

Personnel Support Activity Detachment Guam



*Command PASS Liaison
Representative (PLR) Handbook*
(Revised May 2004)

REVISED: May, 2004

Forward

You have been assigned as your Command Pay / Personnel Administrative Support System (PASS) Liaison Representative and are now an integral part of a very important team. On behalf of the men and women of Personnel Support Activity Detachment Guam, I'd like to welcome you as the PASS Liaison Representative (PLR) for your command or unit. As the PLR you are the "on-site" representative of PASS and how you perform this job will have a significant impact on the morale and welfare of your shipmates. As you can see you have a very important role.

Your appointment indicates that your command has confidence in your ability to represent the entire command in pay and personnel support procedures. You are a very important link in the chain of PASS Support.

It is our responsibility to provide the members of your command with pay, personnel, passenger transportation, educational services and other related support. It is your responsibility to ensure that the vital paperwork required to provide that support is properly completed and sent to the right people on time. As a team we will accomplish our mission and ensure that our customers are provided prompt, courteous and accurate service.

Remember, if you don't understand something, just ask. The point of contact listed for each topic identifies the division(s) within the PSD charged with responsibility for that particular subject. The entire PSD is available to help and answer your questions, because when you ask a question, you make both our jobs easier. The materials covered in this manual are based on the latest information and policies available. We will work with you, assist you as necessary and keep you informed of the most recent changes as they affect you and your personnel. As always, your comments are most welcome.

Eddie L. Watson, Lieutenant, USN
Officer in Charge
PSD Guam

About This Manual

This manual is designed to acquaint you with the PASS system and your role as the PLR. It will describe the paperwork you will encounter, how to process it and what it accomplishes. You are not expected to be an expert in all areas of pay and personnel administration. However, familiarity with this manual and the directives and manuals it references will increase your awareness, as well as your effectiveness as the command PLR.

Throughout this manual, we will identify potential problems a Navy member may face and see how we will work together to solve the problem. The exhibits, samples and governing directives that are referred to will help you understand exactly what you and your command must do and when to do it. Remember that the objective of our combined efforts is a satisfied customer.

About the PASS Program

The PASS program was created to provide consolidated military personnel and pay offices for all shore commands in a specific geographical region. By consolidating personnel offices with military pay offices and official passenger transportation offices, customers are offered “one-stop shopping.” Therefore, when you hear the term PASS Office or PSD, it simply means the Pay and Personnel Office.

The Department of the Navy Pay/Personnel Administrative Support System Management Manual (PASSMAN) delineates the specific duties and responsibilities of the team. It organizes PASS into two parts: Personnel Support Activity (PSA) and Personnel Support Activity Detachment (PSD). The Commanding Officer of the PSA is charged with managing the overall administration of the PSD within a designated geographical region. The Officer in Charge of the PSD reports to the Commanding Officer of PSA and is charged with the responsibilities of maintaining your pay and personnel record, as well as providing passenger transportation services and other related support.

Your role, as the PLR, is to work closely with your shipmates and PSD to ensure all aspects of pay and personnel support are accomplished. Through close liaison with your PSD, you will be kept informed of policy changes that impact on the pay, personnel and transportation entitlements of your shipmates, thereby greatly enhancing the quality of service we can all provide to our shipmates.

Symbols Used in the Manual



References

Regulations and directives govern the services we provide and set forth the Navy's policy. Therefore, we will provide information on each regulation and where they can be found. We recommend you become familiar with the PASSMAN, Naval Military Personnel Manual (MILPERSMAN), Advancement Manual (ADVMAN), Department of Defense Financial Management Regulation (DODFMR) Volume 7A and Volume 9, Joint Federal Travel Regulation (JFTR) Volume I and the Passenger Transportation Manual. Familiarity with these publications will put you well on your way to success.



PSD Point of Contact



Documents required



Command's / PLR's Responsibility



PSD's Responsibility



Background



Information

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Advance Pay (Permanent Change of Station)



References:

- (a) DODFMR 7A, Part Four, Chapter 32
- (b) DODINST 1340.18
- (c) DJMS PTG Part 4, Chapter 5
- (d) MILPERSMAN 7220-300



PSD Point of Contact:

- Transfers and Receipts Division



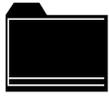
Documents required:

- PCS Orders (Copy)
- DD Form 2560



Background

The purpose of advance pay is to provide a service member with funds to meet the extraordinary expense of a Government-ordered relocation. Advance pay is intended to assist the member with out-of-pocket expenses incurred from a change of duty station and expenses not typical of day-to-day military living. An advance pay shall not be authorized for specific out-of-pocket expenses covered by advances of other pay and entitlement, if such advances are used. Advance pay must not be used for personal financial gain nor is it intended to provide funds for such items as investments, vacations or purchasing of consumer goods which are not related to the member's PCS move. An advance of pay for PCS in the same geographical area as the member's prior duty station, home port or place from which ordered to active duty is only authorized when the member moves household goods (personal property) at government expense under JFTR, Volume I, Chapter 5, Part D. Documented evidence that the member shipped household goods at government expense may be required before the advance can be paid (e.g., Government bill of lading). This restriction does not apply to no-cost PCS orders outside the geographical area. Advance payments are authorized to reservists ordered to active duty in excess of 139 days since this is considered to be a permanent change of station for advance pay purposes.



Information

All members requesting advance pay incident to PCS are required to sign a form which states the purpose for the advance and to confirm the intended use of the funds is in accordance with the stated purpose. The member's PCS orders, the Advance Pay Certification/Authorization (DD Form 2560) and bill of lading (if applicable) are used to support the request for advance pay.

Justification is required for all E-3 and below and for all E-4 and above, if the service member requests pay advances outside the normal parameters of one month's basic pay less deductions, a 12-month repayment schedule, and eligibility of 30 days before departing and up to 180 days after reporting. Justification must illustrate extenuating hardships or unusually large expenses that require an extension of the normal parameters and shall be provided in writing to the member's Commanding Officer in the following cases:

- Members requesting two or three months advance pay must provide justification which clearly indicates out-of-pocket PCS expenses that meet the amount of advance requested as follows:
 - A list of anticipated expenses;
 - an explanation of individual circumstances when greater than normal expenses will be incurred because the member is unable to rent or sell the house at the old duty station, for down payment on purchase of a house or excess household goods shipment charges.
- A member requesting a repayment schedule in excess of 12 months must justify and demonstrate that severe hardship would result from a liquidation schedule of only 12 months. Extended repayment schedules are clearly exceptional cases and should only be authorized at the discretion of the Commanding Officer or designated representative and only when fully justified by compelling reasons of hardship (e.g., outstanding debts that significantly reduce the member's discretionary income, the need to support a large number of family members, the member's financial situation that might indicate a severe hardship in repaying the advance in the normal 12-month period).
- A member requesting advance pay outside the eligibility window of 30 days (but not more than 90 days) before detaching, and 60 days (but not more than 180 days) after reporting must indicate or justify

the reasons for an early or later payment of advance pay. Some of these reasons are:

- Early departures or late arrival of family members;
- An extended delay in acquiring permanent housing. When extenuating circumstances warrant and when justified by the member, the Commanding Officer, or a designated representative, may authorize/approve the following:
 - Advance of pay up to three months' basic pay.
 - Payment of the advance more than 30 days but not more than 90 days before detaching and more than 60 days but not more than 180 days after reporting.
 - Advance pay for E-3 and below.



Command's / PLR's Responsibility

- Ensure member is aware of the opportunity to draw advance pay and repayment schedules.
- If applicable, annotate on DD Form 2065 the number of months advance pay is desired and the repayment schedule.
- Ensure DD Form 2560 accompanies the Transfer Information Sheet to PSD for processing.



PSD's Responsibility

- Ensure certification/authorization has been signed by the member and approved by the Commanding Officer or designated representative (if required).
- Access the daily EFT System and complete the numbers of month repay and collection start code as applicable.
- Payment for Non-DDS accounts will be by check from DFAS.
- File original advance pay certificate/authorization in the Military Pay Division EFT Payment retain file.

Advancements E-2/3 - Navy-Wide Advancement Exam



References:

- (a) OPNAVINST 1000.23B (PASSMAN)
- (b) BUPERSINST 1430.16E (Advancement Manual)
- (c) BUPERSINST 1430.17E (Command Advancement Program)
- (d) MILPERSMAN 1430-010, 1510-030, 1160-100
- (e) OPNAVINST 3120.32D (Navy SORM)
- (f) BUPERSINST 1610.10 (Navy Performance Evaluation and Counseling System)



PSD Point of Contact:

- ESO



Documents required:

- (a) Advancement Eligibility List (AEL)



Background

Advancements in rate or rating are based on demonstrated proficiency of assigned duties, performance evaluation, command recommendation, and for E-4 to E-6, written examinations; for E-7, written examination and selection board. All eligible personnel compete for advancement or change in rating to fill vacancies in total Navy allowances.



Information

E-1 to E-2 and E-2 to E-3 advancements is automatic. With the exception of the Accelerated Advancement Program (AAP), Advanced Electronics/Advanced Technical/Nuclear Field (AEF/ATF/NF) Programs, Selective Training and Reenlistment (STAR) Program, Selective Conversions and Reenlistment (SCORE) Program, Command Advancement Program, and the Recruiter Excellence Incentive Program, E-4 through E-9 advancements are based on NETPDTTC Pensacola FL authority only.



Command's / PLR's Responsibility

- Verify AEL. Notify PSD no later than the 15th of the month prior to the month in which the advancement is to be effected. Annotate if member is/is not recommended for advancement and add names of personnel omitted (new receipts, etc.). Obtain signature of verifying officer and return document to PSD.

Note: The enlisted performance evaluation is the sole means to recommend a member for advancement.

Advancements – Withdrawing Recommendation for Advancement



References:

- (a) OPNAVINST 1000.23B (PASSMAN)
- (b) BUPERSINST 1430.16E (Advancement Manual)
- (c) BUPERSINST 1430.17E (Command Advancement Program)
- (d) MILPERSMAN 1430-010, 1510-030, 1160-100
- (e) OPNAVINST 3120.32D (Navy SORM)
- (f) BUPERSINST 1610.10 (Navy Performance Evaluation and Counseling System)



PSD Point of Contact:

- ESO



Documents required:

- Administrative Remarks (Page 13)
- Commanding Officer's Approval Memorandum



Information

E1 and E2 personnel who were reduced in rate must submit a special request chit to be advanced to the next (E2/E3) higher pay grade. The request chit (signed by the commanding officer) is required before the advancement of personnel not previously recommended for advancement can take place.



Command's / PLR's Responsibility

- Provide a copy of Administrative Remarks (NAVPERS 1070/613) signed by the commanding officer (by direction is not acceptable).
- Prepare an Enlisted service record Performance Evaluation with an "x" in block 43 per BUPERSINST 1610.10.
- Report to COMNAVPERSCOM (PERS 852) by message (Info PSD) all personnel who are not recommended for advancement. Notify command personnel of advancement date. Notify personnel not recommended for advancement. The Commanding Officer may

reinstate members to pay grade E-2 and E-3 any time after reduction in rate, without referral to a higher authority.



PSD Responsibilities

- File Administrative Remarks
- Verify eligibility and process NSIPS document to advance member.

Advancements - Accelerated Advancement Program (AAP) (to E-4 Only)



References:

- (a) OPNAVINST 1000.23B (PASSMAN)
- (b) BUPERSINST 1430.16E (Advancement Manual)
- (c) BUPERSINST 1430.17E (Command Advancement Program)
- (d) MILPERSMAN 1430-010, 1510-030, 1160-100
- (e) OPNAVINST 3120.32D (Navy SORM)
- (f) BUPERSINST 1610.10 (Navy Performance Evaluation and Counseling System)



PSD Point of Contact:

- ESO



Documents required:

- Advancement Eligibility List (AEL)



Background

To qualify, personnel must be in the top 10% of "A" School graduates, five years of obligated service required (must extend 12 months), four months minimum time observation period from the date of reporting to the Command, complete all requirements, i.e., PO Indoctrination, as required.



Command's / PLR's Responsibility

- Submit Request chit approved by the Command CO to PSD.



PSD's Responsibility

- Upon receipt of CO's authority to advance, verify member's eligibility. Verify required Page 13 entry authorizing accelerated advancement is in service record.
- If necessary, have member execute extension of enlistment to meet required OBLISERV of five or six years as appropriate.

- Effect member's advancement; make service record entries and NSIPS document.

Advancements - Accelerated Advancement of Recruit Training and Class "A" School Graduates



References:

- (a) OPNAVINST 1000.23B (PASSMAN)
- (b) BUPERSINST 1430.16E (Advancement Manual)
- (c) BUPERSINST 1430.17E (Command Advancement Program)
- (d) MILPERSMAN 1430-010, 1510-030, 1160-100
- (e) OPNAVINST 3120.32D (Navy SORM)
- (f) BUPERSINST 1610.10 (Navy Performance Evaluation and Counseling System)



PSD Point of Contact:

- ESO



Documents required:

- Advancement Eligibility List (AEL)



Background

- Must be top 10 percent "A" School graduate for "AAP" program.
- 5 years obligated service required (must extend for 12 months)
- 4 months minimum time (not to exceed 10 months) observation period is required from date of reporting to parent command.
- Complete requirement: Petty Officer Indoctrination



Command's / PLR's Responsibility

- Submit request chit approved by the CO to ESO

Advancements - Advanced Electronics Field, Advanced Technical Field and Nuclear Fields Programs



References:

- (a) OPNAVINST 1000.23B (PASSMAN)
- (b) BUPERSINST 1430.16E (Advancement Manual)
- (c) BUPERSINST 1430.17E (Command Advancement Program)
- (d) MILPERSMAN 1430-010, 1510-030, 1160-100
- (e) OPNAVINST 3120.32D (Navy SORM)
- (f) BUPERSINST 1610.10 (Navy Performance Evaluation and Counseling System)



PSD Point of Contact:

- ESO



Documents required:

- Advancement Eligibility List (AEL)



Background

- 6 years obligated service required (must extend 24 months)
- "A" School for any rating in the AEF/ATF/NF Program
- Be an E3 to be advanced to E4 on the 16th day of the month
- TIR is 6 months from E3 to E4, meet requirements: PO Indoctrination and 24-month extension if required
- Submit request chit approved by the CO to ESO



Command's / PLR's Responsibility

Advancements - Selective Training and Reenlistment Program (STAR)



References:

- (a) OPNAVINST 1000.23B (PASSMAN)
- (b) BUPERSINST 1430.16E (Advancement Manual)
- (c) BUPERSINST 1430.17E (Command Advancement Program)
- (d) MILPERSMAN 1430-010, 1510-030, 1160-100
- (e) OPNAVINST 3120.32D (Navy SORM)
- (f) BUPERSINST 1610.10 (Navy Performance Evaluation and Counseling System)



PSD Point of Contact:

- ESO



Documents required:

- Advancement Eligibility List (AEL)



Background

- Reenlistment period depends on the rating and initial enlistment terms and reenlistment contract stipulates: "STAR" career designated under MILPERSMAN 1160-100".
- Attended class "C" School listed under CSL Listing
- Have served 1 year in E4 pay grade from effective date of advancement also star approval.
- Recommended by CO. Invalidation of exam (via message to NETPDTC) is required if member is a selectee from previous exam cycle.



Command's / PLR's Responsibility

Advancements - Command Advancement Program (CAP)



References:

- (a) OPNAVINST 1000.23B (PASSMAN)
- (b) BUPERSINST 1430.16E (Advancement Manual)
- (c) BUPERSINST 1430.17E (Command Advancement Program)
- (d) MILPERSMAN 1430-010, 1510-030, 1160-100
- (e) OPNAVINST 3120.32D (Navy SORM)
- (f) BUPERSINST 1610.10 (Navy Performance Evaluation and Counseling System)



PSD Point of Contact:

- ESO



Documents required:

- Command Advancement Program Worksheet (NETPDTC 1430/3)



Command's / PLR's Responsibility

- Customer command prepares and submits worksheet for candidates based on quotas assigned. The Commanding Officer must ensure that the candidate is permanently or temporarily assigned (a minimum of 30 consecutive days) to a command designated as "Sea Duty" (Type 2 or Type 4 command).
- The date CO signs the worksheet will be the effective date of advancement. Must meet TIR requirements i.e., E3 to E4 (6 mos.), E4 to E5 (1 yr), E5 to E6 (3 yrs)

Final Note: Customer commands must ensure to thoroughly check member's service record before submitting advancement documents. This action will help to avoid delays in advancement processing.



PSD's Responsibility

- File copy of the completed CAP worksheet in the member's service record

- Effect the member's advancement by preparing the NSIPS document and issue the member's new ID card.

Advancements – Change in Rate / Rating



References:

- (a) MILPERSMAN 1440-010
- (b) BUPERSINST 1430.16E



PSD Point of Contact:

- ESO



Documents required:

- Special Request Chit (NAVPERS 1336/3)
- Enlisted Personnel Request (NAVPERS 1306/7)



Background

Each service member is given an opportunity to serve in the rating best suited for his/her aptitude, interest and the needs of the Navy. A "Change in Rating" is a lateral change in occupational skill without change in pay grade (BM2 to HT2). Certain ratings require satisfactory completion of "A" school prior to change of rating. A "Change in Rate" is a lateral change in the apprenticeships (pay grade E-1, E-2, E-3) in the same grade (SN to AN, or AN to FN, etc.)



Information

The following requirements must be met prior to approval of a member's request for change in rating:

- Member must be a petty officer first class or below.
- Member must have less than 12 years of active service.
- Request shall be for a rating that is undermanned and appears on the "rating list" (CREO Groups 1 or 2 only) as defined in OPNAVINST 1160.4.
- Member must meet eligibility requirements for the rating requested.
- Member must be eligible in all respects for transfer.

- Member must have served a minimum of 24 months in present rating before eligible for conversion to another rating.
- USNR (TAR) must have served a minimum of 18 months on board current duty station.
- Member must be recommended by Commanding Officer.

A member on an enlistment or extension of enlistment for which a Selective Reenlistment Bonus (SRB) was paid shall not be eligible for change in rating until within three months of EAOS.



Command's / PLR's Responsibility

- Ensure member meets all eligibility requirements for conversion to a new rating.
- Forward NAVPERS 1306/7 request to BUPERS.
- Upon receipt from BUPERS, send copy of NAVPERS 1306/7 to PSD.



