a local, local with waiver, or cross assigned.

CO's and OSO's make their selections from among the applicants and note their preferences within the JO Apply Application. The CNRFC N4 Force Provider and Assignments Officer slates applicants based on applicant's and CO's preferences. The slate is then provided to CNRFC N12 cuts orders towards the end of the second month of the cycle. Applicants assigned during this phase will receive orders according to their preference; local, local with waiver or cross assigned.

- b. The Local Application Phase: Members who physically reside within 100 miles of any billets that remain unfilled after The Main Application Phase are able to submit applications for those billets. Applicants are encouraged again to make contact with the CO's who "own" these billets. The CNRFC N4 Force Provider and Assignments Officer will reach out to these unit CO's and collect their preferences from among the applicants and will provide this information to CNRFC N12. N12 will cut orders to place the Officers into these billets. These orders are usually cut by the middle of the third month of the cycle. All members assigned during this phase will receive orders as a local driller.
- c. The Directed Assignments Application Phase: Any billets that remain unfilled after the Main Application Phase and the Local Application Phase will be filled during this phase. The CNRFC N4 Force Provider and Assignments Officer will provide a list of the quarter's applicants who were not placed during the first two phases to any CO who has an unfilled billet. Those CO's will reach out to the members on the list, make a selection and report that selection to The CNRFC N4 Force Provider and Assignments Officer who will in turn provide the selection to CNRFC N12. N12 will cut orders for those members by the end of the third month of the cycle. Members who live within 100 miles of their drill site will receive orders as local drillers and all others will receive cross assigned orders.

Results for the cycle can be viewed within the JO Apply Application (consult the RFMT quickguide). Orders for those selected areas are generated via the Inactive Duty Training (IDT) Order-writer system and can also be viewed within the JO Apply Application. Those not selected will remain IAP and will apply again the next cycle.

Be advised that neither selection nor non-selection to a JO Apply billet preclude an Officer from also applying for a billet on the APPLY board, which is discussed in the next section. Should you have technical questions specific to the online system (JO Apply or Senior Apply Applications), you may submit them to the appropriate APPLY category: [Senior Officers](#) or [Junior Officers](#). You are highly encouraged to contact the CNRFC N4 Force Provider and Assignments Officer at comm (757) 322-6552 with all other inquiries (including advice/mentoring for those not selected during the cycle).



## Seeking Command Opportunities or (APPLY)

Seek out command early and often in your career. All O-5 and O-6 billets (Command and non-Command) are awarded through the National Command and Senior Officer Non-Command Billet Screening and Assignment Board (APPLY) including CO/OIC billets. Additionally, all Command coded JO billets are awarded through the Senior APPLY Board. Selection boards consider Command a critical discriminator, particularly for O-5 and O-6 selection boards. If you are interested in applying for billets subject to the APPLY Board process, you may want to let your CO know and seek his/her support.

The application process is handled on-line through the APPLY program for senior officers and is an on-line resource accessible via the secure side of the [Navy Reserve Homeport](#) (NRH) under the [Reserve Force Manpower Tools](#) (RFMT) location.

To locate APPLY from NRH, select the *Applications* menu and then click RFMT *JO/SO APPLY/IDT*. Once on the webpage, scroll down to the tab listed as *APPLY*. Once on the webpage, you can scroll down to the sections on the right that references the fiscal year to find current phase and user information.

Annually, COMNAVRESFORNOTE 5400 (found on the APPLY site listed above...in the References section on the homepage) provides guidance on the APPLY application process for the upcoming fiscal year. Note: Certain billets require special qualifications and/or experience in order to APPLY. Billets requiring these qualifications are outlined in the COMNAVRESFORNOTE 5400, Enclosure (1) in the section that covers Supply Panel Considerations.

When command billets are not available, seek billets that offer important small unit leadership opportunities. Be mindful that becoming a CO/OIC requires additional work time beyond the normal drill weekend, and one might incur non-reimbursable expenses, e.g., long distance phone calls and travel expenses. If you apply for a CO billet and are not selected the first time, keep applying. The selection process is very competitive and continuing to apply demonstrates your commitment as you continue to improve your record and enhance your professional reputation. A tour as an XO gives officers the opportunity to enhance leadership skills and provides direct insight into command operations.



For additional information, you can search the RFMT Quick Guide and FAQs located on the RFMT homepage [Reserve Force Manpower Tools](#).

Should you have questions, you may submit them to the [Senior Officers](#) APPLY group box at CNRFC.

