

NATO RESERVE COMPONENT

Supreme Allied Commander Transformation

7857 Blandy Road

Norfolk Virginia 23551

Welcome Aboard



HQ Supreme Allied Commander Transformation
Norfolk Virginia

WELCOME ABOARD

Most people are familiar with NATO, the North Atlantic Treaty Organization, which is a group of countries and partnership countries who are allies in the pursuit of peace and the improvement of military interoperability and capabilities. There are two headquarters to NATO. One is the North American headquarters in Norfolk known as Allied Command Transformation (ACT). The European headquarters in Belgium is called SHAPE. The two headquarters combined, make up NATO.

ACT is a very unique command because not only is it a joint command (USN, USA, USAF & USMC), but ACT also has service members from 28 other countries onboard. It can be very confusing, and sometimes overwhelming working at such a large and diverse headquarters with so many high-ranking U.S. and foreign officials. Our exercises often take us to foreign countries and/or require us to assist officers and officials for other countries and service branches.

You should remember, you are not only representing the Navy, but you are representing the United States. It is your responsibility to remember your Navy training and education. Other countries service branches may not have the same rules and regulations you do in the USN, for example, some countries do not require their Soldiers to be covered when outside. However, you will remain vigilant in your military bearing and responsibilities as a U.S. Sailor.

NATO Reserve Overview

The reserve program at NATO ACT consists of 221 SELRES billets that are divided between six units around the country. Our reserve personnel provide support in various exercises and Annual Training to NATO commands throughout Europe and North America such as SHAPE Mons Belgium, Joint Forces Training Centre (JTFC) Poland, ACT SEE Mons Belgium, NATO School Oberammergau Germany, Joint Forces Command (JFC) Naples Italy, Joint Analysis & Lessons Learned Centre (JALLC) Lisbon Portugal, Joint Warfare Centre (JWC) Stavanger Norway, and of course, our Headquarters here in Norfolk Virginia.

Our Reserve NATO units are:

Short Title	Drill site
NR NATO ACT DET NOR	HQ NATO ACT, Norfolk VA
NR NATO ACT DET DC	NAF Washington DC - Andrews AFB MD
NR NATO ACT DET NPT	NOSC Newport RI
NR NATO ACT DET ATL	NOSC Atlanta
NR NATO ACT DET CHI	NOSC Great Lakes
NATO CJOS COE	CJOS Naval Station Norfolk VA
NATO JSS	HQ NATO ACT, Norfolk VA

Each unit has a Commanding Officer, Executive Officer and Senior Enlisted Leader. Request contact information for unit leadership from the OSO or Asst OSO. Drill schedules and locations depend on the unit, their mission and the ACT department they support.

NATO Reserve Support

The Reserve Component at ACT is dedicated to supporting the NATO ACT reserve mission and is filled by the active staff: the OSO and the assistant OSO; and by the SELRES Command Master Chief. These members are essential and available at any time in assisting you with your arrival and throughout your tour at ACT.

VADM Carol Pottenger	Senior U.S. Official Deputy Chief of Staff, Capability and Development
PSCM(SW) Cassandra Roulhac, USN Cassandra.roulhac@navy.mil	Reserve Component Command Master Chief
CDR Ken McNeill, USN Ken.mcneill@act.nato.int 757-747-4071	Operational Support Officer
YN1 Jessica Matthews, USN Jessica.matthews@act.nato.int 757-747-3947	Assistant OSO

Arrival/Reporting to ACT

NATO ACT is open during the week from 0600 – 1900 and from 1000-1600 on the weekends.

Reservists who are coming in for a drill weekend should coordinate reporting procedures with their unit chain of command and their local NOSC. Muster for each unit on drill weekends is determined by the unit chain of command.

If you are coming to HQ SACT for a visit, be it AT/IDTT/ADT, you will report to the OSO/AOSO for check-in. When you arrive to NATO ACT please enter the main doors and ask the Petty Officer of the Watch to call the OSO or Assistant OSO and we will escort you to get a badge.

Driving to NATO ACT from the airport, you will exit the airport and continue straight on Newtown Road for about 1 mile. You will then follow the signs to get on 64 West. Once you are on 64 West get in the far left lane and follow signs to 564. From 564 take the first exit onto Terminal Blvd. You will exit onto Terminal Blvd and drive about 1.5 miles and turn right at Meredith Street into the NSA base where NATO ACT is located. Proceed through the gate and NATO ACT is the building on your second left. (Picture of NATO ACT is located on cover page).

If you have a GPS, the street address to NATO ACT is 7857 Blandly Road, Norfolk Virginia 23551.