PSD's Responsibility

- File copy of completed NAVPERS 1306/7 in member's service record.
- If approved by BUPERS prepare appropriate documents and service record entries.

Allotments



References:

- (a) DODFMR, Chapter 41
- (b) DJMS PTG, Part 6



PSD Point of Contact:

- Military Pay Division



Documents required:

- Authorization to Start, Stop or Change an allotment for Active Duty (DD Form 2558)
- Direct Deposit Form (SF 1199A)
- Savings Bond Allotment Authorization (DD 2559)



Background

The allotment system is provided to help service members balance their personal and family finances. It is a convenience and privilege not to be exploited or abused.



Information

Voluntary allotments of military pay and allowances of service member on active duty are limited to discretionary and non-discretionary allotments.

Discretionary Allotments - Members are authorized no more than six (6) purely discretionary allotments.

Examples of discretionary allotments:

- Commercial Life Insurance premiums on member or family members.
- Payment to family member or relative (EFT Only).
- Deposits to financial institutions.
- Payment of car loans.

- Payment of mortgage or rent.
- Repayment of consumer debt.

Non-Discretionary Allotments - These allotments are limited to:

- Purchase of U.S. Savings Bonds.
- Repayment of loans to the Navy Relief or Red Cross.
- Various instances of voluntary liquidation of indebtedness to the U.S. Government.
- Payment for pledges to Combined Federal Campaign or Navy Relief.
- Payment of delinquent taxes.



Command's / PLR's Responsibility

- Ensure member's request is complete, states clearly and precisely what the member wants, and is signed by the member.

Note: A Special Power of Attorney (SPA) is acceptable to establish, change, or stop allotments. The SPA must explicitly state allotment authority, be current, and signed by the member.

- Since all allotments to financial institutions are transmitted through EFT, Company Code and/or routing number for the financial institution must be provided in order to register the allotment.



PSD's Responsibility

- Verify application for completeness.
- Submit the appropriate FID.

Annual Training (AT) / Active Duty For Training (ADT)



References:

- (a) DODFMR Volume 7A, Volume 9
- (b) BUPERSINST 1001.39C
- (c) CNAVRESINST 1001.5C
- (d) BUPERINST 1610.10
- (e) JFTR Volume I
- (f) PTG Part 8



PSD Point of Contact:

- FISCAL Division



Documents required:

- Original and two copies of the following;
- AT/ADT Orders
- Flight Itinerary with Arrival & Departure Information
- Receipts of Expenses (Lodging and any travel expense in the amount of \$75.00 or more).
- DD 1351-2
- Record of Emergency Data (Page 2)
- Proof of Child Support Payments for BAH Difference



Background

Upon reporting for Active Annual Training (AT), all documents affecting pay and allowances are completed by the member with the assistance of PLR and delivered to PSD Disbursing Office no later than the third day of AT/ADT by the command PLR.

Official AT/ADT orders support the member's entitlement to basic pay, special pay and incentive pay. Payment of travel to the AT/ADT station, and return travel to home, if due per diem will be processed and paid after completion of training via direct deposit (EFT). Supplemental claims for expenses not reimbursed on the initial liquidation of travel claim can be mailed/e-mailed/faxed to:

PSD Guam
PSC 455 BOX 172
FPO AP 96540-1728

fax: DSN: 339-6268, Commercial: (671) 339-6268 or to the nearest PSD servicing the member's reserve center.



Command's / PLR's Responsibility

- The hour and date of arrival and detachment, availability of quarters and mess will be endorsed on the original and all copies of orders.
- Endorse member's original orders to reflect time and date of reporting and detaching. Detachment date must be the last day of AT based on the member's orders.
- Obtain certification of availability/non availability of government quarters from Billeting Office. When government lodging facilities endorsements are missing, it is assumed they were available.
- For enlisted personnel who were provided government meals at no cost, endorse the original orders-Ration in Kind ("RIK"), when not assigned to government quarters or when government mess is not available endorse original orders- Commercial Meal Rate ("CMR") or when one or two meals available but not all three meals-Proportional Meal Rate ("PMR"). Consult with the Food Service Officer of the installation facility before authorizing CMR or PMR for members occupying government quarters.
- Provide copy of Page 2, for entitlement to BAH at the "with dependents" rate.
- Members without dependents are limited BAH Partial when assigned to government quarters at the AT site.
- Upon completion of AT/ADT, if active duty period exceed 10 days, submit fitness report/evaluation per annex K of reference (d). For shorter periods, prepare a Performance Information Memorandum (PIM) for transmittal to the inactive Reserve Reporting Senior.
- For reserve activities supported by a PSD, submit one copy of completed AT/ADT orders to update NSIPS and for filing in the individual's service record.



PSD's Responsibility

- PSD will verify and process all paperwork of service members reporting for AT/ADT. If LES is not available before reservist departs the TAD servicing station, it will be e-mailed/mailed together with the travel voucher summary to the e-mail address or home address provided.

Armed Services Vocational Aptitude Battery (ASVAB) Retesting



References:

- (a) MILPERSMAN 1200-050
- (b) ENLTRANSMAN, CHAPTER 7



PSD Point of Contact:

- PSD Classifier



Documents required:

- Special Request Chit (NAVPERS 1336/3)
- Enlisted Service Record
- Certificate of Completion (FASTRACK)



Background

The Armed Services Vocational Aptitude Battery (ASVAB) is designed primarily for administration to potential non-prior service recruits as an aid in determining enlistment eligibility and eligibility to attend Class "A" schools. Retesting procedures are required in that the validity of test scores, for selection for special programs or formal school training at a later date, may be lessened as the member attains additional education or broadens his/her experience.

Before submitting requests for a retest, commands shall ensure that the member has improved his or her ability through study offered by public or private institutions and/or courses provided through the Navy. The member should understand that the new scores will become official even if lower than the original scores. The retest will be for the entire battery and not for a single test component. Authority to approve retests has been delegated to enlisted classification units listed in reference (a). Criteria for ASVAB retest are also contained in reference (b).



Command's / PLR's Responsibility

- Have member consult Command Career Counselor for retest eligibility.
- If eligible and recommended, forward service record and letter request for retest to the Classifier PSD Guam.



PSD's Responsibility (If authorized classification test site)

The Enlisted Classifier will:

- Review the service record for eligibility and notify the requesting command of the time/date of the retest, if approved.
- Administer, grade, and score ASVAB retest.
- Record in Section II of the NP 1070/604, Enlisted Qualifications History, the new ASVAB test scores and place in member's service record.

Aviation Career Incentive Pay (ACIP)



References:

- (a) Department of Defense Financial Management Regulations (DODFMR), Chapter 22
- (b) NAVMILPERSINST 1326.3 series



PSD Point of Contact:

- Service Record Maintenance Division



Documents required:

- Officer Flight Orders



Background

In 1974, Aviation Career Incentive Pay (ACIP) was authorized to assist in recruitment and retention of officers qualified for aviation service. Some officers are entitled to continuous ACIP regardless of flight time, whereas others are required to meet monthly minimum flight time requirements.



Information

An officer qualified for aviation service who is not entitled to ACIP will continue to receive ACIP only if the minimum monthly requirement of four hours flight time per month is met. Monetary amounts vary, depending on years of aviation service. Officers not qualified for aviation service who are required by competent orders to perform flying duties are not entitled to ACIP, but are entitled to monthly hazardous duty incentive pay.



Command's / PLR's Responsibility

- Verify and forward document to establish ACIP.



PSD's Responsibility

- Submit FID to start payment.

Basic Allowance for Housing (BAH)



Reference:

- (a) DODFMR, Part 3, Chapter 26 (BAQ)



PSD Point of Contact:

- Military Pay Division (Changes)
- Transfers and Receipts Division (Initial Start)



Documents required:

- Authorization to Vacate Government Quarters (Family type housing Bachelor's Quarters)
- Special Request Chit, NAVPERS 1336/3
- Page 13 entry electing unaccompanied/all other tour (election must be made prior to departure from CONUS or within 90 days upon reporting to OUTCONUS PDS).



Background

Effective 01 January 1998, BAH-I (combined BAH and VHA) is payable to members on active duty, according to their pay grade and dependency status. Amount of BAH is predicated on permanent duty station location or location of dependents. Members without dependent are entitled to BAH at rates prescribed by BAH pay grade/geographic location, when not occupying government quarters.

Types of BAH:

- BAH – I,
- BAH – II (Single),
- BAH-II (With Dependent),
- BAH – DIFF,
- BAH – PARTIAL
- OHA
- FSA – I (FORNAL)



Information

BAH is based upon the member's pay grade, family member status and location of dependents (if member resides in single-type government quarters) and is payable to members with dependent(s), who elected to serve unaccompanied/all others tour. **BAH-I is not payable to single members stationed on Guam** or to a Reservist on AT for less than 20 weeks. Entitlement to BAH-II (BAQ only) will be determined based on eligibility.

Personnel may claim only those persons defined in the DODFMR as dependents for BAH entitlement purposes. Adding or deleting family members is accomplished by updating the member's Record of Emergency Data/Dependency Application (NAVPERS 1070/602) and providing supporting documentation such as birth certificate, marriage certificate, divorce decree, etc.

Members without family members in pay grades E7 and above may elect at anytime not to occupy government quarters at the permanent station and will establish an entitlement to BAH.

Effective July 1, 1996, members in pay grade E6 who are not on sea duty who are assigned to government quarters that do not meet the minimum adequacy standards established by DOD may elect not to occupy such quarters and receive BAH. Also, members in pay grade E6 above who are on sea duty may elect not to occupy available quarters and are entitled to BAH.

Effective July 1, 1997, members in pay grade E5 who are assigned to sea duty may be authorized the payment of BAH. Availability of quarters shall be considered before payment. Also, members married to members in pay grade E3 and below and simultaneously assigned to sea duty and have no other family members are jointly entitled to one BAH allowance during the period of such simultaneous sea duty. The allowance will be based on the without dependent's rate for the grade of the senior member.

Effective October 31, 2002, members in the pay grade E4 who are assigned to sea duty may be authorized the payment of BAH. The availability of quarters shall be considered before payment will be made.

Members in pay grade E4 over 4 years (afloat) are required to turn in an approved request chit for BAH-Single, signed by his/her Commanding Officer and a BAH approval letter from the installation command exercising control over the unaccompanied Bachelor Quarters (pay grade E4 over years entitlement to BAH-Single effective 01 October 2001).



Command's / PLR's Responsibility

- Advise all members to promptly report any changes affecting the gain or loss of family member, or movement into or out of government quarters to PSD. Prompt action and follow-up will provide maximum avoidance of financial hardship due to overpayment. POD notes are strongly encouraged to remind Sailors and their Chain of Command to monitor BAH entitlement.
- Advise all members with dependent who did not make an election prior to the departure at their old PDS to make a tour election within 90 days upon reporting to determine eligibility to BAH-I.
- Advise all members E-5 and below (Ashore)/E-5 (Afloat) of the requirement to obtain prior authorization to reside off base to be entitled to BAH. This consists of command-approved special request chit, Installation Commander's BAH Approval letter, and official BEQ checkout memo.



PSD's Responsibility

- Prepare/update Page 2 and address and phone number (NSIPS) to reflect dependency/address changes; forward substantiating documents as required.
- Prepare FID, as appropriate, to start/stop BAH entitlement.

Basic Allowance for Subsistence (BAS)



References:

- (a) MILPERSMAN 7220-150, 1746-020
- (b) MILPAY Advisory 142-01, 145-01, 06-02
- (c) DJMS PTG Part 3, Chapter 1, Section A
- (d) DODFMR Chapter 25



PSD Point of Contact:

- Transfers and Receipts Division (Initial Start)
- Service Record Maintenance Division (Changes)



Documents required:

- NAVPERS 1336/3, Special Request Chit (E-6 and below)



Background

“When Rations in Kind Are Not Available (RIKNA/BAS-R)” - This term applies when a government mess is, in fact not available. It also applies to situations where it has been determined that it is impractical for the government to furnish subsistence in kind.

“When Permission to Mess Separately is Granted (SEPRATS/BAS-S)” - This term applies to enlisted members authorized to subsist themselves independently while on duty at a permanent station where messing facility is available for subsisting them. The term also applies to enlisted members during period of hospitalization, authorized leave (including proceed time), authorized delays en route between duty stations chargeable as leave, and travel status under orders away from their post of duty(to include TDY/TAD/ PCS and travel in connection with hospitalization or convalescent leave). This term does not apply when an enlisted member in a travel status is not entitled to the subsistence portion of per diem because such member is required to subsist at no cost in a government mess.



Information

BAS cannot be approved retroactively (per Reference A).



Command's / PLR's Responsibility

- Advise member to report to PSD with an approved request chit to start BAS. Requests for shore duty Sailors (E-1 through E-6) residing in the BEQ must be approved by the installation commander. Sailors assigned to ships are required to utilize available messing facilities and are not authorized BAS-S unless the installation commander approves BAS due to overhaul.



PSD's Responsibility

- Prepare FID to start entitlement.

Career Sea Pay



References:

- (a) DODFMR 7A, Chapter 18
- (b) SECNAVINST 7220.77d
- (c) DJMS PTG Part 1, Chapter 7, Section A



PSD Point of Contact:

- Military Pay Division



Documents required:

- Tad Orders
- Sea Duty Certificate



Background

For Entitlement To Career Sea Pay (CSP), Sea duty is defined as time spent performing assigned duties aboard a U. S. Navy vessel underway while member is permanently or Temporarily Assigned For Duty (TDY) to that vessel.

Cat A Vessel - A vessel whose primary mission is accomplished underway. A member serving in a category A vessel may be entitled to continuous CSP each month as long as the member remains assigned to that vessel.

Cat B Vessel - A vessel whose primary mission is accomplished in port with occasional underway periods. A member serving in a Category B vessel may only be entitled to CSP for every day the vessel is at sea or in port at least 50 miles away from homeport while in port or underway. The sea duty counter will continue to accrue.

Note: Destroyer and submarine tenders were re-classified Category A Vessels effective 10 February 1996.



Information

Effective 01 October 2001, all Navy personnel serving on a category “A” are entitled to Career Sea Pay, with the exception of O-7 and above personnel who are not entitled to Career Sea Pay (CSP).

Effective 01 October 2001. All officers, warrant officers and enlisted personnel with more than 36 months of consecutive sea duty will receive Career Sea Pay Premium (CSPP) as a separate payment.



Command's / PLR's Responsibility

- When a member departs TDY aboard a ship/submarine, prepare the TDY orders and sea duty certification sheet. The member will return the certification sheet to the command at the end of each month.
- Send the orders and certification sheet to PSD at the end of each month or completion of TDY (with travel claims, if applicable).



PSD's Responsibility

- At the end of each month or completion of TDY, compute the constructive period of tad qualifying for CSP.
- Verify entitlement and cumulative sea time for CSP eligible personnel.
- Prepare necessary FID event.

Command Sponsorship of Family Members



References:

- (a) ENLTRANSMAN, Chapter 4
- (b) MILPERSMAN 1300-150



PSD Point of Contact:

- Customer Service Division



Documents required:

- Marriage Certificate
- Divorce Decree (if spouse previously married)
- Birth Certificate of Children
- Approved letter to have family member(s) command sponsored.



Background

A family member is defined as: spouse, legitimate children, step/adopted/illegitimate children, parents and parents-in-law.

A command sponsored family member is a family member:

- Whose service member sponsor is authorized to serve the accompanied tour.
- Who is residing with the service member.
- Who is otherwise entitled to family member travel at government expense.
- Who is entitled to the overseas station allowance (TLA, COLA, HOUSING) at the "with dependent" rate.

Note: If a member's spouse is command sponsored, children born of that marriage during the current tour of duty are considered command-sponsored at birth.

A non-command sponsored family member is a family member present in the overseas area that does not qualify for or has not been recognized as command-sponsored. Non-command-sponsored family members are not eligible to receive family member transportation to or from the overseas area at government expense. Members may not receive the station allowance at the "with

dependent" rate. Non-command-sponsored family members shall be furnished medical service as provided by law.



Information

Newly acquired family members (spouse, adopted/illegitimate children, parents and parents-in-law,), acquired after the effective date of PCS orders are considered to be non-command sponsored dependents until recognized as command sponsored. Members must have at least twelve months remaining on station and sufficient contractual obligated service to complete the appropriate DOD and/or accompanied tour. If not already scheduled to serve the appropriate tour length, a PRD extension must be requested.

Determination of command-sponsorship will be made a matter of record. Command sponsorship shall be effective from the date of determination and shall not be retroactively granted.



Command's / PLR's Responsibility

- Verify eligibility and send the member to PSD with all required documents (i.e. member's special request chit with the commanding officers approval).
- If the member does not have at least twelve months remaining on station and sufficient contractual obligated service to complete the appropriate DOD and/or accompanied tour, forward the member's request for a PRD extension to PSD.

Note: ID cards and/or Page 2 update will not be completed without processing the appropriate pay entitlement and command sponsorship.



PSD's Responsibility

- Verify information.
- Prepare new Dependency Data (Page 2).
- Prepare DEERS enrollment/ID card application.
- Prepare pay documents for family member station allowance.
- File command sponsorship approval letter in the member's service record.

Consecutive Overseas Tour (COT) Travel



References:

- (a) JFTR U7200
- (b) ENLTRANSMAN Article 4.023
- (c) MILPERSMAN 1050-410



PSD Point of Contact:

- Transfers and Receipts Divisions



Documents required:

- Copy of member's permanent change of station (PCS) orders



Background

Service members, and their family member(s), may be eligible for round trip transportation and travel allowances for travel to the service member's home of record when the service member serves consecutive tours at overseas duty stations.



Information

Family member - A family member is eligible for COT travel if they are command-sponsored family member, and accompany the service member, at both the old and new Permanent Duty Station (PDS). The service member may travel together or separately from his/her family member(s).

Transportation Requirements - Service members must use government, or government procured transportation. Service members will not be reimbursed for personally procured transportation.

Deferred COT Travel - Normally, COT travel is taken during PCS leave between duty stations. COT travel may be deferred for up to the member's current PRD unless the individual involved with a contingency operation. COT travel may not be deferred without prior approval from BUPERS for service member and/or eligible family members, if they traverse the continental United States for leave, travel time, or TDY in conjunction with the PCS orders. An exception to this is if

the member's home of record is OCONUS.