## Outside Organizations

Membership in outside organizations is not required for a Navy Reservist; however, networking with outside organizations can provide you helpful information, important contacts, and useful services. The Naval Reserve Association, Reserve Officers Association and Military Officers Association of America monitor legislation that may affect your career, pay, and benefits. Periodically these associations publish information that may be of interest to you as a Navy Reserve Officer. The Navy League educates its members and the community about the Navy's mission and generates support for the Navy.

## Mentorship

Mentorship is a key component in the development of one's career. It is important that all Officers develop relationships with peers and senior Officers. These relationships help facilitate the passing of corporate knowledge. You should contact your RCC N4 (see [Appendix A](#)) to find a local senior Reserve Component Supply Corps officer available to be your mentor. You will likely find a mentor available in your unit, NOSC, or RCC by simply attending drills, Supply functions, and annual training. Officers senior to you can also provide outstanding mentorship, but your peers can provide excellent feedback on their experiences.

When attending Supply Corps functions introduce yourself to the senior officers and make it a point to meet the key FTS officers such as the RCC N4, the Supply Corps SELRES Career Counselor and the SELRES Supply Corps Officer Community Manager. Additional information can be found in the [Mentor-Protégé Supplement](#) on the NPC Career Counselor website.

## Internet Websites

Officers can gain direct access to information via the Internet. Much of the information and topics covered in this publication can be found on the internet. Some selected sites are:

- a. United States Navy Homepage: <http://www.navy.mil>
- b. NPC Homepage: <http://www.npc.navy.mil>
- c. NAVSUP Homepage: <https://www.navsup.navy.mil/>
- d. My Navy Portal: <https://my.navy.mil/>
- e. Navy Reserve Homepage: <https://www.navyreserve.navy.mil>

## Office of Supply Corps Personnel (OP) Roadshow

Annually, the Office of Supply Corps Personnel (NAVSUP OP) produces the OP Roadshow, whereby; the AD detailers and community managers visit various commands worldwide to provide career management presentations. During the Roadshows, the detailers and community managers personally interview junior AC officers, review records, and offer career guidance. The OP Roadshow provides a State of the Supply Corps address, endorsed by the Chief of the Supply Corps. Although the OP Roadshow is focused on AC SC officer community, all Supply Corps Reserve officers are encouraged to attend to understand the latest direction for the Supply Corps.

## APPENDIX A

Reserve Component Command Southeast - Jacksonville  
Navy Region Southeast RCC - Jacksonville (Code N4)  
P. O. Box 90, Navy Air Station  
Jacksonville, FL 32212-0090  
DSN: (312) 942-0805  
COMM: (904) 542-0805

Reserve Component Command Southeast – Fort Worth  
Navy Region Southeast RCC – Fort Worth (Code N4)  
1803 Doolittle Avenue  
Fort Worth, TX 76127-5000  
DSN: (318) 739-1626  
COMM: (817) 782-1626

Reserve Component Command Mid-Atlantic - Norfolk  
Navy Region Mid-Atlantic RCC - Norfolk (Code N4)  
Building SP-12 Naval Station  
521 Park Crescent  
Norfolk, VA 23511-4092  
DSN: (312) 341-5914  
COMM: (757) 341-5914

Reserve Component Command Mid-Atlantic – Great Lakes  
Navy Region Mid-Atlantic RCC – Great Lakes (Code N4)  
520 Dewey Ave, Building 5  
Great Lakes, IL 60088-2911  
DSN: (312) 792-4916, ext 229  
COMM: (847) 688-4916, ext 229

Reserve Component Command Southwest  
Navy Region Southwest RCC - San Diego (Code N4)  
937 North Harbor Drive  
Box 52  
San Diego, CA 92132  
DSN: (312) 522-1899  
COMM: (619) 532-1899

Reserve Component Command Northwest  
Navy Region Northwest RCC – Everett (Code N4)  
2000 West Marine View Drive, BLDG 2102  
Everett, WA 98207-2600  
DSN: (312) 727-3814  
COMM: (425) 304-3814





# NAVY

## Supply Corps

### Supply Corps Personnel

NAVY PERSONNEL COMMAND (PERS-4412)

5720 INTEGRITY DRIVE: BLDG 791 RM C109

MILLINGTON TN 38055-4412

supplycorpsscareercounselor@navy.mil

901-874-4622/1

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<http://www.public.navy.mil/bupers-npc/officer/Detailing/r1staffcorps/supply/Pages/ReserveCommunity.aspx>