Vehicle Passes

If you have a rental car, you will need to show your rental car agreement and Military ID when driving onto the Naval Support Activity (NSA) base. Daily passes are issued at the main gate of NSA; for long term decal/stickers, you will need to go to the Pass & Decal office, which is located outside of NOB Gate 5 on Hampton Blvd.

Lodging

If lodging is not available during your visit to ACT the closest hotel is the Navy Lodge off of Hampton Blvd, which is right outside of the base. You **MUST** be sure to obtain a CNA from the OSO or AOSO if you choose to stay at a hotel outside of base.

Reservists who are local to NOSC Norfolk and come to NATO ACT on a drill/resked basis are not authorized reimbursement for lodging. Please ensure you contact NOSC Norfolk at Little Creek for lodging arrangements in cases of drill/resked.

For members visiting ACT on orders please make reservations through Navy Gateway Inns & Suites. The main reservation line is 1-877-ZUMWALT (986-9258). You can stay at any of the following barracks:

- Joint Forces Staff College (has a separate reservation line (757-963-9600) and is .5 miles away and is on the same base at NATO ACT.)
7800 Hampton Blvd
Norfolk, Virginia 23511
- Spruance Hall (5 miles from NATO ACT, on the main base at NOB.)
1756 Powhatan St. Bldg A-128
Norfolk, Virginia 23511
- Ely Hall (5 miles from NATO ACT, on the main base at NOB.)
9075 5th Ave. Bldg SP-17
Norfolk, Virginia 23511
- Wall Manor (5 miles from NATO ACT, on the main base at NOB.)
1353 Gilbert St. Bldg S-30
Norfolk, Virginia 23511

Messing

There is not a galley here at SACT; however, there is a dining hall which offers lunch during the work-week at moderate prices. Additionally, outside the base on Hampton Blvd are numerous restaurants including a food court at the NEX located two miles from base.

Uniform Requirements at HQ SAC-T

SUMMER:

Officers & CPOs: Service Khaki or Summer White

Enlisted: Service Uniform, Navy Working Uniform or Service Dress Whites

WINTER:

Officers & CPOs: Service Khaki, Winter Blue or Service Dress Blue

Enlisted: Service Uniform, Navy Working Uniform or Service Dress Blue

- The normal working uniform at NATO ACT is Navy Working Uniform (blue utilities).

Security Clearances

All NR NATO members must check-in with the AOSO to obtain a NATO security clearance certificate. Please see your unit's security manager to complete the security check-in sheet. This should be done PRIOR to executing any type of orders.

You can also find the security check-in sheet on our Transnet website. Please fill this out and email it to the AOSO when you affiliate with a NR NATO unit. Once this is handed-in, you will be emailed a NATO Security Clearance Certificate. You will hand-carry this document with you anytime you visit NATO ACT or go overseas on a NATO exercise.

NROWS Tips

When submitting orders on NROWS, you will be asked to input the locations/address/country and UIC of the command you will report to.

Your per diem rate is based on the location/address/country, so make sure this block has the information for your destination.

For orders in Norfolk, enter 64590 for UIC (this routes your orders to Norfolk OSO for payment)

For orders outside the US:

Leave the UIC blank. (Norfolk OSO can't process for pay. This routes your orders to your local PSD for pay.)

After completing your orders, in addition to submitting a travel claim for per diem and travel costs, email your endorsed orders to your local PSD for base pay.

For funding code in NROWS – (**ONLY for IDTT or ADT**) – select:

Command: EXCOM JOINT STAFF (EX05) and Funding Source: JOINT STAFF (EX05)
“ADT” or “IDTT” – NATO

NOTE: ALL IDTT and ADT orders are paid for by the OSO and require prior approval via your unit chain of command AND the OSO.

BCN Tips

Anyone going overseas on a NATO exercise or to a NATO School/Command will need to request a BCN through TWMS. In addition to requesting a BCN on TWMS each NATO member will need to send the OSO/AOSO a BCN authorization tracker. The BCN authorization tracker template is located on the Transnet website. Once you have requested a BCN on TWMS ***and*** you have submitted a BCN authorization tracker to the OSO/AOSO, you will receive your BCN via email. If no BCN is received within 2 weeks from your request, contact the AOSO.

Executing Orders Tips

Prior planning is key to having funds available. Orders should be used in the following order:

- AT should be used/obligated first.
- Exceptional AT should be used/obliged next.
- Other orders
 - IDTT, ATP/RMP or ADT
 - These are discretionary funding sources and you must have approval from your unit chain of command to use any of these types of orders

Getting paid

Update your page-2 on NSIPS prior to each set of orders. This will ensure there are no pay issues when you submit your orders to your PSD for base pay. <https://nsips.nmci.navy.mil>

If there are any issues or questions or issues please feel free to contact the OSO or AOSO at any time.

*On behalf of SACT, CAPDEV and the USLO,
Welcome Aboard!*