Authorized COT Travel Locations - The service member is authorized transportation and travel allowances from the PDS to the member's home of record and back, or to old and new OCONUS duty stations via the home of record. The service member may select an alternate location for COT travel. If the cost of transportation to the service member's desired location exceeds the cost to the home of record, the service member will be responsible for paying the difference in cost. If the service member's PDS and home of record are in the same geographic location, the member may request authorization from BUPERS for COT travel to an alternate location. If authorized, the service member does not bear any cost for transportation. **It is the responsibility of the service member's command to send a message to BUPERS (PERS40CC) requesting the authorization.**

Tour Length Requirements - In order to qualify for COT travel, the service member must fulfill the DOD Tour Length requirements. When the member serves two tours within the same geographic location, the member will be eligible if the total of the tours equals the DOD Tour Length requirement for two tours. In Guam, the DOD Tour Length is 2 years. A service member serving two consecutive tours in Guam will be eligible if the total of the tours equals 4 years. In the case of a service member serving consecutive overseas tours in different geographic locations, the member must serve the required DOD tour length at both the old and new Permanent Duty Stations (PDS).

Note: When determining if a service member has met DOD Tour Length requirements, only two tours of duty are considered-the member's current and most recent previous duty station. Authorization from BUPERS is required to consider time served at a third duty station. The service member's command will be responsible for sending a message to BUPERS (PERS40CC) in order to obtain authorization.

Requesting COT Travel - The service member will request COT travel with the PSD Transfers and Receipts Division. The member will complete a Passenger Reservation Request (PSAPAC 1650/5) to request COT. If the COT request is for family member/s, the member will complete an Application for Transportation for Dependents (DD Form 884). If the service member wishes to be accompanied by someone not eligible for COT travel, the member may arrange for travel for the individual by requesting travel for a cash passenger on the Passenger Travel Request. The name(s) of the cash passengers must be included in the request. The Transfers and Receipts Division will review the service record for eligibility for COT. The Transfers and Receipts Division will submit the documentation to NAVPTO to arrange for the transportation. If the member is not required to pay additional costs, the Transfers and Receipts Division will contact the member when the travel arrangements have been made.

If the member bears some cost, NAVPTO will contact the member to arrange for payment. The tickets will be issued to the service member 3-5 working days prior to the service member's departure.

Travel Claim - The service member must report to the PSD Transfer Service Division to complete a travel claim at the completion of the COT travel.



Command's / PLR's Responsibility

- Be aware of basic COT requirements and entitlements.
- Advise members who will be traversing CONUS, of ineligibility to defer the COT entitlement.

Note: The entitlement must be used before or after the intermediate duty station prior to returning to the overseas ultimate duty station. MILPERSMAN 1050-410 refers.

- Ensure members properly fill out and sign the Passenger Reservation Request form(s) (PSAPAC 04650/5 and/or DD Form 884)



PSD's Responsibility

- Verify COT entitlement and make appropriate endorsement on member's PCS orders.
- Ensure Page 13 (NAVPERS 1070/613) entry to defer "COT " is filed in the service record.
- Verify Passenger Travel Request form(s) and process travel request through NAVPTO/SATO.

Cost of Living Allowance (COLA)



Reference:

(a) JFTR Chapter 9 Paragraph U9150



PSD Point of Contact:

- Transfers and Receipts Division (Initial Start)
- MILPAY Customer Service (Changes)



Documents required:

- Dependency Data (Page 2)



Background

Cost of Living Allowance (COLA) is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income incident to assignment to an OCONUS PDS.



Information

COLA is normally started on the day the member reports to his/her permanent assignment outside the continental United States. Since COLA and TLA are mutually exclusive entitlements, COLA will start the day after TLA finishes when reporting aboard and will stop the day prior to starting TLA upon detachment. The number of command sponsored family members accompanying the member determines the amount. Any dependency status change will affect the amount of COLA paid. Single or unaccompanied members, authorized BAS (standard) will be entitled to single COLA. Single members living in barracks (BEQ/BOQ) or aboard ship, not authorized BAS (standard), will be entitled to fractional (barracks) COLA computed at 47% of the single COLA rate.

Old PDS OCONUS = COLA entitlement begins on the day one or more dependents arrived if the old PDS is outside CONUS except, that COLA is not paid for any day before the date PCS orders are issued.

Old PDS CONUS = COLA entitlements begin on the day dependents arrived, if on or after the effective date of PCS orders, or the date the member departs CONUS whichever is later.

Note: An unaccompanied member, living in government quarters is entitled to single COLA for any day the Commanding Officer furnishes a statement that utilization of a government mess is impractical (work hours, special assignment, etc.).



Command's / PLR's Responsibility

- Ensure members are aware that changes in dependency status and/or physical location will affect COLA.
- When family members temporarily depart the member's duty station for a period in excess of 30 days, notify PSD so COLA can be verified and adjusted if necessary.
- Notify Sailors to review for accuracy the COLA information printed on their LES: JFTR (COLA location) should read GQ001; number of dependents should reflect the number of command-sponsored dependents on station. The member is not included in this count.
- Single members should see the dependent number "0" if assigned to quarters and authorized BAS (standard) or if assigned aboard ship but authorized to reside on the economy. Single/unaccompanied members should see the number "9" if assigned to quarters and not authorized BAS (standard).



PSD's Responsibility

- Verify COLA entitlement against the number of family command-sponsored members on station.
- Adjust COLA whenever dependency changes; update Dependency Data (Page 2) and family collocation code.

Dependency Data (NSIPS)



Reference:

(a) MILPERSMAN 1070-270



PSD Point of Contact:

- Customer Service Division



Documents required:

- Marriage Certificate
- Birth Certificate
- Divorce Decree
- Paternity Statement (male members only)
- Adoption papers



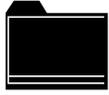
Background

The Dependency Data (NSIPS), commonly known as the Page 2, is used for both officer and enlisted personnel. It serves as an application for dependency allowance and as an up-to-date record of emergency data for casualty reporting and notification of next-of-kin. The Page 2 is the most important document in a member's service record.

The Dependency Data is used to establish entitlement to dependent BAH, TLA, COLA, and dependent transportation.

The Dependency Data is the official document used by the Navy when the following determinations are required:

- Person(s) to be notified in case of emergency or death.
- Persons(s) to receive the death gratuity if no spouse or child survive the member.
- Person(s) to receive allotment of pay if member is missing while on active duty.
- Commercial insurance companies to be notified in case of death of a member.
- Designation of beneficiary for SGLI on file (if yes, date of designation).



Information

The Dependency Data shall be verified and updated (if necessary) by each member on active duty upon:

- Detaching/reporting on PCS orders.
- Prior to unit deployment/patrols.
- Gain/loss of a family member (marriage, divorce, birth, death, dependent child over 21, etc.)
- Reporting for AT.
- Assignment/termination of government housing.
- Claiming reimbursement for family member travel.
- Transferring to Fleet Reserve/Retirement.
- NAVADMIN 098/01 requires that designated PNOK/SNOK, address and phone numbers be included in the Dependency Data. This will expedite initial contact with PNOK/SNOK in case of emergency.



Command's / PLR's Responsibility

- Advise members of the paramount importance of updating the Page 2. It is the member's responsibility to ensure information is complete, correct and accurate and to provide required documents.
- Ensure member reports to PSD with applicable documents.



PSD's Responsibility

- Verify information provided by member.
- Prepare a new Dependency Data.
- Prepare other related documents as appropriate, i.e., DEERS enrollment, dependent ID card, start BAH, OHA, COLA etc.

Defense Language Aptitude Battery (DLAB) Testing



Reference:

(a) DODD 5160.41



PSD Point of Contact:

- PSD Classifier



Documents required:

- Special Request Chit (NAVPERS 1336/3)
- Enlisted Service Record



Background

The Defense Language Aptitude Battery (DLAB) is designed to predict performance in an intensive foreign language course. The principal purpose is to measure aptitude for training or appointment as a commissioned or warrant officer for assignment to various other military jobs.

Before submitting requests for a testing, commands shall ensure that the member has a need for the test. The member should understand that the scores would become official.



Command's / PLR's Responsibility

- Have member consult Command Career Counselor for testing eligibility.
- If eligible and recommended, forward service record and letter request for testing to the Classifier PSD Guam.



PSD's Responsibility

(If authorized classification test site)

The Enlisted Classifier will:

- Review the service record for eligibility and notify the requesting command of the time/date of the test, if approved.
- Administer, grade, and score DLAB test.
- Record in Section II of the NP 1070/604, Enlisted Qualifications History, the new DLAB test scores and place in member's service record.

Dislocation Allowance (DLA)



Reference:

(a) JFTR, Vol. 1, CHAPTER 5, Part G



PSD Point of Contact:

- Transfers and Receipts Division



Documents required:

- For Member with Family Member:
 - (1) Travel Voucher (DD Form 1351)
 - (2) Orders
 - (3) NAVCOMPT 3072 (Dependency Approval Request) for Dependent child, parent, parent in Law).
- For Member w/o Family Members:
 - (1) Travel Voucher (DD Form 1351)
 - (2) Orders
 - (3) Certificate of non-availability from billeting of government Quarters



Background

The purpose of the Dislocation Allowance (DLA) is to partially reimburse a member with or without family members for the expenses incurred in relocating his or her household. This allowance is in addition to all other allowances authorized and may be paid in advance.



Information

A member with family members is entitled to a DLA when family members relocate their household in connection with a PCS. A member with family members is a member who, on the effective date of PCS orders, has family members entitled to travel and transportation allowance in connection with a change of PDS. A member whose spouse is a dependent on the effective date of the member's PCS orders is considered to be a member with family members, even though the spouse was a former member and received travel allowances upon separation from the service.

When it is definitely known that family members will not move, an advance of dependents travel allowance or advanced "DLA" as a member with family members is not payable. However, the member in this situation when not assigned government quarters at the new PDS, may be eligible for an advance of DLA as a member without family members.

A member without family members is entitled to DLA when transferred to a permanent duty station (PDS) where government quarters are not assigned. (Temporary occupancy of government quarters upon arrival at a new PDS does not preclude entitlement to DLA if the period of occupancy is 60 days or less. In justifiable cases, a longer period, not to exceed an additional 60 days, may be authorized or approved by the member's Commanding Officer, if the request for extension includes the specific reason for the request of extension.) A member without family members is a member who has no family members; is not entitled to travel and transportation allowances for travel of family members in connection with PCS; or has family members entitled to travel and transportation allowances but the family members do not relocate in connection with a PCS. Except under conditions prescribed in JFTR, paragraph. U5630-C, a member in pay grade E-5 or below may request to be paid advance DLA when it is established that government quarters will not be assigned at the new PDS. An E-6 or above may be paid advance DLA upon request based on information about non-assignment of government quarters at PDS or a signed statement by the member that use of government quarters at the new PDS is not planned. DLA is not payable in connection with PCS to first PDS or for separation.



Command's / PLR's Responsibility

- When it is planned that family members will move, an advance of DLA will be provided upon request of the member and presentation of a copy of the executed Application for Shipment and/or Storage of Personal Property or executed Application for Shipment and/or Storage of Personal Property or (DITY Move) DD Form 1299.
- Provide PSD required documents for advance payment of DLA in a timely manner. Advance DLA may be paid within 10 days of detachment.



PSD's Responsibility

- Upon receipt of required documents, Transfers and Receipts Division verifies entitlement and accuracy of documents.
- Verify Page 2 of members with family members.

- Process DLA payment based on member's pay grade. See JFTR Volume I, Chapter 5, Para U5630 U5G-1

Diving Duty Pay



References:

- (a) MILPERSMAN 7220-090
- (b) DODFMR, Volume 7A, Chapter 11
- (c) DJMS PTG Part 1, Chapter 11



PSD Point of Contact:

- Service Record Maintenance Division



Documents required:

- Competent orders to diving duty
- Diving Re-qualification Letter



Background

Naval personnel, both active and reserve, entitled to receive pay and drill pay is entitled to receive special pay for diving under pay directives when the following criteria are met:

- Member is a designated diver or under training for a specific diver designation;
- Member's diving qualifications are current; and
- Member is under competent orders to diving duty, issued by an order writing authority defined in reference (a).



Command's / PLR's Responsibility

- Ensure members assigned to diving duty by competent orders maintain current qualifications.
- Inform the PSD when any of the following occurs:
- In the opinion of the issuing authority or the cognizant Commanding Officer, the diver is no longer considered professionally qualified:

- Diver qualifications have lapsed
- The assigned diver designation has been removed; and/or
- The member has been assigned permanent duty other than that involving the performance of diving duty.



PSD's Responsibility

- Initiate Diving Duty Pay NSIPS transaction for those personnel ordered by competent authority to duty involving diving.
- When notified in writing by the member's command that he/she is no longer entitled to Diving Duty Pay, prepare the NSIPS doc to stop special pay for diving duty.
- For drilling reservists, dive pay is monitored and pay processing completed by the local Naval Reserve Activity. Ensure current dive qualifications are entered in member's service record.
- If transferred PCS to another diving duty billet, endorse the loss event accordingly to ensure dive pay continues while en route.
- Record dive qualification lapse dates in the service record and track (using member's local master) to ensure qualifications are current for continued dive pay eligibility.

Early Return Of Command-Sponsored Family Members and Household Goods



References:

- (a) JFTR, CHAPT 5, PART J
- (b) NMPCINST 4650.2A



PSD Point of Contact:

- Transfers and Receipts Division



Documents required:

- Approved Commanding Officer's letter issued in accordance with OPNAVINST 4650.15
- Member's letter



Background

A member who is permanently stationed outside the United States may request and the Secretary of the service concerned (or his/her designated representative) may authorize transportation of command sponsored family members to a designated place or, if the family members are foreign nationals, to a place in the country of the family member's origin, even though the member's permanent duty station remained unchanged.



Information

Early return of command-sponsored family members may be authorized for compelling personal reasons, such as:

- Financial / marital difficulties or unforeseen family problems;
- Death or serious illness of close relatives;
- Reasons of a humanitarian or compassionate nature; and
- Other situations, which have an adverse effect on the member's performance of duty.

In all of the above cases, it must be shown that transportation of the family members is in the best interest of the government.

Members who are not eligible are those:

- In receipt of PCS orders relieving the member from the overseas station, which includes retirement orders or transfer to the Fleet Reserve;
- Within six months of EAOS who indicated that they will not reenlist;
- Requesting transportation for the sole purpose of convenience of the member or family members (e.g., to spend time with family in CONUS while the member is on deployment, to ship household goods in excess of authorized allowances);
- For student family members to attend school;
- For lack of adequate educational facilities unless the situation occurred after the arrival of family members in the overseas area. Absence of college in the case of high school seniors does not meet this requirement.

Authorizing the advance return of family members must be applied judiciously, and used as a last resort.



Command's / PLR's Responsibility

Areas of consideration prior to approving early return of family members:

- It must be determined that the problem or situation occurred after arrival at the overseas station.
- Require, as a minimum, mandatory counseling by Family Services Center, Legal, Chaplain or medical personnel to confirm that early return of family members and household effects are required.
- Obtain approval from PERS-332 if travel is within six months of PRD and PCS orders have not been issued.
- For members within 9 months of PRD without PCS orders, request BUPERS issue orders as soon as possible rather than use early return provisions.
- Ensure family members can commence travel prior to receipt of PCS orders.

- Approval authority for request must be 0-5 or above.

Upon approval of early return of family members:

- Assist member with request and attach appropriate supporting documents.
- Direct member to PSD with all supporting documents.
- Mail copy of request, with supporting documentation, to PERS-332.



PSD's Responsibility

- Verify that family members are command-sponsored and that member meets all eligibility requirements.
- Prepare orders and transportation requests, and have member bring documents to Transportation Office. Provide copies of orders for HHG shipment.
- Advise member to return, after family members depart, to update Dependency Data, COLA/BAH entitlement and submit claim for Dislocation Allowance.
- File one copy of all documents in tickler file pending member's return and completion of travel claim.

Electronic Funds Transfer (EFT)



References:

- (a) SECNAVINST 7200.17D
- (b) DJMS PTG Part 4 Chapter 3



PSD Point of Contact:

- Military Pay Division



Documents required:

- DD 2762 (Direct Deposit Authorization) or DD 1199A (Electronic Fund Transfer)
- EFT/DDS Briefing Sheet



Background

The Electric Funds Transfer (EFT) provides a significant financial service to all members. Under EFT, the member's net pay due is electronically transferred to the member's designated financial institution.



Information

The Electric Funds Transfer (EFT) provides Navy members with the automatic deposit of their net pay into a checking or savings account at the financial institution of their choice (including most savings and loans, banks and credit unions). EFT payments are deposited twice monthly on the mid-month and first-of-month paydays and include the full amount due in both dollars and cents. The Department of the Treasury guarantees these funds will be available on payday.

Enrollment in EFT is accomplished by completing the Direct Deposit Form, DD 2762 or DD 1199A or by providing PSD a document containing an account number, routing number and account type. Member under EFT has the ability to change his/her designated financial institution without having to disenroll from the program. Members under EFT can also continue to have their pay forwarded to their financial institution when they change duty stations.

Start EFT – DD 2762 must be processed by the PSD by the 5th of the month for mid-month payday and the 20th of the month for end-of-month payday. DD 2762

need not be filled out by the designated financial institution provided the member can provide a copy of any authorized document, such as a cancelled check, deposit slip, etc., bearing electronic routing and account numbers.

Stop EFT - Member must notify PSD Military Pay Division by written memo of his/her desire to terminate EFT. Since the Commanding Officer is required to review and approve each request for payment by check, vice EFT, CO's endorsement should accompany request.



Command's / PLR's Responsibility

- Forward SF 1199A (and any documents) to PSD. Check payments are prepared and mailed by DFAS on the date of issue.



PSD's Responsibility

- Provide member with EFT Briefing Sheet for signature.
- Prepare FID event.

Note: Replacement of DFAS checks lost or never received is an action item for the member and DFAS. PSD will provide necessary claim forms. Routine replacement time is three to six months.

Emergency Leave – Funded



References:

- (a) JFTR Volume I, U7205
- (b) DOD 4500.9-R, DTR Part 1
- (c) OPNAVINST 4650.15 PTM
- (d) MILPERSMAN 1050-130 and 1050-140



PSD Point of Contact:

- NAVPTO Guam



Documents required:

- NAVPERS 1320/16 (TAD Orders)



Background

Per reference (a), military members stationed OCONUS and their command-sponsored family member/s dependents are eligible for funded commercial air transportation roundtrip between their originating location and:

- The closest international airport in CONUS to which a flight is available;
- Any other OCONUS location, as determined by the commanding officer, in the event of death or serious illness of a member's immediate family or in the event of death or serious illness of the member's spouse's immediate family.
- Any other CONUS airport that is closer to the member's and family member(s) dependent destination if the cost is less than that to the international airport described above.

