Administrative Procedures for Reservists
at Office of Naval Research – Global (ONRG) at Edison House, UK (8/1/2004)

Reservists that have not previously performed Annual Training (AT) in London may want to attend the check in (0745 Mondays) at Commander, U.S. Naval Forces Europe (COMUSNAVEUR) when supporting ONRG on AT. COMUSNAVEUR is located about a mile away at 7 North Audley Street in London, and an ID card is sufficient for entrance. Although the reservist is assigned to ONRG and is not required to checkin with COMUSNAVEUR, this checkin can provide a good orientation and facilitates processing of pay/travel claims. Reservists should contact COMUSNAVEUR Reserve Affairs with any unique questions. From USA, Reserve Affairs can be reached at 011-44-20-7514-4259 (In UK, drop the country and city codes 011-44).

Reservists that do not require this orientation should report directly to ONRG at Edison House. **However, the staff at ONRG is not staffed or equipped for reserve administration, so reservists have the primary responsibility for ensuring the success of their AT.** The ONRG CO, Executive Secretary, and the Technical Director can be reached at 011-44-20-7514-4417.

Uniform is not required or desired. Military wear civilian clothes (shirt & tie) at Edison House.

Prior to arrival:

1. Establish project work with an ONRG staff member by email ifo@program38.nrl.navy.mil.
2. Obtain orders for AT/ADT via NROWS using Info for NROWS.
3. Ensure a visit request is sent to ONRG by your reserve center and required medical shots for overseas are obtained or current.
4. At least two weeks prior to your arrival date, send an email to reserve-edison@onrglobal.navy.mil letting people know your are coming to ONRG. This email goes to the CO, Technical Director, Executive Secretary, Security, and other admin staff, as well as the Program 38 coordinator for reserve support. Email should list the following: Dates of stay at ONRG, ONRG staff member that the reservist is working with, the title of the project, and lodging & contact info (if known). **Failure to send this email is poor form, and may result in you not being admitted to the building, not having a place to sit, and not having a PC to work from.**

Day of arrival: Initials of Executive Assistant:_____

1. Reservist ensure entrance interview with CO, ONRG or Technical Director
2. Administrative check-in with CO's Executive Assistant: provide hotel and contact info, and admin info for AT FITREP (not observed) if >10 days of AT.
3. Submit for AT/ADT pay at COMUSNAVEUR PSD. See travel claim instructions.

Prior to Departure: Initials of Executive Assistant:_____

1. Reservist ensure exit interview with CO, ONRG or Technical Director
2. Administrative check-out with COs Executive Assistant: provide bullets of accomplishments as you want them in the AT FITREP. Ideally, the FITREP will be signed by both the CO and the reservist prior to departure.
3. Provide a copy of any products from AT to the reserve coordinator for ONRG support at ifo@program38.nrl.navy.mil. Examples of AT products are conference summaries, S&T topical reports, etc.
4. Request technical POC on ONRG staff publish any AT products on the ONRG web, if appropriate. This is done by obtaining Technical Director approval, then having the ONRG staff POC forward it to the Edison House webmaster for posting.