

Subj: Online Courses through Navy Reserve Professional Development Center (NRPDC)

Navy Reserve Professional Development Center (NRPDC) has moved all courses online for the remainder of FY-20. Classes will be delivered in the near-term via Commercial Virtual Remote (CVR)/Microsoft Teams and ultimately via Blackboard Learning Management System (start date TBD). An updated FY-20 NRPDC class schedule can be found on the NRPDC website at:

https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

To request a class quota, please contact your NRA/NOSC Training Department. NRA/NOSC Training Departments must make student reservations in the Enterprise Navy Training Reservation System (eNTRS). eNTRS can be accessed at:

<https://app.prod.cetars.training.navy.mil/entrs/>. Please ensure the "distance learning" Course Data Processing (CDP) number is selected. Below is a list of all courses and CDPs:

<u>Title:</u>	<u>CIN:</u>	<u>CDP:</u>
Defense Travel System Authorizing Official (RC DTS AO)	R-510-5516	23DB
NROWS/DTS	R-510-5514	23DA
Reserve Medical Administration (RMA)	R-500-0007	23DG
Reserve Pay and Personnel Management (RPPM)	R-500-0020	23D1
Reserve Senior Enlisted Management (RSEM)	R-521-0001	23D9
Reserve Supply and Fiscal Support (RS&F)	R-551-0010	23DH
Reserve Career Information (RCI)	R-501-0005	23DJ
NOSC Commanding Officer (NOSC CO)	R-7A-0010	23D8
Navy Reserve Unit Management (NRUM)	R-7A-0031	23DN
Operational Support Officer (OSO)	R-7A-0020	23DP

Due to the online delivery platform for these courses, students are not to travel to NRPDC Training Sites. Rather, students will attend NRPDC courses online while teleworking.

Executing instructions for online classes:

1. Selected Reserve (SELRES) students must either be on AT/ADT orders or on IDT drill periods while attending online NRPDC classes. AT orders or IDT drill periods are the preferred funding sources for student attendance. ADT-Schools are also available as needed to support student attendance. Students should contact their NRA/NOSC Training Department or Operational Support Officer (OSO) to build the mission requirements in NROWS. Telework AT or ADT orders must be local orders (no authorized travel, lodging or per diem expenses), ADDU to NRPDC to complete the course. Use Unit Identification Code (UIC) 45815 for NRPDC New Orleans classes and UIC 50234 for NRPDC Detachment Norfolk classes. For telework orders, change the duty location to home address. For students that will attend while working at a Navy unit, use that unit's address as the duty location. Students attending NRPDC classes via telework on AT orders are responsible for coordinating with their supported command to obtain first Flag Officer approval to telework. Commander, Navy Reserve Forces Command (CNRFC) authorizes ADT Schools orders, per ALNAVRESFOR 011/20, so no additional Flag Officer approval from the supported chain of command is required for students attending on ADT-Schools orders. For ADT Schools questions, please contact the CNRFC N7 ADT Schools Hotline at M_NFLT_CNRFC_N7_ADT_UD@navy.mil or (757)322-6586. Full Time Support (FTS) and Active Component (AC) Sailors and Government Service (GS) students may also attend online NRPDC classes while teleworking, if approved by their assigned command.

2. Before registering for online classes, the prospective student MUST ensure that their

computer or mobile device meets or exceeds the following technical specifications:

- Functional video camera
- Functional speakers and microphone; or headphones with functional microphone
- Functional internet/WiFi connection
- CAC-enabled computer or CAC-enabled mobile device access to laboratory software

[not required for RSEM, NRUM, NOSC CO, and OSO]

3. Teleworking students must have a quiet and dedicated spot from which to participate, free from distractions or impromptu absences. Students' full engagement in the course, as if it were in-person, is expected. If there are any anticipated issues, students should advise the Course Supervisor as early as possible. If a potential student is unable to commit to full participation throughout the course, they should withdraw from the course.

4. NRPDC will close the course to new registrants five business days prior to the course convening date to complete pre-course administration.

5. The week before the course convening date, each student will receive an email to their .mil email address from the Course Supervisor containing class instructions and login and passcode information.

6. Uniform for classes is the Navy Working Uniform with established Navy grooming standards.

7. After successful completion of an NRPDC online course, students can find class documentation in their Electronic Training Jacket in FLTMS or NSIPS. Course completion may take up to two weeks to populate.

8. For NRUM classes, Unit Commanding Officers (COs), Officers-in-Charge (OICs), Executive Officers (XOs), and Senior Enlisted Leaders (SELs) have quota priority. Ensure student billet information is included in the comments block in eNTRS when requesting an NRUM quota to assist with prioritization if necessary.

9. Please contact your NRA/NOSC Training Department to request any class quotas or for further questions.