Per references (b) through (d), the member's commanding officer is responsible for granting or denying such travel. Once it has been determined that emergency travel is appropriate, travel will not be denied because of insufficient funds. Funding is limited to air transportation costs, and leave will be charged for other than appropriate travel days.



Command's / PLR's Responsibility

- Prepare funded TAD orders for emergency leave (transportation costs only). Family member(s) accompanying member may be listed on NAVPERS 1320/16 TEMADD Orders. Family member(s) traveling unaccompanied are issued DD Form 1610, Travel of DOD Personnel, or letter of authorization per Article 3020280.4 of reference (d).
- During normal working hours, contact Commercial Travel Office (CTO) at NAVPTO for travel arrangements (phone 564-1636). Provide NAVPTO with an original and two copies of TAD orders for issuance of tickets.
- After normal working hours, contact the PSD Duty Officer at 687-3683 (cellular telephone) for travel arrangements. Provide NAVPTO with an original and two copies of TAD orders for the issuance of tickets.
- When member returns, forward travel voucher to PSD Travel Division for appropriate leave accounting.



PSD's Responsibility

- NAVPTO: Arrange required transportation to/from leave destination and issue tickets for the government-funded portion of travel. Additional costs of travel to leave point will be paid to the CTO.
- Travel Division: Charge appropriate leave against travel voucher.

Employment Verification



References:

- (a) SECNAVINST 5211.5D
- (b) SECNAVINST 5720.42E



PSD Point of Contact:

- Customer Service Division



Documents required:

- Request for Employment Verification



Background

Although it is the policy of the Navy to protect the privacy of members from unwarranted invasions, routine requests for employment verification will be provided in an expeditious manner whenever possible. A member's major purchase is often held pending a credit check, which may involve his/her current employment status. Each command is responsible for compliance with the Privacy Act requirements. Information about a member that is intimate or private to the member shall be safeguarded.



Information

Note: Home addresses and phone numbers ARE NOT releasable information. Disclosure of information should be made by the activity with cognizance over the requested information. Commands may routinely verify that a member works at their command; however, inquiries constituting a credit check should be referred to the PSD servicing the member's service/pay record. Requests from public agencies must be submitted in writing.



Command's / PLR's Responsibility

- Respond to routine inquiries.
- Advise telephone inquiries to submit written employment verification requests to the appropriate PSD.



PSD's Responsibility

- Verify member's signature authorizing release of information.
- Complete and return employment verification without delay.

Enlisted Distribution and Verification Report (EDVR)



Reference:

- (a) EDVR Manual



PSD Point of Contact:

- MILPERS Customer Service Division



Documents required: None



Background

The Enlisted Distribution and Verification Report (EDVR) is a monthly report with personnel updates sent by the Enlisted Personnel Management Center (EPMAC), New Orleans, to each activity. It is generated by Bureau of Naval Personnel (BUPERS) through Navy Standard Integrated Personnel System (NSIPS) and non-NSIPS transactions. To notify sea/shore activities of the latest updates that are reflected on the enlisted master file. The monthly EDVR is sent electronically using the PCEDVR Program. Data is pulled from the EPMAC Bulletin Board.



Information

The EDVR is organized into 11 sections as indicated below:

- Section 1 - Prospective Gain Information - contained in the "Prospective Gain Report".
- Section 2 - Prospective Loss Information - contained in the "Report of EAOS and Prospective Transfers to the Fleet Reserve/Retirement within 9 Months" and "Listing of PRD occurrence within 9 Months" reports.
- Section 3 - EDVR Facsimile Report, Personnel on board for Temporary Duty, in a Deserter Status or Administratively Dropped from Navy Strengths, followed by an alphabetical listing of all members assigned to the activity regardless of duty status.
- Section 4 - Total personnel on board in distribution (Rating and NEC) communities sequence.
- Section 5 - Personnel Status Summary.

- Section 6 - Chief of Naval Operations (CNO) Billets Authorized Revision Number XXXXXX dated YR/MO/DA.
- Section 7 - NEC Billet/Personnel Inventory.
- Section 8 - NEC Inventory Section.
- Section 9 - OFF/ENL Diary Message Summary.
- Section 10 - Duty Preference Listing.
- Section 11 - Security Data. (Also includes involuntary extension months, citizenship, PEBD, TIR, advancement effective date).



Command's / PLR's Responsibility

- Distribute sections of the EDVR for verification and updating.
- Inform PSD by letter or memo of any changes or corrective actions required.



PSD's Responsibility

- Print the NSIPS-generated Personnel Accounting Summary Report 1080-11 at the beginning of each month for verification purposes.
- Take appropriate action to update/correct/revise any changes/corrections submitted by the customer command.

Enlisted Evaluations



Reference:

(a) BUPERSINST 1610.10



PSD Point of Contact:

- Service Record Maintenance Division



Documents required:

- Fitness Report and Counseling Record (E7–O6) NAVPERS 1610/2
- Evaluation Report and Counseling Record (E1-E6) NAVPERS 1616/26



Background

The Navy Enlisted Performance Evaluation System is a periodic recording of a member's qualifications, performance level in comparison to contemporaries, conduct and prospects for increased responsibilities. It is the most significant personnel management tool in the enlisted record. Its primary use is by the Bureau of Naval Personnel in making advancement and assignment decisions. It is also used to determine eligibility for Good Conduct awards, reenlistment and character of service at the time of discharge. Various selection boards use performance evaluations to select members for advancement, continuation on active duty, retention and appointment to commissioned status, assignment to special duties and for special educational programs. The evaluation process cannot be overemphasized and demands command attention.



Information

Counseling is an integral part of the evaluation process and helps to give an evaluation the proper perspective and meaning. Commanding Officers are urged to emphasize constructive and continuing dialogue between reporting seniors and subordinates. To this end, Commanding Officers are encouraged to submit special evaluations on members in pay grades E-1 through E-3. Frequent submission of these reports will not only serve as an effective counseling aid, but will also provide a more meaningful basis for Commanding Officers to make decisions regarding advancement recommendations, striker board selections and reenlistment recommendations.



Command's / PLR's Responsibility

- Ensure all information on evaluations, especially blocks 1 through 26, is correct.
- Ensure the period of report in blocks 14 and 15 maintain continuity and do not overlap with the date of the previous evaluation. Special evaluations must maintain regular report continuity. However, the regular reporting senior, as concurrent/regular, may endorse concurrent reports, which then become the regular report and may overlap a previous regular report. The next regular report will begin on the day following the concurrent/regular report. Refer to the instruction on report continuity and special requirements in cases of concurrent and special reports.

For adverse evaluations:

- A performance evaluation report containing adverse comments is referred to the member for a statement before it is placed in the official record. Obtain member's signature and election to make or not to make a statement. Forward copies of evaluation, member's statement and command transmittal letter to the PSD for record entry. Transmit original E5 and above evaluations to CHNAVPERS (PERS-322).

All others:

- Complete and forward service record copy to PSD within three working days after submission of the BUPERS copies.
- Advise reporting senior to retain copies of fitness reports on officers and chief petty officers for a minimum of five years.
- Commands must retain copies of evaluation reports on enlisted personnel E-1 through E-6 for at least two years following ending date of report.



PSD's Responsibility

- Thirty days after the due date of evaluations, PSD will forward the List of Enlisted Evaluation not submitted by the customer command.
- Upon receipt of evaluations, update NSIPS database.
- File evaluation in service record and check for continuity of reporting period.

- Provide feedback to customer commands for non-receipt of evaluations thirty days after the end of the reporting period.

Extensions



References:

- (a) MILPERSMAN 1160-040
- (b) MILPERSMAN 1160-080
- (c) MILPERSMAN 1070-250
- (d) OPNAVINST 1160.5C
- (e) DODFMR (NAVSO P-6048)
- (g) NAVADMIN 160/03
- (f) BUPERSINST 1001.39C



PSD Point of Contact:

- Reenlistments and Separations Division



Documents required:

- Authority for Extension
- Special Request Chit (NAVPERS 1336/3)
- Medical Officer's memorandum or copy of SF 600



Background

The Agreement to Extend Enlistment (NAVPERS 1070/621) and the Assignment to/or Extension of Active Duty (NAVPERS 1070/622) are legal forms of agreement and an official agreement or personal assurance of intention to extend. Once signed, they cannot be withdrawn. Extensions cannot exceed a combined total of 48 months during a current enlistment period.



Information

The NAVPERS Forms 1070/621 and 1070/622 provide the member with the opportunity to remain on active duty without having to reenlist. However, member must be fully qualified/eligible as if he/she is reenlisting.

Member must not go beyond High Year Tenure as per reference (d). Per reference (g), High Year Tenure limits are as follows for active duty:

- E-1 and E-2 cannot reenlist/extend
- E-3 – 6 years

- E-4 – 8 years
- E-5 – 20 years
- E-6 – 20 years
- E-7 – 24 years
- E-8 – 26 years
- E-9 – 30 years

The following are conditions in which member could extend his/her enlistment:

- To obligate service for BUPERS ORDERS
- To match EAOS with PRD (the most common extension).
- Special programs specified in ENLTRANSMAN and MILPERSMAN.
- Advancement to E-7, E-8 or E-9.
- To receive/obtain maternity care benefits for the wife.

An EAOS that has already expired cannot be extended.



Command's / PLR's Responsibility

- Verify with the Command Career Counselor the following has been accomplished:
- Submit SRB Pre-cert when an operative extension is 24 months or more (if applicable).
- Reenlistment/Extension eligibility is verified.
- Member must be counseled concerning potential monetary loss (i.e., SRB).
- Member must obtain medical officer memorandum of physical qualifications or copy of SF 88 or 93 when extension or combination of extensions exceeding 24 months, is to become operative.
- Personnel with extensions to be made operative while on TEMADD/deployment, must report to PSD prior to TEMADD/deployment.



PSD's Responsibility

- Prepare NAVPERS 1070/621 and/or 1070/622

- When a first extension becomes operative, include the member's election for cash settlement and/or carry forward of unused leave and forward document to BUPERS.
- Prepare ID card memorandum and issue ID card.

Family SGLI



Reference:

(a) NAVADMIN 281/01



PSD Point of Contact:

- Service Record Maintenance Division



Documents required:

- SGLV Form 8286A



Background

The Family SGLI Program became effective on November 1, 2001 and was established to provide life insurance for a service member's family (it is a voluntary program). The information used to start the deduction for the family coverage came from the Defense Enrollment Eligibility Reporting System (DEERS). Coverage can be declined for your spouse, and if you have children, your children are covered for \$10,000.00 at no cost to you (even if you decline spousal coverage).



Information

This program is open for both Active Duty and Reserve members. Coverage can be selected ranging from \$10,000 to \$100,000. The amount of the deduction is based upon the age of your spouse. To elect coverage or change an existing coverage, the SGLV Form 8286A needs to be filled out (according to changes you wish to make).



Command's / PLR's Responsibility

- Assist service member to complete SGLV Form 8286A. Ensure all blocks are filled in correctly. Upon verification of form, submit to PSD Customer Service Division.



PSD's Responsibility

- Receive / verify form received from PLR / member.
- Input service member's information into Family SGLI website and printout results.
- Attach results to original SGLV Form 8286A and file after verifying to ensure deduction changed/stopped.

Family Separation Allowance (FSA)



References:

- (a) DODFMR, Volume 7A, Chapter 27
- (b) DJMS PTG Part 3, Chapter 3
- (c) MPA 83/97 - DFAS CL MSG 19701ZDEC97 (BAH/FSH)



PSD Point of Contact:

- Military Pay Division



Documents required:

- TDY/TAD Orders (FSA Type II) (FSA-T only)



Background

FSA is payable to members with family members and members married to military members/no other family members. Two types of FSA are authorized, as defined below:

- FSA Type I / FSH (Family Separation for Housing) - The purpose of this FSA type is to pay a member for added housing expenses caused by forced separation from family members, who are assigned on permanent duty outside the United States or in Alaska and meets all of the following conditions:
 1. Transportation of family members to the permanent duty station is not authorized at government expense;
 2. Family members do not live at or near the permanent duty station; and
 3. Adequate government quarters or housing facilities are not available for assignment to a member and inadequate government quarters or housing facilities are not assigned.

FSA-I is payable in a monthly amount equal to BAH-II payable to a member without family members in the same pay grade.

- FSA Type II - This FSA provides compensation for added expenses incurred because of a forced family separation under one of the conditions identified below. It is payable to qualified members serving inside or outside the United States. It is not authorized in time of war or national emergency declared by Congress or when a member performs duty at any station under permissive orders. FSA-II is payable to a member serving in any grade as a member with family members and members who are married to another member with family members and one of the following conditions exist:
 1. Transportation of family members or spouse is not authorized at government expense and the family members do not live at or near the member's permanent duty station or homeport (FSA-R);
 2. The member is on duty aboard a ship, away from the home port of the ship continuously including TEMDUINS for more than 30 days (FSA-S); or
 3. The member is on TDY (or temporary additional duty) away from the permanent station continuously for more than 30 days and the family members or spouse do not reside at or near the permanent duty station (FSA-T).
- FSA Type II (Military Members married to Military members with no other Dependents) - Effective September 23, 1996, per DOD FY 97 Authorization Act, Military couples residing together that are separated by reason of execution of Military orders (PCS/TAD) will be entitled to FSA-II. The member in receipt of orders will receive FSA-II if the separation exceeds 30 Days.

FSA-II is payable in a monthly amount of \$100.00, effective 1 January 1998.



Command's / PLR's Responsibility

- Provide PSD with a copy of TDY/TAD orders if member will be entitled to FSA-T and upon completion of TAD/TDY in order to stop FSA entitlement.



PSD's Responsibility

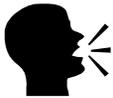
- Prepare appropriate UMIDS FID transaction for personnel meeting eligibility for FSA as defined above.

Fleet Reserve / Retirement (Active)



References:

- (a) MILPERSMAN 1830-040
- (b) MILPERSMAN 1810-010
- (c) MILPERSMAN 1810-020
- (d) NAVADMIN 002/92
- (e) NAVADMIN 078/95
- (f) NAVADMIN 167/99



PSD Point of Contact:

- Separation/Fleet Reserve Division



Documents required:

- Enlisted – Special Request Chit (NAVPERS 1336/3) requesting transfer to the Fleet Reserve.
- Officer – Copy of Letter submitted to BUPERS by member for retirement
- DMRS Worksheet



Background

Enlisted members of the regular Navy or Naval Reserve on active duty are eligible for transfer to the Fleet Reserve (FLTRES) after completion of 20 years active federal service, and transfer to the Retired List after completion of 30 years active federal service.



Information

The MILPERSMAN is the source reference of eligibility for transfer to the FLTRES/Retired List.

Fleet Reserve – All FLTRES transfers will be effective on the last day of the month. Members in receipt of PCS orders will be required to serve a period of two years on board his/her new duty station. Member ordered to an overseas tour will be required to do a DOD area tour. Requests should be submitted not less than six months and not more than eighteen months in advance of requested date. Per reference (e), waiver authority has

been delegated to the Chief of Naval Personnel to permit transfer to the Fleet Reserve of those personnel who apply and who have completed more than one year in the new pay grade, but less than the required two years. Applications for transfer to the Fleet Reserve with request for waiver of obligated service will be reviewed on an individual basis. Consideration will be given to rating/skill manning and possible adverse impact on fleet/unit readiness. Personnel who have requested transfer to the FLTRES are not eligible to participate in Navy-wide advancement exams or any selection boards.

Retirement – All retirements will be effective on the first day of the month. Officers desiring voluntary retirement under 10 USC 6323 (with the exception of temporary officers with permanent enlisted status) should submit applications to the Secretary of the Navy, via their Commanding Officer (or ISIC, as appropriate) and BUPERS (PERS-822). Enlisted members, including temporary officers with permanent enlisted status, who desire retirement under USC 6326, should submit an official letter to the President of the United States, via their Commanding Officer, BUPERS (PERS-822) and the Secretary of the Navy. After the retirement letter is endorsed by the Commanding Officer, forward it to the PSD for electronic submission to PERS-822 nine to twelve months prior to the desired retirement date. The original letter with first endorsement is to be filed in the service record.

Note: Requests for Twilight Tour in conjunction with retirement must be submitted per MILPERSMAN.



Command's / PLR's Responsibility

Verify with the Command Career Counselor that the following has been accomplished:

- Command Career Counselor has interviewed the member and determined the best date for the member to transfer to FLTRES or retire.
- Member meets criteria for transfer to FLTRES/Retired List.
- Special Request Chit requesting transfer to FLTRES or copy of retirement request forwarded to PSD, along with Command Career Counselor's service creditable worksheet. Annotate date physical exam completed or date future exam is scheduled. Also provide CC's email address and phone number.
- Member notified by PSD that FLTRES or retirement request has been approved.

- After member has obtained a retirement brief/seminar and the Command Career Counselor has briefed the member on the Survivor Benefit Plan, the DD Form 2656 will be completed 60 days prior to authorized retirement/transfer to the Fleet Reserve date or prior to commencement of retirement leave, whichever occurs first.
- Upon command approval of member's request, Command Career Counselor arranges for member to attend pre-retirement briefs/seminars.
- Member completes FLTRES / retirement physical within six months (per MILPERSMAN, 1830-030) of release from active duty, transfer to Fleet Reserve or placement on the Retired List.
- Command Career Counselor has briefed member on the Survivor Benefit Plan (SBP) per the Retention Team Manual and NAVMILPERSCOMINST 1750.2.
- Completion of Certificates of Transfer to the Fleet Reserve, Spouse Appreciation, as applicable, and Retirement. These documents are sent from BUPERS for your presentation.



PSD's Responsibility

For transfer to FLTRES:

- Prepare all relevant paperwork for member's signature at least five working days prior to commencement of retirement leave or 30 days prior to retirement date/date authorized transfer to Fleet Reserve.
- ESO: ensure member's selection board eligibility is invalidated when the application to transfer to the Fleet Reserve is submitted.
- Verify eligibility and confirm member's TAFMS credit for final pay multiple as prepared by customer's command per Career Retention Team Manual, Chapter 16.
- Forward Fleet Reserve/Retirement request to PERS-8, via electronic submission, and file copy of request and DMRS/worksheet in service record.

Frocking (Enlisted)



References:

- (a) BUPERSINST 1430.16D
- (b) MILPERSMAN 1420-060
- (c) BUPERSINST 1610.10



PSD Point of Contact:

- ESO



Documents required:

- ESVR/RCA
- Frocking Letter
- Administrative Remarks, (NAVPERS 1070/613)
- Evaluation/Fitness Report



Background

Frocking is an administrative authorization to wear the uniform of a higher grade without the increase in pay or allowances of that grade.



Information

At the consent of the member, frocking is authorized by the Commanding Officer to provide early recognition for Petty Officers Third Class and above who have been selected but not yet advanced to the next higher pay grade. Frocked members shall be entitled to military identification cards and all privileges of the higher pay grade (e.g., clubs, messing, berthing, housing etc.); frocked members are not entitled to increased pay and allowances or other entitlement restricted by law.

Except for members who are not within the weight standards prescribed by OPNAVINST 6110.1E, frocking may be effected as follows:

- Qualified E-8/9 selectees may be frocked upon receipt of selection board results.

- Qualified E-7 selectees may not be frocked earlier than the first advancement increment, to allow them ample opportunity to complete the CPO Indoctrination course.
- Qualified E-5/6 selectees may be frocked upon receipt of examination result via message.
- Qualified E-4 selectees may be frocked upon receipt and verification of ESVR and upon completion of Petty Officer Indoctrination course.



Command's / PLR's Responsibility

- Prepare frocking letter and Page 13. Member will deliver copy of letter and original Page 13 to ID Card Division for issuance of ID Card.
- Ensure each member understands the entitlement of the frocking status.
- Forward indoctrination course completion certification to PSD for service record entry.
- Submit Evaluation / Fitness report, if required, per BUPERSINST 1610.10.



PSD's Responsibility

- Verify member is selected for advancement as indicated on ESVR/RCA.
- Advise customer command if member is ineligible for frocking.
- Verify completion of indoctrination course and make appropriate service record entries.
- Ensure member signs NAVPERS 1070/613 and file in service record.
- File copy of frocking letter in service record.
- Issue a new ID card.

Frocking (Officers)



References:

- (a) NAVADMIN 125/96
- (b) MILPERSMAN 1420-020
- (c) BUPERSINST 1610.10



PSD Point of Contact: none



Documents required:

- Frocking Letter
- Fitness Report



Background

Frocking is an administrative authorization to wear the uniform of a higher grade without the increased pay or allowances of that grade.



Information

All officer frockings must be approved by the Chief of Naval Personnel (CHNAVPERS) PERS-21 (Active Duty List Officers) or PERS-92 (TAR and Selected Reserve Officers). Commands may request frocking of individual officers if all the following prerequisites are met:

- Selection for promotion has been announced by an ALNAV.
- The Senate has confirmed the nomination for promotion to that grade (also announced by ALNAV - confirmation applies only to O-4 and above).
- Serving in or ordered to a billet for the higher grade.
- Billet meets one or more of the following criteria listed in order of precedence (officers may not be rotated to qualifying billets in the same command for the purpose of gaining frocking eligibility):
 - Billets with the title of Commanding Officer, Commander, Chief, including billets with the title of Executive Officer when the selection for command is a prerequisite for assignment (commands where the XO “fleets up” to CO).

- Billets in direct support of the offices of the President and Vice President of the United States.
- Defense Attaches and other such overseas billets involving direct official representation of U. S. interests to foreign governments.
- Service School billets when the higher grade is a prerequisite for admission.
- Joint Staff billets.
- Other Joint Duty assignment list billets.
- Billets on the staff of the Office of the Secretary of Defense, including the Assistant Secretaries of Defense.
- Billets on the staff of the Office of the Secretary of the Navy or other Services, including the Assistant Secretaries of the Services.
- Acquisition Professional Major Program Manager billets.
- Other billets with the title of Executive Officer.
- Billets with the title of Officer in Charge.

The following officers may not be frocked to any grade, even if BUPERS permission was previously obtained. Notify PERS-21 or PERS-92, respectively, in any of these cases to allow the quota to be allotted for use by another command:

- Officers who do not meet Navy weight or body fat standards.
- Officers considered for removal from a promotion list or whose promotion is being considered for delay or withdrawal under SECNAVINST 1420.1A or 1412.8.
- Officers eligible to be frocked who elect not to be frocked or decline promotion.



Command's / PLR's Responsibility

- If above prerequisites are met, submit letter or message request per format listed in MILPERSMAN 1420-060. If approved, ensure member is also issued command letter in format also provided in the above MILPERSMAN article.
- Submit fitness report per BUPERSINST 1610.10.



PSD's Responsibility

- Issue new identification cards.

Good Conduct Awards



References:

- (a) SECNAVINST 1650.1G
- (b) NAVADMIN 305/95



PSD Point of Contact:

- Service Record Maintenance Division



Documents required: None



Background

The Good Conduct Medal is awarded to enlisted men and women who meet basic eligibility requirements in conduct and proficiency.



Information

Eligibility requirements for the Good Conduct Award are:

- Three years of continuous active service as an enlisted person effective 1 January 1996.
- Subsequent to 31 December 1995, no mark below 2.0 in any trait. Prior to 1 January 1996 and after 31 August 1983, no mark below 3.0 in Military Knowledge/Performance, Reliability, Military Bearing, Personal Behavior and Directing.
- No record of NJP. In the case of NJP, eligibility begins with the date following the date of offense.
- No convictions by courts-martial, no sick-misconduct, no civil convictions for offenses involving moral turpitude. If convicted by civil authorities for an offense involving moral turpitude, a new three-year period shall begin with the date of return to active duty jurisdiction.
- For award criteria/eligibility prior to 31 August 1983, see reference (a).



Command's / PLR's Responsibility

- Prepare and sign Good Conduct Award Certificate(s).
- Make arrangements for presentation of the award to eligible personnel.



PSD's Responsibility

- Verify Good Conduct Award Eligibility Date from service record during receipt/check-in processing. Prepare NSIPS event.
- Provide monthly NSIPS Report of Good Conduct Award eligibility listing to command of personnel eligible for Good Conduct Awards in the forthcoming month.
- Type Page 4 service record entry.
- Update NSIPS Event With New Eligibility Commencement Date And Adjust Award Points If Necessary.

Hazardous Duty Pay



References:

- (a) DODFMR, Volume 7A, Chapter 24
- (b) DJMS PTG, Part 2, Chapter 3



PSD Point of Contact:

- Customer Service Division



Documents required: None



Background

Hazardous duty pay provides additional monies to increase the ability of the military service to attract and retain personnel for duty in the following assignments, which involve more than normal hazards or involve an unusually high level of psychological or other stress:

- Parachute Duty
- Experimental Duty
- Flight Deck Duty
- Leprosarium Duty
- Demolition Duty



Information

The member must be ordered to the particular hazardous duty billet, meet minimum requirements and perform hazardous duty in order to receive hazardous duty pay. Hazardous duty pay for officer and enlisted members is \$150 per month. When a member is injured or otherwise incapacitated as a result of performing hazardous duty, the member can receive pay for no longer than three months after the injury. A member's right to hazardous duty pay during incapacity, which is not the result of performing hazardous duty, depends on fulfillment of hazardous duty requirements.



Command's / PLR's Responsibility

- Issue orders to hazardous duty, signed by CO or other officer with “By Direction” authority.
- Advise PSD if member will fill the required billet.
- Advise PSD if billets are deleted or members are reassigned to a non-eligible billet.
- Maintain logs relevant to entitlement qualifications.



PSD's Responsibility

- Verify entitlement.
- Prepare appropriate Hazardous/Special Duty event when reporting stop, suspension or restoration of hazardous duty pay.
- Prepare detaching endorsement to stop incentive pay when the member transfers.

Identification Cards (Active)



Reference:

(a) BUPERSINST 1750.10A



PSD Point of Contact:

- ID Card Division



Documents required:

- DD Form 1172-2
- DD Form 2842
- Special Request Chit
- Lost/Stolen report form



Background

The new Common Access Card (CAC), formerly the Active Duty Identification Card (DD Form 2 Active), is issued to all members of the Armed Forces upon entry on active duty.



Information

All members of the Armed Forces are required to have a current ID card in their possession at all times. Teslin Active Duty ID cards will be replaced by CAC at PSD when a member's current ID card has been lost, stolen or mutilated; or when the member has advanced in rate; has been reduced in rate; changed appearance to the extent positive identification is questionable; legally changed name; or reenlisted/extended.



Command's / PLR's Responsibility

- In the event of a lost or stolen ID Card (E6 and below), have the member fill out a Special Request Chit and take it to PSD for issuance of a new ID Card. All members must report to Naval Forces Marianas Security Department to complete a missing ID report form.

Note: A request chit is not required when a member is advanced or reduced in grade. If the member does not have picture ID card, then they must be escorted by a member of the command to PSD for issuance of new ID card.



PSD's Responsibility

- Complete I.D. application (DD Form 1172-2) and PKI certificate of acceptance and acknowledgement of responsibilities (DD Form 2842). Completed DD Form 2842 and DD Form 1172-2 will be forwarded to Defense Manpower Data Center (DMDC) on a weekly basis.
- Verify information against DEERS database or service record and update DEERS if necessary.
- Recover and destroy the card being replaced before issuing a new one, if not reported as lost or stolen.
- Issue new ID Card.
- Provide member with a copy of DD Form 2842.

Identification Cards (Family Members)



Reference:

(a) BUPERSINST 1750.10A



PSD Point of Contact:

- ID Card Division



Documents required:

- Application for Uniformed Services Identification and Privilege Card (DD Form 1172)
- Birth Certificate
- Marriage Certificate
- Divorce Decree
- Adoption Papers
- Letter Certifying Full-Time College Enrollment
- DD 214



Background

The Uniformed Services Identification and Privilege Card (DD Form 1173) are issued to family members of active duty service members. The DOD Guard and Reserve Family Member Identification Card is issued to family members of Ready Reserve members not on active duty and family members of Reserve retirees who are entitled to retirement pay at age 60 (DD Form 1173-1). Persons eligible to be issued the DD Form 1173 and 1173-1 are: spouse, legitimate children, including any stepchildren, adopted/illegitimate children, parents and parents-in-law approved by DFAS. Dependent children ages 21 to 23 may be eligible for an ID card if enrolled full-time in an accredited college or university. Current proof of enrollment must be furnished in letter format from the registrar office of the school at the time of application.



Information

A DD Form 1173 and 1173-1 may be obtained by a family member whose DD 1172 has been completed and signed by the sponsor. Verification of the DD 1172 is primarily accomplished through DEERS (Defense Enrollment Eligibility Reporting System). If the information is not available in DEERS, the sponsor's

service record and/or other appropriate documents must be reviewed to satisfy the strict verification requirements of DEERS. As the custodian of the sponsor's service record, PSD is both the verifying and issuing office of the DD 1172. The sponsor is responsible to ensure proper use, care, renewal or surrender of the DD 1173 and 1173-1 if a family member later becomes ineligible (divorce, entry into the Armed Forces, etc.) Additionally, sponsors are responsible for initiating requests to delete ineligible dependents or add new dependents into DEERS.

Sponsors must sign the DD 1172 in the presence of the verifying official. Signature must be notarized if member does not sign in presence of verifying official.

In addition to issuing ID cards during normal working hours, some PSD have established times after hours or on the weekend. Contact your PSD for times.

DD Form 1173 and 1173-1 may not be issued to:

- Family members of service members whose eligibility is for a period of 30 days or less
- The child of a living sponsor who has been adopted by someone not entitled to the benefits
- Minor family members under the age of 10 years, unless they do not live in the household of an adult who is also eligible for military benefits and privileges or if the sponsor is a single parent or military member married to another military member.



Command's / PLR's Responsibility

- Periodically inform command personnel of the original supporting documents required prior to bringing family members in to receive a new ID card.



PSD's Responsibility

- Review the DD Form 1172 for completion and accuracy
- Verify applicant's status with DEERS or service record and appropriate documents
- Upon verification of DD 1172, prepare DD 1173 or 1173-1

- Recover and destroy the card being replaced before issuing a new one, if not reported as lost or stolen
- Update DEERS
- Maintain audit trail report for two years. DD form 1172 will be mailed to DEERS support office weekly for scanning.

Identification Cards (Selected Reserve)



Reference:

(a) BUPERSINST 1750.10A



PSD Point of Contact:

- ID Card Division



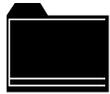
Documents required:

- DD Form 1172-2
- Special Request Chit (Drilling Reserve)



Background

The Common Access Card formerly the DD 2(Reserve) is issued to Naval Reserve Personnel on inactive duty.



Information

The Command Access Card will be issued to members enlisting in the Naval Reserve who are scheduled to attend initial period of active duty (IADT) (i.e., drill weekends, etc.) and to members of the Naval Reserve in categories of Ready, Standby or Retired Reserve (retired without pay). It may be issued to Midshipmen of the Naval Reserve (NROTC and Merchant Marine Academy) and to NROTC College Program students in their last two years of naval service. The PSD may issue a CAC for the member when the current ID card has been:

Lost, stolen, or mutilated or when the member has been advanced, has been reduced in rate, changed appearance to the extent positive ID of member is questionable, legally changed name, or reenlisted/extended.



Command's / PLR's Responsibility

- Ensure member is aware of requirement to obtain a new ID Card.



PSD's Responsibility

- If card is lost or stolen, verify remarks and required signatures on DD Form 1172-2.
- Destroy all cards surrendered.
- Issue Card.
- Provide Member With A Copy Of DD Form 2842.

Identification Cards (DOD Civilians / Contractors)



Reference:

(a) BUPERSINST 1750.10A



PSD Point of Contact:

- ID Card Division



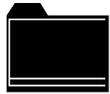
Documents required:

- DD Form 1172-2
- Signature Cards or Memo from Authorizing Official



Background

The Common Access Card is issued to eligible Federal Employees and Contractor Employees.



Information

The Command Access Card will be issued to members who require CAC for secure access to government computer systems and networks or building access where CAC technology will be used. The PSD may issue a Common Access Card for the member when the current CAC has been:

Lost, stolen, or mutilated or changed appearance to the extent positive ID of member is questionable legally changed name.



Command's / PLR's Responsibility

- Complete DD Form 1172-2 and DD Form 2842
- Provide PSD with signature card or memo from the base civilian personnel officer or designated contracting officer
- Provide member with a copy of DD Form 2842



PSD's Responsibility

- None

Leave (Except Funded Emergency Leave)



References:

- (a) SECNAVINST 7220.81
- (b) MILPERSMAN 1050-090



PSD Point of Contact:

- Service Record Maintenance



Documents required:

- Leave Request/Authorization (NAVCOMPT Form 3065)



Background

Members of the Armed Forces are entitled to accrue leave at the rate of two and one-half days for each month of active duty.



Information

When a member desires leave, an approved Leave Request/ Authorization Form (NAVCOMPT Form 3065) is required . Each Leave Authorization must have a Leave Authorization Number (LAN) assigned to the document from the Leave Control Log maintained by each command. The LAN is a seven-digit alpha/numeric code.

- The first two digits of the LAN are assigned to each command by the PSD.
- The third through seventh digits are the leave sequence number. The leave sequence number must run from 00001 to 99999 without regard to fiscal or calendar year. Assign LANs to Leave Authorizations no earlier than 15 days prior to commencement of leave.

The Travel Division will compute regular leave taken in conjunction with cost TAD orders. Said computation will supercede requested leave period on a NAVCOMPT 3065 if issued and will be the basis for charging leave.

Leave must be charged for reasons such as advance leave, excess leave, earned leave, or funded emergency leave (addressed separately in this handbook).



Command's / PLR's Responsibility

- Verify all blocks of the leave request for completion and accuracy.
- Assign each leave request a separate LAN from the command LAN log.
- Retain Part 2 until member returns from leave.
- Upon completion of leave, blocks 27a through 33 are to be completed on Part 1 by the PLR, signed and forwarded to PSD.
- If original leave request is lost or destroyed, PLR must submit a legible copy of Part 2 and annotated 'Original'.

Note: Copies of leave papers are no longer retained and filed in member's service record.

- Leave papers MUST be turned in to PSD immediately after completion of leave. Members don't always take the entire amount of leave requested. Careful attention and promptness will prevent unnecessary hardship.



PSD's Responsibility

- Ensure all leave taken is charged to member's leave account.
- Contact PLR to clear any discrepancies.

Leave – Separation / Retirement



Reference:

- (a) MILPERSMAN 1050-120



PSD Point of Contact:

- Separations Division



Documents required:

- Leave Authorization (NAVCOMPT 3065)



Background

Commands may grant separation leave to expire at 2400 on the day of separation. Separation leave may not place member in an excess leave status. Prior to departing, member must complete a physical examination and sign all required separation paperwork.



Command's / PLR's Responsibility

- Ensure member attends a pre-separation counseling presentation (ETAP/TAP) within 90 days prior to commencement of separation leave.
- Ensure separation evaluation is forwarded to PSD at least five working days prior to commencement of leave. Evaluations for personnel who are retiring/transferring to FLTRES are not required.
- Ensure member reports to PSD for pre-separation interview 45 days prior to commencement of separation/retirement leave with a copy of an approved leave authorization.



PSD's Responsibility

- Prepare all required paperwork for separation along with the UMIDS FID to charge separation/retirement leave.

- Schedule an appointment for member to sign all paperwork prior to commencing leave.
- Adjust separation documents if member terminates leave early.
- On Date Of ETS, Forward All Paperwork And Final Separation Pay Via Electronic Funds Transfer To Bank Account Designated By Member.

Limited Duty (LIMDU) Personnel



References

- (a) ENLTRANSMAN, Chapters 19, 20 and 27
- (b) ENLTRANSMAN, Addendum B
- (c) EPMACINST 5000.3B



PSD Point of Contact:

- Transfers and Receipts Division



Documents required:

- Original Orders
- All endorsements
- Abbreviated Limited Duty Medical Board Report, NAVMED-6100/5 (Enlisted Personnel)
- Medical Board Report, NAVMED-6100/1 (Officer Personnel)
- (PERS-821) Notification of MEDBD LIMDU Approval ICO Officer Personnel (Shore Duty)



Background

A Limited Duty assignment is a temporary shore assignment for service members who are not medically qualified to perform all the duties of their rank/rate at sea. LIMDU provides for ongoing evaluation, convalescence or therapy until final disposition is made.



Information

PSD will verify and process all documents for service members reporting for or placed in a LIMDU status. The initial period of LIMDU is normally eight months and a naval medical officer must reevaluate members within 60 days of their LIMDU PRD.



Command's / PLR's Responsibility

- Designate command LIMDU coordinator to track and monitor personnel assigned to LIMDU. Provide copy to PSD.

- Ensure LIMDU personnel remain available to receive follow-up care and reevaluation.
- Notify the individual of the time and date of reevaluation appointment. (reevaluation message from MTF and PSD letter notification).
- Notify the PERSUPPDET LIMDU coordinator of results of all LIMDU reevaluation appointments (only the appointments in PSD letter sent to member) within one working day of their completion.
- Ensure the member reports to PSD when required for status change, and/or submission of availability report, if indicated, i.e. found fit for duty. Member should provide copy of Medical Board and Physical Evaluation Board cover letters and NAVMED 6100/1 for tracking purposes.
- Investigate instances where members fail to report for scheduled appointment, initiate disciplinary action where appropriate, and coordinate with PSD LIMDU Coordinator and the medical treatment facility in arranging an immediate make-up appointment.



PSD's Responsibility

- Designate the detachment LIMDU coordinator.
- Maintain a current list of the single POC at the MTF and the service commands that have LIMDU personnel assigned and provide a copy to PERS-821.
- Submit request to medical treatment facility not later than 90 days prior to expiration of the LIMDU period to schedule members for medical evaluation.
- When notified of reevaluation appointments made by the MTF, issue appointment letters to the LIMDU member(s), via the member's parent command, directing the member to report to the medical board section of the MTF's Patient Administration Office at least 30 minutes prior to the appointment with all appropriate medical records.
- Prepare for submission the Status Update of LIMDU Personnel message to COMNAVPERSCOM (PERS-821) with TMU, PSA, MTF, and NAVHOSP Guam as info.
- Track member's medical status until disposition is made (i.e. discharged, transferred,).

- Upon receipt of completed medical board, overseas screening change member's status (ACC) and/or submit availability report to BUPERS for reassignment or track PRD adjustment, as appropriate.

Maternity Clothing Allowance



References:

- (a) DODFMR, Volume 7A, Chapter 29, Table 29-7
- (b) DJMS PTG Part 3, Chapter 5



PSD Point of Contact:

- Customer Service Division



Documents required:

- Doctor's Confirmation of Pregnancy
- Special Request Chit



Background

An enlisted woman who becomes pregnant will be required to wear a maternity uniform and is entitled to receive a maternity clothing allowance. Officers are also required to wear maternity clothing but are not entitled to this allowance.



Information

Payments of this allowance can be authorized every 36 months; based on the date the member received the last maternity allowance.



Command's / PLR's Responsibility

- Determine if member has received allowance in the past 36 months. Forward confirmation of pregnancy and approved request chit to PSD.



PSD's Responsibility

- Submit NSIPS event for maternity clothing allowance for central payment by DFAS.
- Prepare NAVPERS 1070/613 indicating date of payment of the maternity allowance and file in service record.

Military Decorations



References:

- (a) SECNAVINST 1650.1G (Awards Manual)
- (b) Applicable SECNAV 1650 Notices



PSD Point of Contact:

- Service Record Maintenance Division



Documents required:

- Award Citation



Background

Military decorations are awards given to members for specific acts of gallantry or meritorious service.



Information

Awards presented must be documented in member's service record.



Command's / PLR's Responsibility

- Using Exhibit A, forward a copy of the presentation letter and/or citation to PSD for entry in the service record.



PSD's Responsibility

- Prepare record entries.
- File a copy of the citation and/or letter in the service record.
- Return Exhibit A to customer command indicating action completed with servicing clerk's initials.

Montgomery GI Bill (Additional)



Reference:

(a) OPNAVINST 1780.2A



PSD Point of Contact:

- ESO



Documents required:

- DD Form 2366



Background

The New GI Bill is an educational assistance program authorized by Congress for the period beginning 1 July 1985. Only personnel entering the service for the first time on 1 July 1985 or later are eligible to participate. This program includes Vietnam Era GI Bill personnel who maintained eligibility through 30 June 1988. Effective 1 May 2001, MGIB Program participants may make additional MGIB contributions, up to 600.00 dollars maximum, at any time while on active duty. MGIB additional contributions are taxable and non-refundable.



Information

Eligible members must:

- Serve on active duty for three years or serve two years active duty and four years in the Selected Reserve (SELRES).

Note: For Reserve personnel to qualify, they must affiliate with the SELRES within one year of release from active duty.

- Agree to a \$100 per month deduction in pay for the first 12 full months of active duty. This \$1,200 is non-refundable.
- For additional MGIB, member agrees to a \$20.00 or more per month deduction of pay. The additional contribution is also non-refundable.

- Eligible members are enrolled automatically in the program unless an election is made not to participate or to disenroll. This decision normally takes place within the first two weeks of entry on active duty and is IRREVOCABLE. If a member elects not to participate, there will not be an opportunity to enroll at a later date.



Command's / PLR's Responsibility

- Ensure members who are entitled are made aware of their educational benefits and procedures for obtaining these benefits.
- Refer personnel to Navy Campus for educational counseling services.



PSD's Responsibility

- Assist Member In Completing DD Form 2366 (Veterans Educational Assistance Act Of 1984 (GI Bill)).
- Military Pay Division should prepare the FID o start the monthly contribution for the MGIB addition based on the member's election with a copy of completed DD Form 2366.

Name Change Application



Reference:

(a) MILPERSMAN 1000-130



PSD Point of Contact:

- Customer Service/ID Card Divisions



Documents required:

- Document to support reason for name change, i.e., marriage certificate, divorce decree, birth certificate, court document, etc.



Background

The Chief of Naval Personnel makes change of name in the official records only after an administrative examination of the evidence and approval. Requests for name change must be forwarded to the Navy Military Personnel Command(NPC) via the member's Commanding Officer and shall be accompanied by a photocopy of one of the following documents, whichever is applicable:

- Marriage certificate.
- Final divorce decree containing provision for restoration of maiden name.
- Court order authorizing name change.
- Birth certificate registered prior to first entry into Naval service (refer to reference for other documents which may be used in lieu of an available birth certificate).

Enlisted members desiring to change their name shall submit a request chit, with appropriate documentation, to the PSD via their Commanding Officer. Officers must submit a letter to NPC, along with appropriate documents via their Commanding Officer.



Command's / PLR's Responsibility

- Type letter with Commanding Officer's endorsement and mail to NPC (PERS-324).
- Upon receipt of correspondence approving name change, direct member to deliver copy to PSD, medical and dental.
- Advise member of the need to complete SSA 7008, Request for Correction of Earning and Record, and submit to the Social Security Administration to ensure recording of Federal Insurance Compensation Act (FICA) Wage credit deductions. This form is available from any Social Security Administration office.



PSD's Responsibility

- Upon receipt of the DD 1343, Notification of Change in Service Member's Official Records, effect name change in the service record.
- Issue new I.D. Card and update DEERS database, when warranted.

Navy Enlisted Classification Code (NEC) Requests - (Active)



References:

- (a) NEC Manual (NAVPERS 18068F Volume II)
- (b) EDVR



PSD Point of Contact:

- Service Record Maintenance Division



Documents required:

- Special Request Chit (NAVPERS 1336/3)
- NEC Change Recommendation (NAVPERS 1221/2)



Background

NEC codes identify the supplemental skills not indicated by a member's rating alone and are used in distribution and detailing of personnel. NECS are earned upon satisfactory completion of formal training and/or on-the-job training (OJT).



Information

The NEC Manual outlines procedures for assignment/change/ cancellation of NECS, as well as recommendation for establishment, deletion, or revision of NECS. The command EDVR reflects the current primary and secondary NECS held by individual members.



Command's / PLR's Responsibility

- Verify member's NEC upon reporting for duty.
- Prepare and submit NEC recommendation (NAVPERS 1221/2) (Exhibit D) to assign/change/cancel a member's NEC. Justification such as completion of formal training or OJT or reason for cancellation must be included.

- Forward approved NAVPERS 1221/2 to PSD Service Records Maintenance Division upon receipt.
- Notify PSD to start/change/stop any Special Pay due to NEC changes.



PSD's Responsibility

- Upon receipt of documentation (NAVPERS 1221/2) reflecting the NEC change, forward report to Service Record Maintenance Division for Page 4 entry.
- Upon receipt of NAVPERS 1221/2 approving NEC change, enter appropriate Page 4 entry.
- Upon receipt of Customer Service Command's request to stop/start/change SDAP, Customer Service Division will initiate change to Special Duty Assignment Pay (SDAP) by submitting NSIPS event, and preparing appropriate Page 13. Page 4 will also be completed if necessary.

Non-judicial Punishments / Court-martials



References:

- (a) Manual for Courts-Martial
- (b) DJMS PTG, Part 7, Chapter 5



PSD Point of Contact:

- Service Record Maintenance Division



Documents required:

- Report of Disposition of Offenses (NAVPERS 1626/7)
- Report and Disposition of offenses



Background

Military law includes jurisdiction exercised by courts-martial and by Commanders, Commanding Officers, and Officers in Charge with respect to non-judicial punishment. The purpose of military law is to promote justice, assist in maintaining good order and discipline in the armed forces, promote efficiency and effectiveness in the military establishment and thereby strengthen the national security of the United States.



Information

PSD will process appropriate service record entries and documents affecting pay entitlement upon receipt of a Report and Disposition of Offenses in the case of non-judicial punishment or a copy of the Record of Trial in the case of courts-martial.



Command's / PLR's Responsibility

- Forward completed Report and Disposition of Offenses (DIO) (NAVPERS 1626/7) or copy of Record of Trial to PSD immediately upon completion of non-judicial punishment/after completion of Convening Authority action in the case of courts-martial. Include any addendums or "separate sheets" to report chits or administrative remarks (Page 13), as applicable.

Note: Ensure the command returns the service record with the above documents if the record was checked out.

- Upon return of Report of Disposition of Offenses, NAVPERS 1626/7, from PSD, which indicated all service record entries have been made, file in Unit Punishment Book.



PSD's Responsibility

- Prepare Court Memorandum NSIPS event when the NJP punishment/approved courts-martial sentence affects pay.
- Prepare Administrative Remarks (NAVPERS 1070/613) if non-judicial punishment/approved courts-martial sentence does not affect pay.
- Prepare all required service record entries.
- Annotate all action was completed and the servicing clerk's initials on the Report and Disposition of Offenses, NAVPERS 1626/7, and return to customer command, with a copy of the DIO or administrative remarks (Page 13), as applicable.
- File Record of Trial in member's service record.
- Prepare PASS APPS event to update GCA eligibility date. Eligibility date starts day after date of Captain's Mast.
- Submit appropriate NSIPS event.

Nuclear Qualified Officer Extending Period of Active Service (Nuclear Officer Continuation Pay)



References:

- (a) DODFMR, Volume 7A, Chapter 12
- (b) SECNAVINST 7220.65K
- (c) DJMS PTG, Part 1, Chapter 12



PSD Point of Contact:

- Military Pay Division



Documents required:

- BUPERS letter of acceptance of the officer's agreement to remain on active duty.
- Commanding Officer's written certification of the officer's continued eligibility for annual installment.



Background

Nuclear Officer Continuation Pay is intended to increase retention of experienced junior and middle-grade nuclear qualified officers to support nuclear powered vessels.



Information

Nuclear Officer Continuation pay is a sum of money paid in equal annual installments to eligible nuclear qualified unrestricted line officers who agree to remain on active duty an additional three, four or five years beyond their existing service obligation. Eligible officers submit a letter request to BUPERS agreeing to remain on active duty in return for continuation pay. BUPERS acceptance of the application will be by letter, which will specify the total amount payable annually and the date of first payment. The letter will be sent to the officer via his/her Commanding Officer.



Command's / PLR's Responsibility

- Forward the letter of acceptance from BUPERS to PSD.

- Notify NPC/PSD if the Commanding Officer determines that the officer is no longer entitled to continuation pay.



PSD's Responsibility

- Initiate recoupment action upon receipt of the Commanding Officer's written notification of failure to maintain eligibility for continuation pay.

Officer Commissioning



Reference:

(a) MILPERSMAN 1100-030, 1070-030



PSD Point of Contact:

- Separations Division



Documents required:

- Officer Appointment Acceptance and Oath of Office (NAVCRUIT 1000/20)



Background

Chief of Naval Personnel will send commission packages to commands of members that are selected for commissioning in the Warrant Officer or LDO Programs. The package will contain NAVCRUIT Form 1000/20 (Officer Appointment Acceptance and Oath of Office). The 1000/20 will specify the date of commission.



Information

The parent command of member being commissioned must ensure all requirements and documents are submitted to PSD at least two weeks prior to administering the oath.



Command's / PLR's Responsibility

- Set appointment with PSD separation/Fleet Reserve Division for member.
- Provide copy of member's transfer orders to PSD.
- Submit DD 398 (Personal Security Questionnaire). Provide copy to PSD.
- Provide PSD with copy of member's Medical Forms SF 88 and 93.
- Upon administering the oath, return original and copies of NAVCRUIT 1000/20 to PSD.



PSD's Responsibility

- Prepare G06/NSIPS CONVERSION event to gain member as an officer.
- Prepare UC2 event to credit the clothing allowance.
- If member is being commissioned as an LDO, no DD 214 will be prepared. If being commissioned a Warrant Officer, a DD 214 will be prepared to close out member's enlisted status.
- Obtain Copy of DD 398 and copy of SF Forms 88 and 93 from member.
- Prepare Officer Service Record Jacket. Have member complete Home of Record (NAVPERS 1070/74), Limited Duty/Warrant Officer History Card (NAVPERS 1070/125), and Officer Qualifications Questionnaire (NAVPERS 1210/5). Forward completed officer service record to BUPERS, as required.
- Prepare NSIPS event for clothing allowance.
- PSD will then complete and mail package to BUPERS 313C1, NAVCRUITCOM (Code 31). For Warrant Officer, PSD will close out Enlisted Service Record for mailing to NRPC in New Orleans.

Officer Promotions



References:

- (a) SECNAVINST 1412.6J
- (b) SECNAVINST 1412.8
- (c) BUPERSINST 1430.16D (Articles 821, 822)



PSD Point of Contact:

- ESO / ID Card Division



Documents required:

- Temporary/Permanent Appointment (NAVPERS 1421/7)
- Officer Photograph Submission Sheet (NAVPERS 1070/10) with current official photograph



Background

Officers are promoted to temporary and permanent appointments to pay grade O3 and above as announced in appropriate ALNAV messages. Promotion to pay grade O2 (LTJG) is governed by reference (a).



Information

Once announced by an ALNAV message, officers may be promoted on the date authorized. Officers being promoted must accept such promotion by appropriate endorsement on NAVPERS 1421/7. Dual status officers (e.g., Limited Duty Officers) may be advanced in their permanent enlisted pay grade per BUPERSINST 1430.16D until they accept permanent promotion to Lieutenant.



Command's / PLR's Responsibility

- Prepare a Temporary/Permanent Appointment (NAVPERS 1421/7). The Commanding Officer and the promoted officer will both sign the NAVPERS 1421/7.
- Distribute copies of the NAVPERS 1421/7 as directed on the form.

- If not already accomplished, ensure the officer updates his/her official photograph per 1070-180 and forward to BUPERS.



PSD's Responsibility

- Prepare appropriate service record entries to document advancement of dual status officers.
- Issue new ID card.

Overseas Housing Allowance (OHA)



References:

- (a) JFTR Volume I
- (b) DJMS PTG, Part 3, Chapter 4, Section B



PSD Point of Contact:

- Transfers and Receipts Division (Initial Start)
- Military Pay Division (Changes)



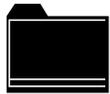
Documents required:

- Rent/Lease Agreement or;
- Actual purchase price of the dwelling or residence (settlement cost, fees for title search, other legal and related costs are not included in determining the actual purchase price).
- DD 2367 (Individual Overseas Housing Allowance (OHA) Report
- Request Chit (approved by the Commanding Officer)
- Bachelor Quarter's Check Out Sheet (if required)
- Certificate of Non Availability of Quarters (applies to geographical bachelors).



Background

Overseas Housing Allowance (OHA) is a monthly entitlement provided to members assigned to an overseas location to defray the significant cost of housing.



Information

All members who are authorized to live in privately leased / owned quarters are entitled to OHA, provided an Individual Overseas Housing Allowance (OHA) report is completed and approved.



Command's / PLR's Responsibility

- Assist member in preparing all documents required to process OHA

- Ensure member obtain completed DD 2367 from COMNAVMAR housing area representative
- Forward all required documents to PSD Guam.



PSD's Responsibility

- Verify validity of DD 2367 and all documents submitted with the NAVPERS 1070/602 and copies of supporting documentations.
- Compute the OHA entitlement, and submit FID to DFAS to start the entitlement.

Move In Housing Allowance (MIHA)



References:

- (a) JFTR VOLUME I
- (b) DJMS PTG, Part 3, Chapter 4



PSD Point of Contact:

- Receipt Division



Documents required:

- Same as OHA Requirements



Background

MIHA's purpose is to defray the move-in cost associated with occupying privately leased/owned quarters covered under the OHA program. MIHA is not intended to cover move-out costs.



Information

MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made by members to make their dwelling habitable. This up-front lump-sum payment recognizes that items such as sinks, toilets, light fixture, kitchen cabinets, door/window locks, and refrigerator and stove are sometimes not provided in OCONUS dwelling. Only one payment is authorized at PDS.

To be entitled to MIHA, a member must be eligible for OHA. Eligible members are entitled to MIHA for one dwelling during a tour at PDS unless a Government-funded local move occurs and the member occupies another dwelling covered by OHA. There is no MIHA entitlement when:

- A member has less than 12 months remaining on station after the move
- A member executes a PCS but remains in the same dwelling place; or
- A member moves from Government quarters to non-Government residence under par.U5355 (JFTR, Separation) or U5355-A6 (JFTR, Retirement).



Command's / PLR's Responsibility

- Assist member in preparing all documents required to process MIHA.
- Forward all required documents to PSD Guam.



PSD's Responsibility

- Verify validity of all documents submitted.
- Submit FID to DFAS to start the entitlement.

Overseas Housing Allowance (OHA) Recertification



Reference:

(a) DJMS, PTG Part 3, Chapter 4



PSD Point of Contact:

- MILPAY Customer Service Division



Documents required:

- Individual Overseas Housing Allowance Report (DD 2367)
- Lease/Rental Agreement (Current)



Background

Members are required to re-certify annually, in accordance with local command instruction. Whenever there is a change to any data entered on the Individual Overseas Housing Allowance Report (DD 2367), a new DD form 2367 must be prepared.



Information

If the member fails to re-certify, contact the member's commanding officer five days after the month in which the member was required to re-certify. If the command fails to respond within five days, stop the member's OHA entitlement on the 10th of the following month after re-certification was required.



Command's / PLR's Responsibility

- Ensure that member receive the notification of expired lease/rental agreement
- Ensure member re-certify and provide copies of required documentations to local area housing office.



PSD's Responsibility

- Provide Command/PLR name of member(s) whose lease/rental agreement is about to expire month prior to the expiration date.
- Stop OHA entitlement if member(s) fails to re-certify
- Ensure member's OHA entitlement continues upon re-certification.
- File re-certification documents to member's PFR.

Overseas Housing Allowance (OHA) Advance



References:

- (a) JFTR, VOL I
- (b) DJMS, PTG, Part 4, Chapter 5



PSD Point of Contact:

- MILPAY Customer Service Division



Documents required:

- Copy of Lease/Rental Agreement
- Utility company statement(s) and
- Any other pertinent documentation that will help determine the actual cost



Background

The Senior Officer in-country or Senior Officer's designated representative may authorized an advance payment of OHA. Advance OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease.



Information

Member may draw an advance housing allowance if your commanding officer authorizes/approves. The advance amount ordinarily is not to exceed three months' rent allowance. Advances are not authorized for the purchase of residences or other living accommodations.

The member will submit a written request to the commanding officer for the advance payment of station housing allowance within 90 days after signing the Lease/Rental Agreement and/or initial expense's incident to occupying non-government quarters. The request will specify the reason for the advance, amount requested (up to 3 months) and the repayment schedule (normally will be repaid in 12 equal monthly installments) commencing the first day of the month following the month in which the advance was paid.



Command's / PLR's Responsibility

- Assist member in completing the "Request for Advance Housing Allowance" form
- Ensure member have all the required documents to support request for advance
- Commanding Officer will review the member's request, and if approved forward request to MILPAY Customer Service Division. If the request is disapproved, it will be returned to the member.



PSD's Responsibility

- Verify "Request for Advance Housing Allowance" form for accuracy and authenticity
- Ensure all required documents are submitted to support the advance.
- Ensure that the advance was approved by the Commanding Officer
- Compute and pay advance as appropriate.
- Access MMPA verb JPBB, create PK payment
- Deputy DISBO audit, then release payment (*Note: payment will take place between 24 to 72 hours*)
- File advance request and payment document for monthly accounting purposes.

Overseas Screening



References:

- (a) OPNAVINST 1300.14B
- (b) MILPERSMAN 1300-300
- (c) NAVMEDCOMINST 1300.1C
- (d) OPNAVINST 1000.23B
- (e) NAVADMIN 297/99



PSD Point of Contact:

- Transfers and Receipts Division



Documents required:

- Report of Suitability for Overseas Assignment (NAVPERS 1300/16)



Background

Overseas screening is a requirement to be completed by all transferring commands whether PCS transfer is from CONUS to overseas or is a consecutive overseas tour. In determining suitability for overseas service, the Commanding Officer shall ascertain whether the member and/or family members possess any medical, moral and/or physical attributes, which will preclude them as worthy representatives of the United States in a foreign country. Both the service member and family members must have a full medical history screening, even if family members will not accompany service member to overseas assignment.

Note: Unaccompanied orders for tour lengths of less than 24 months are not required to have family screened for overseas duty.



Information

Overseas suitability decision factors include as a minimum:

- Medical Fitness: Both the service member and family members must have a full medical history screening, which includes face-to-face interviews with a medical screener, and thorough medical records review. If family members are medically disqualified, the urgency of the requirement may require that the member serve an unaccompanied tour.

- HIV screening: Results from HIV screening may be forwarded to a CONUS intermediate only. For these individuals, results do not have to be documented prior to detachment from the screening activity. For personnel transferring directly overseas, HIV results must be received and documented prior to detachment from the screening activity.
- Family Member Suitability: Family members shall be screened unless a member is in receipt of unaccompanied orders for tour lengths of less than 24 months.
- Exceptional Family Member (EFM) Program: If, during overseas screening process, a service member's family member is identified as an EFM or possible EFM, completion of application forms NAVPERS 1754/1, is required. Submit this completed form to COMNAVPERSCOM (PERS-66). EFM are described as handicapped or exceptional family members who require special medical care and/or special education.
- Dental Fitness: Dental conditions will not normally preclude overseas assignment except in those extreme cases where personnel are prevented from performing assigned duties. When members are diagnosed as Dental Class 3, the transferring medical/dental treatment facility should ensure that any needed care/treatment can be provided at the ultimate activity.
- Physical Fitness: Members with two recent PRT (fitness or body composition) failures, who present a reasonable risk of failing for a third time within one year of transfer, shall not normally be issued PCS orders or temporary duty involving instruction (TEMDUINS) orders. They are not suitable for overseas assignment and Commanding Officers shall not favorably screen them.
- Drug Related Problems: Members/Family Members with documented drug abuse or drug related offenses are unsuitable for overseas duty.
- Alcohol Related Problems: Personnel with a documented history of alcohol abuse or dependency may be considered eligible for overseas duty under certain conditions. Receiving command
- should ensure that any needed care/treatment can be provided at the ultimate activity.
- Performance: Personnel with a history of unsatisfactory or marginal performance (any mark below 3.2 for E-4 and below, and below 3.6 for E-5 and above) in the last two years may be considered unsuitable for overseas assignment (personnel whose performance constitutes a recommendation for reenlistment and/or advancement shall be considered eligible for overseas assignment). Members being assigned to a Consecutive Overseas Tour shall have a minimum overall trait average of 3.6.
- Disciplinary History: History of courts-martial, non-judicial punishment or involvement with civil authorities in the previous two years may be considered disqualifying for overseas assignment.

- Pregnancy: Women will not be transferred overseas who are in the third trimester of pregnancy (7th-9th month). Arrival at the ultimate duty station must be prior to the 29th week of pregnancy.
- Financial Stability. Serious financial problems or indebtedness which have not been reconciled, or a documented history of indebtedness over a period of the last three years may be considered disqualifying. A debt-to-income ratio shall be performed by the command Financial Specialist or Family Service Center counselor to ensure the economy in the host nation of the proposed overseas activity will not pose an undue hardship on the member's financial circumstances. In general, no more than 20% of net pay should be going to pay debts (less mortgages). Service members with indebtedness of 25 percent and higher are unsuitable for overseas assignment.



Command's / PLR's Responsibility

- Coordinate screening process using Exhibit E (individual interview, medical, dental) and make final determination of eligibility of member and family members within 30 days of receipt of orders.
- Transmit a screening status message to all concerned organizations within 15 days.
- Complete the screening forms and forward to PSD.
- Send any interim messages and final certification message as required by ENLTRANSMAN, OFFTRANSMAN, and NAVADMIN 297/99.



PSD's Responsibility

- Screen service record for eligibility and forward copy of orders and screening forms to customer command.
- Upon receipt of completed NAVPERS 1300/16, file in service record and complete Page 13 service record entries.
- If family entry approval is needed, submit message.
- Prepare Mandatory Check List for Overseas Transfers per ENLTRANSMAN CH-4 Figure 4D-1.
- Prepare NATO Travel orders to members who are to be transferred to Europe.

Passenger Transportation



References:

- (a) JFTR, Volume I
- (b) JTR, Volume II
- (c) DOD 4500.9-R DTR, Part I
- (d) OPNAVINST 4650.15 PTM



PSD Point of Contact:

- NAVPTO GUAM



Documents required:

- Original Orders
- DD 884, Application for Transportation of Military Dependents
- DD 1056 (if passport/visa required)



Background

The PSD is responsible for obtaining official passenger transportation services, such as:

- Arrangement of individual and group movement worldwide.
- Provide advice regarding travel eligibility and guidance on travel arrangements.
- Evaluate orders, develop itineraries and ensure lowest available fares are used that will meet mission requirements.
- Provide passport and visa application services.



Information

The Joint Federal Travel Regulations (JFTR) Volume I and Joint Travel Regulations (JTR) Volume II are derived from laws enacted by Congress and set basic travel and transportation entitlement for members of the uniformed services and their family members (JFTR Volume I) and civilian employees of the DOD and their family members (JTR, Volume II). DOD 4500,9-R, Defense Transportation Regulation, Part I implements DOD policies and establish criteria for DOD passenger movement. OPNAVINST 4650.15, Passenger

Transportation Manual, provides Navy policy and procedures for arranging official transportation.

The NAVPTO at PSD provides the least costly transportation that meets mission requirements for the best value.

- AMC Travel - The Navy fully supports the use of Air Mobility Command (AMC) procured government air transportation for transoceanic travel. AMC transportation will be used when it is available and meets mission requirements.
- Commercial Air - When AMC is unavailable or will not meet mission requirements, the commercial service that meets mission requirements at the best value will be used, subject to the following restrictions:

The Secretary of the Navy must approve the use of First Class travel arrangements.

Foreign flag carriers will not be used when U. S. flag carriers are available and meet mission requirements.



Command's / PLR's Responsibility

TAD / TDY Travel

- Prepare Navy funded TAD orders for emergency leave (transportation costs only). Dependents accompanying the member must be listed on NAVPERS 1320/16 TEMADD Orders.
- Prepare DD Form 1056 if official passport/visa is required in connection with TAD/TDY Travel (Exhibit O). Have traveler contact the NAVPTO for application, photo and evidence of citizenship requirements.

Note: Military PCS moves are processed by the PSD Transfers and Receipts Division and Civilian PCS moves are processed by the command HRO.



PSD's Responsibility

- Provide travel arrangements that support the mission.
- Ensure travel policy compliance (contract city pairs, Fly America Act, etc).
- Issue all transportation documents.
- Prepare DD Form 1056 for military personnel and their family members if official passport is required for PCS transfer.

- Process passport and visa applications.

Passport / Visa



References:

- (a) OPNAVINST 4650.15 PTM
- (b) DOD Foreign Clearance Guide
- (c) DOD 1000.21-R



PSD Point of Contact:

- NAVPTO GUAM



Documents required:

- DSP-11 (Passport Application) (See reverse of DSP-11 for required supporting documentation)
- DD Form 1056 (Authorization to apply for a no-fee passport)



Background

A no-fee passport is issued to active duty personnel, civilian employees, and family members proceeding abroad on official duty under orders to a country requiring documentation.



Information

All applicants, except children under the age of 14 years, must appear in person before the Navy Passport Agent at NAVPTO to execute their application. Both parents or legal guardian of a child under 14 years of age must appear before the passport agent to give their consent for passport issuance in accordance with Public Law 106-113, Section 236. If only one parent is available to apply on the child's behalf, a written letter of consent from the non-applying parent must be presented when executing the application. All American citizens are required to obtain individual passports in their own name.

The Office of Passport Services, Department of State, requires that passport applications requiring less than 30 workdays processing time plus postal delivery time must be accompanied by a letter of justification signed by a general officer or SES equivalent (the only exceptions are for applications initiated where no general officer or equivalent exists, then the letter may be signed by the installation commander).

The letter shall be prepared by the traveler's command/activity, addressed to: The Office of Passport Services, Department of State, and must contain the following information:

- Traveler's last name, first name, middle initial and SSN.
- Traveler's date of birth
- Commercial telephone number with the area code of the travel approving official signing the correspondence.
- Date traveler was tasked for the TDY.
- Why it is imperative that the applicant travel on the date indicated.
- Justification for late submission.
- Date travel required.
- If not signed by a general officer or SES equivalent, the letter must clearly state that a general officer or SES equivalent is not assigned and/or available because of leave and/or TDY.



Command's / PLR's Responsibility

- When a passport is required, have the applicants complete the DSP-11 (Passport Application)(Exhibit O), obtain photos and evidence of citizenship per reference (a). Prepare the DD Form 1056 (Exhibit N). Prepare the letter of expedite (see information paragraph above), if required.
- Contact the PSD Navy Passport Agent for visa requirements.
- Have the applicant report to the PSD Navy Passport Agent with passport applications, photos, citizenship evidence, and visa application (if required).



PSD's Responsibility

- Navy Passport Agents will assist in the proper completion of the required documentation.
- Process passport applications per references (a) through (c).
- Assemble application/documentation in order per reference (c) and forward to the appropriate passport office within 24 hours of receipt of properly completed application package.
- PSD Navy Passport Agents will contact their supporting NAVPTO for information on the status of passports and visas.

Partial Pay



Reference:

(a) DJMS PTG Chapter 2 Section C



PSD Point of Contact:

- Military Pay Division



Documents required:

- Special Request Chit (NAVPERS 1336/3)



Background

Partial pay is a payment made to a member between regularly scheduled paydays, when approved by the member's Commanding Officer, for members with extreme emergencies or hardships. Payment will never exceed pay and allowances due to the member as of the date special payment is made. Electronic fund transfer is submitted to DFAS for payment to DDS account.



Information

Commanding Officers may delegate authority to approve special pay but the MILPAY Office must have this delegation on file with a sample signature. The following are not considered partial pay:

- Reenlistment Bonus
- Lump Sum Leave (LSL)
- Final Separation Pay
- Continuation Pay (ACIP, AS, Dental)
- Special one-time uniform allowance
- Payment to transient personnel en route to a new permanent duty station.



Command's / PLR's Responsibility

- Forward approved Special Request Chit to PSD.



PSD's Responsibility

- Verify entitlement.
- Request payment through MMPA (JPBB, JPBX); files the partial pay request chit.

Projected Rotation Date (PRD) Adjustments



Reference:

(a) MILPERSMAN 306-104



PSD Point of Contact:

- Service Record Maintenance Division



Documents required:

- Special Request Chit (NAVPERS 1336/3)
- Enlisted Personnel Action Request (NAVPERS 1306/7)



Background

A PRD is established when assignment orders are written based on an individual's pay grade or projected pay grade (in the case of selectees) at the time orders are written and the distributable rating community in which he/she will serve at his or her new duty station. The PRD will not be affected by advancement or reduction in rate. A PRD will not normally be changed once established unless there is a change made to sea/shore tours for an entire community.



Information

Approval/disapproval of a request to change a member's PRD may be received from BUPERS by various means:

- Original NAVPERS 1306/7 returned from BUPERS with approval / disapproval indicated on the back of the form;
- Enlisted Personnel Action Document (EPAD) sent by BUPERS to the PSD; or
- Message response from BUPERS to the command and PSD.



Command's / PLR's Responsibility

- Prepare Enlisted Personnel Action Request (NAVPERS 1306/7). Forward copy to PSD.

- If BUPERS replies direct to customer command, forward copy of response to PSD.



PSD's Responsibility

- Upon receipt of documentation from customer command, file in Service Record.

Recall To Active Duty Processing - (Reserve)



References:

- (a) BUPERSINST 1001.39C
- (b) OPINS/NES User's Guide



PSD Point of Contact:

- Transfers and Receipts Division



Documents required:

- NAVPERS 1070/621
- NAVPERS 1070/622
- NAVPERS 1070/601
- NAVPERS 1070/602
- SGLV 2386
- Original Recall Orders
- Direct Deposit Form (DD Form 1199A)
- VHA Certificate w/rental or mortgage agreement
- Passport (for OUTCONUS deployers) Reservists without Passport need Raised seal or notarized copy of Birth Certificate.
- Voided Personal Check (w/bank routing number and Account number listed for EFT)
- Birth, adoption or guardianship certificates for all family members
- Copies of current child support agreements, marriage certificate, Divorce/Annulment Decrees or Spouse Death Certificate
- FSA, BAQ, VHA, COMRATS
- GI Bill Election/Revocation
- DD Form 2N Active Duty ID Card
- Dependent Care Certificate (OPNAV 1740/1 - Single with family members and Military to Military)



Background

Naval Reservists are recalled to active duty for a variety of reasons, such as: Force Mobilization in time of war or national emergency, to augment Regular Navy end strength shortfalls, active duty for special work requirements of 179 days or less and special or contingency operations. Active duty recalls are either "Voluntary" or "Involuntary".



Information

Naval Reservists recalled to active duty require Navy strength gain processing per references (a) and (b). PSDs, which support Navy Mobilization Processing Sites (NMPS), have on-line access to the Officer Personnel Information Navy System (OPINS) and Navy Enlisted System (NES) to perform officer/enlisted strength gains per reference (c). In most instances, recall processing will be completed at the NMPS site. It is extremely important that both the activity and PSD read the member's orders to determine recall accession responsibility.



Command's / PLR's Responsibility

- If voluntary recall, assist member in the initial recall application process. Notify PSD of member's intentions.
- If involuntary recall or recall due to contingency operation, apply initial screen, delay or exemption criteria per chapters 20 through 23 of reference (a). Print recall order information received via NSIPS. Prepare member's orders for recall to active duty if not received by Navy message.
- At a minimum, ensure Reservist has in his/her possession enclosures (6) through (12) prior to departure to the NMPS or to the local PSD as indicated on his/her orders.
- Notify NMPS of anticipated date of arrival.
- Provide OMBUDSMAN information, assist member's family members as needed.
- Provide initial dental/medical screen. Deliver records to member.



PSD's Responsibility

- Verify original recall orders. Determine active duty recall responsibility. If NMPS responsibility, obtain transportation for member to the NMPS to begin recall.
- Verify receipt of health/dental records, place in service record and deliver with original orders and plane ticket(s) to member.
- Give member the number of TRICARE to family member for care election (if required).

NMPS PSD PROCESSING (CONUS)

NMPS PSD must maintain close liaison with its Local Area Coordinator for Mobilization (LACMOB) assigned at the COMNAVREG Headquarters. Under special circumstances (i.e., contingency operations, etc.) NMPS PSD may not be authorized to release an individual for further transfer without approval from the LACMOB or until an active duty strength gain, active duty pay record and all pay transactions have been submitted and posted correctly. Recall processing, in most instances, is limited to 72 hours.

For Officers (NMPS site only):

- Establish Navy Strength Gain via OPINS.
- Prepare and release SDS G02 event.
- Prepare and release UMIDS SGO2 event.
- Once UMIDS G02 & SG02 event is released, enter and release all pay transactions (i.e., BAQ, VHA, FSA, etc.).

For Enlisted (NMPS site only):

- Establish Navy Strength Gain via NES.
- Prepare and release G20 event.
- Prepare and release UMIDS SG02 event.
- Once SDS G20 and SG02 events have been released, enter and release all pay transactions (i.e., BAQ, VHA, etc.).
- If Obligated service is required, reenlist/extend as appropriate. Ensure N/P 1070/622 equals active duty recall authorized.

For both Officer and Enlisted:

- Monitor MMPA to ensure pay transactions were correctly posted to member's pay account.
- If recalled to Joint Service Contingency operation where no Navy PSD will support member, create paper pay record. Place copy of all pay transactions and supporting documentation in PFR.
- If recalled to Contingency operation where Navy PSD service is limited, place copy of all pay transactions and supporting documentation in Service Record.
- Verify SGLI election. Submit FITW MPO transaction.
- EFT - Reservists recalled from drill pay status do not require a new EFT form to be processed. This information will download to MMPA in the next day's update. IRR Reservists and all others require EFT DD Form 2746 and SDS transaction.
- Complete VHA Certificate and MPO event.
- For OUTCONUS deployers, ensure Reservist has valid passport.
- Submit R25 event. For single members with family members or Military to Military, ensure spouse date and support amount is annotated in Block 78

of N/P 1070/602. Ensure OPNAV 1740/1 is current and on file in service record.

- A \$100.00 per month GI Bill deduction is automatic. Drilling Reservists have RMGIB and are ineligible. Cancel deduction.
- Issue DD 2N to member and Dependent ID Cards to member's authorized family members if recall is for 30 days or more. Expiration date for both active duty and dependent ID Cards is expiration date of recall.

Receipts (Processing Newly Reporting Personnel for Duty)



References:

- (a) MILPERSMAN 1320-140
- (b) SDSPROMAN, Volume II, Parts 1 and 4
- (c) JFTR, Volume 1
- (d) NTI, Chapter 4



PSD Point of Contact:

- Transfers and Receipts Division



Documents required:

- Original Orders
- Flight Itinerary
- All Endorsements
- Commercial Transportation Receipts
- Receipts for Lodging and Other Expenses
- Rental/Lease Agreement or Mortgage Documents (for entitlements – TLA Authorization (from housing), CNA (from billeting), Termination / Assignment Govt. Quarters)



Background

All newly reporting personnel must check in to the PSD for personnel accounting and receipts processing. Failure to do so may result in delays in starting/stopping pay entitlement. All records and original orders must accompany member. Personnel reporting to PSD during normal working hours will report to the Receipts Division to start check-in procedures. Members reporting after normal working hours should report to their command duty office to have their orders endorsed and return to the PSD when open the next work day.



Information

Receipts Division of the PSD is open from 0900 to 1500, Monday through Friday. Service members are received on a traditional “first-come, first-served” basis. Commands must endorse original orders with date member reported for duty and member’s LES pay code. Remind all members to bring endorsed original orders,

flight itinerary or tickets, lodging receipts for temporary duty, statement of non-availability of quarters, certificate of termination/assignment of government quarters and any other receipts for expenses incurred during their permanent change of stations (PCS) travel to facilitate the check-in process.

Check-in processing will include verification of service and pay records, updating Record of Emergency Data (Page 2), preparation of travel claim, verification of special pay entitlement and allowances, verification of advancement eligibility (enlisted only) and verification of Good Conduct Award eligibility (enlisted only).

Arrival Temporary Lodging Allowance (TLA): The purpose of TLA is to partially reimburse personnel and/or command-sponsored family members for high cost of living expenses related to temporary lodging, pending assignment to government quarters or completion of arrangements for permanent living accommodations. TLA is limited to 60-calendar day from date of reporting, including periods of Temporary Additional Duty (TAD) off island. Waivers may be requested via letter to Commander, Naval Forces Marianas if exceeding 60 days.

TLA may be payable for members when staying with friends / relatives (meal allowance only). TLA is not payable to members while on leave or TAD off island. If a member is TAD off island, TLA may be paid to family members who remain on island in approved TLA accommodations.

Single and geographical bachelors reporting for shore duty must check in with Bachelor Officer Quarters (BOQ)/Bachelor Enlisted Quarter (BEQ) and obtain a non-availability of government quarters letter. Single and geographical bachelors are not authorized TLA if assigned to a ship or submarine.

Personnel and family members must register with the Housing Office for housing assignment. Personnel must bring:

- Copy of PCS orders with command endorsement reflecting date reported
- Copy of detaching endorsement
- Copy of service member's Page 2
- Copy of TLA brief sheet

TLA is payable in 10-day or-less increments. Members must provide an itemized, paid hotel bill and housing statement to substantiate payment. TLA payments will be made via electronic funds transfer (EFT) only. Exceptions to this policy will be made on a case-by-case basis.



Command's / PLR's Responsibility

- Provide new member with command check-in sheet and Administrative Remarks (Page 13) package for review and signature.

- Ensure member reports to PSD to begin check-in processing (recommend command-appointed sponsor accompany new member during check-in).
- Check out service record for command check-in following report processing by PSD (3 days).



PSD's Responsibility

- Type necessary documents to ensure member receives proper pay and allowances and assist member in preparing travel claim(s)/TLA form(s)/DLA
- Prepare required service record entries and obtain member's signature where necessary.
- Verify service record in member's presence; purge service record and provide to the member all documents no longer required in the service record.
- Prepare appropriate NSIPS Gains panels and start appropriate entitlement.
- Verify required obligated service requirements have been satisfied.
- Enter service record in records control system and deliver to Service Record Vault.

Reenlistments



References:

- (a) MILPERSMAN 1160-030
- (b) OPNAVINST 1160.5C
- (c) OPNAVINST 1160.6A
- (d) DODFMR
- (f) DJMS PTG Part 1, Chapter 2, Section C



PSD Point of Contact:

- Reenlistments and Separations Division



Documents required:

- Reenlistment Form (PSAPAC FORM 1100/2)
- Reenlistment approval message from CNAVPERs (N132) for first term Personnel. (Requirement currently suspended, see NAVADMIN 240/99)



Background

Reenlistment is a major event in the career of an enlisted member. Every effort should be taken to ensure the member is accorded an appropriate, meaningful ceremony to render full recognition of the high quality performance attested by a recommendation for reenlistment.



Information

Enlisted personnel may reenlist at the time of EAOS or earlier as authorized under a specific program. The MILPERSMAN is a ready reference for reenlistment processing. Member must be fully qualified/eligible for reenlistment per references (a) through (c).



Command's / PLR's Responsibility

- Coordinate with the Command Career Counselor to ensure member meets criteria for reenlistment (special attention should be paid to High Year Tenure requirements in reference (b)).

Note: First term members should be counseled and ENCORE (for STAR program only) procedures begin 12 months prior to EAOS/ETS (program is currently suspended as per NAVADMIN 240/99).

- Non-first term members should notify PSD of career intentions no later than 45 days prior to their EAOS/ETS.

Note: It is imperative that EFT participants notify PSD of their intentions early because EFT will automatically terminate during the month prior to their EAOS/EFT.

- For SRB reenlistments, forward approved chits to PSD NLT 45 days before reenlistment.

Note: This is necessary so PSD can obtain BUPERS approval to pay SRB in a timely manner.

- For non-SRB reenlistments, forward approved chits to PSD NLT 30 days prior to reenlistment.
- Ensure Reenlistment Package/Folder is picked up on the last workday prior to reenlistment.
- Prepare discharge, reenlistment and spouse appreciation certificates.
- Ensure the reenlistment contract is returned to PSD on the same day as the reenlistment date or the following workday at the latest.

Note: If not sure about member's intention, make an appointment for separation physical. Notify PSD not later than 45 days prior to EAOS/commencement of separation leave.



PSD's Responsibility

- Verify service record to ensure member meets criteria for reenlistment.
- When applicable, submit request for SRB authorization to CNPC via OPINS.
- Type necessary documents for reenlistment. Ensure any monies due as a result of reenlistment are available for payment at reenlistment.
- MILPERS should forward reenlistment paperwork to MILPAY not later than five workdays prior to effective date.

- When the reenlistment contract will not reach BUPERS in time to update MMPA prior to completion or obligated service, submit input to continue pay and allowances.
- Make appropriate service record entries, open a new service record, and forward closed out record to BUPERS.

Retirement Pay Information System



References:

- (a) MMPA Access Manual
- (b) DFAS CLEVELAND OH MSG 121602Z Jun 91



PSD Point of Contact:

- Separations Division



Documents required:

- Pre-Retirement Pay Information Request (NAVCOMPT Form 2274)



Background

The Pre-Retirement Pay Information System was developed to provide prospective retirees with a projected retirement pay so that the active member may begin financial planning for retirement.



Information

The pay information will be based upon the data submitted on the NAVCOMPT Form 2274. To be eligible for submission, a member must be retirement eligible on the effective date indicated on the Form 2274 and the prospective retirement date must be within one year of current date. The monetary figures provided will be based upon the current pay bill and will provide Gross Pay less Federal Tax Withholding and the cost of Survivor Benefit Plan premiums if so indicated.

DOD has put a retirement calculator on-line to help active duty service members who entered the service August 1, 1986 or later, decide which retirement option to choose. The Fiscal 2000 Defense Authorization Act gave those service members a choice at their 15th year of service. They can join the pre-REDUX retirement system; or stay in REDUX, collect a taxable \$30,000 lump-sum bonus and agree to complete at least 20 years of service.

To use the calculator, go to <http://militarypay.dtic.mil> and click on "Retirement Choice".



Command's / PLR's Responsibility

- The Command Career Counselor should help the prospective retiree or transferee to fleet reserve complete the Pre- Retirement Pay Information Request (NAVCOMPT Form 2274) and submit to the Separations Clerk.



PSD's Responsibility

- Upon receipt of the Pre-Retirement Pay Information Request, the clerk will mail request to DFAS-Cleveland Center.
- DFAS-Cleveland will forward the retired pay information directly to the member within ten working days of receipt of the member's request.

Separations / Discharges



References:

- (a) MILPERSMAN 1910-104
- (b) MILPERSMAN 1910-100
- (c) ENLTRANSMAN, Addendum article A1.01
- (d) JFTR, Volume 1, CHAPTER 5



PSD Point of Contact:

- Separations



Documents required:

- Authority for Admin Separation
- Physical Exam (DD FORM 2808) and DD 2807-1 Evaluation (except for transfer to FLEET RESERVE or Retirement).



Background

Unless enlisted members extend (voluntary or involuntarily) beyond their ETS, they will be separated or discharged on their normal date of expiration of enlistment. Members who have fulfilled their service obligation under the Military Selective Service Act are "DISCHARGED." Members who have time remaining on their enlistment contract and/or have additional service obligation are released to inactive duty.



Information

Characterization of service at time of discharge/separation is based on the quality of the member's service, including the reason for discharge. The five types of characterization of service are Honorable, General, Other Than Honorable, Bad Conduct and Dishonorable Discharges or uncharacterized (entry level separation/void).



Command's / PLR's Responsibility

- PLR should verify with the Command Career Counselor that the following has been accomplished:

- Notify PSD of member's intentions 45 days prior to ETS/ commencement of separation leave. Schedule a separation physical for members who are undecided about reenlistment/separation.
- Ensure all separating enlisted personnel who are reenlistment eligible and officers (LCDR and below) attend a pre-separation counseling presentation between 90-180 days prior to discharge or release from active duty, and PSD Separations Brief within six months.
- Ensure member delivers results of complete physical and dental examination, along with separation/discharge evaluation, to PSD no later than five working days prior to separation/ discharge date. For administrative separation, ensure member is scheduled for a physical as soon as request for separation is approved or sent to BUPERS.
- Ensure member reports to PSD for interview 45 days prior to separation/discharge date or commencement of separation leave.
- Prepare discharge and spouse appreciation certificates as applicable.



PSD's Responsibility

- Prepare all required paperwork for separation/discharge.
- Obtain a separation worksheet from Defense Finance and Accounting Service-Cleveland Center.
- Arrange transportation for member and family members, as required.
- Submit paperwork to MILPAY no later than ten days prior to separation/discharge date or commencement of separation leave. All separation payments will be forwarded to member's designated bank account via Electronic Funds Transfer (EFT).

Note: Members separating with Other Than Honorable, Bad Conduct or Dishonorable Discharge are not entitled to sell back accrued leave, nor are they authorized to separate OUTCONUS including Hawaii without BUPERS approval.

Service Record Entries - Page 4



References:

- (a) MILPERSMAN 1070-280
- (b) NEC Manual
- (c) SECNAV 1650 Notices



PSD Point of Contact:

- Service Record Maintenance Division



Documents required:

- Course / School Completion Forms
- Copy of Award Letter / Citation



Background

The Enlisted Qualifications History (NAVPERS 1070/604) (Page 4) of the enlisted service record provides a complete chronological record of an enlisted member's training history and awards.

Note: The enlisted classification record NAVPERS 1070/6-3 has been discontinued for new enlistments and new classification information is recorded on the Page 4.



Information

The Page 4 is an essential document in the service record. It provides a complete record of awards, courses, advancements, and schools attended. PSD makes all required Page 4 entries by paper entries directly into the service record or through electronic Page 4 program.



Command's / PLR's Responsibility

- Using Exhibit A, forward entry request(s) to PSD in a timely manner.



PSD's Responsibility

- Complete all service record entries (PASSAPPS).
- Upon completion, endorse every request (Exhibit A) and return to PLR.

Special Duty Assignment Pay



References:

- (a) OPNAVINST 1160.6A
- (b) OPNAVNOTE 1160
- (c) DODFMR, Volume 7A, Chapter 8
- (d) DJMS PTG Part 1, Chapter 8



PSD Point of Contact:

- Service Record Maintenance Division



Documents required:

- Memo for Officer



Background

Special Duty Assignment Pay is a monthly amount of pay in addition to pay and allowances to which the member is otherwise entitled that may be awarded to an eligible member who possesses a rating, Navy Enlisted Classification Code (NEC) or is assigned to special duty. Member must be assigned the correct DNEC prior to receiving SDAP.



Information

Special Duty Assignment Pay is paid to members performing duties designated by the Secretary of the Navy considered to be extremely difficult to fill or involving an unusual degree of responsibility. The amount of Special Duty Assignment Pay may not exceed the maximum rate prescribed.



Command's / PLR's Responsibility

- Verify eligibility against command's Activity Manpower Document (AMD) (OPNAV 1000/2) and Enlisted Distribution Verification Report (EDVR).
- Forward required documents to PSD (Personnel Accounting) upon reporting of new members or due to changes based on command annual recertification list.

- Annually review eligibility and payment authority for each member receiving Special Duty Assignment Pay and forward certified copy of the EPMAC EDVR to BUPERS.



PSD's Responsibility

- Verify entitlement.
- Prepare SDAP document (NSIPS) and service record Page 13 to initiate or reflect changes to Special Duty Assignment Pay.

Striker Identification



References:

- (a) MILPERSMAN 1440-050
- (b) BUPERSINST 1430.16E



PSD Point of Contact:

- ESO



Documents required: None



Background

Members in the general apprenticeship at pay grades E-1, E-2 and E-3 are identified as strikers for a rating for which they have received formal school training or attained through competition in the Navy-wide advancement examination process after demonstrating significant qualification or knowledge via on-the-job experience. The specific purpose of the striker identification is to:

- Provide a means for identifying strikers in intra-Navy correspondence, records and documents;
- Regulate the assignment of striker identification on a uniform basis throughout the Navy and the Naval Reserve; and
- Provide a means for controlling the number of strikers in specific ratings when such action is necessary.



Information

With exception of those personnel who are designated as strikers following graduation from Class "A" school, designation of all other personnel will be by NETPDTTC authority following participation in an E-4 exam. Designations are issued based on OPNAV quotas after E-4 examinations are held. CO's are only authorized to designate SN as BMSN if the individual is fully qualified to participate in the next Navy-wide BM3 advancement examination, and if the number of designated strikers onboard does not exceed the current BM3 billets onboard.



Command's / PLR's Responsibility

- Screen non-rated, non-designated E-1, E-2 and E-3 personnel for eligibility to strike for a rating within the command's allowance. Such personnel desiring to strike for a rating must comply with the current REGA / CREO message.



PSD's Responsibility

- After member passes the rating exam and is designated by NETPDTC, make appropriate service record entries.

Submarine Designation



Reference:

- (a) MILPERSMAN 1220-040



PSD Point of Contact:

- Service Record Maintenance



Documents required:

- Memorandum/Letter of Designation



Background

The designation "Qualified in Submarines" represents an intensive personal effort to meet the high standards and special requirements of submarine duty. Only volunteers will be assigned to submarine training under normal circumstances.



Information

Before being designated as qualified in submarines, each enlisted member shall pass an oral and practical examination that demonstrates his knowledge and ability in all general matters pertaining to the submarine on which serving. An enlisted member who has not been previously qualified for submarine duty is not eligible to be so designated by his Commanding Officer until he has served at least 6 months in operating submarines with the exception that service in new construction submarines may be counted from the commencement of initial builder's sea trials.



Command's / PLR's Responsibility

- Ensure qualifying information is provided to PSD Personnel Accounting on Service Record Page 4 Entries Request Form(PSAFE Form 1400/1 - Rev 3/00) for service record entry and reporting to MAPTIS.



PSD's Responsibility

- System Support Division will report the designator change to MAPTIS by NSIPS event.
- Service Records Maintenance Division will complete appropriate service record entries.
- Sign Off Completed Action On The Transmittal Form And Return It To The Command.

Submarine Disqualification



References:

- (a) MILPERSMAN 1220-040
- (b) COMSUBPACINST 1306.1 / COMSUBLANTINST 1306.1 (Series)



PSD Point of Contact:

- MILPAY/Customer Service Division



Documents required:

- Submarine Disqualification Letter / Message
- NEC Removal (if applicable)



Background

Submarine disqualification can occur for several reasons. The three most common are alcohol abuse, drug abuse and inability to qualify.



Command's / PLR's Responsibility

- Provide PSD MILPAY/Customer Service Division with a copy of disqualification authorization (ISIC or above).
- If the member has been transferred, forward a copy of the disqualification authorization to new command.
- Provide PSD Customer Service Division with a copy of approved NEC Change request.
- Provide PSD Customer Service Division with a copy of change of rating request if required.
- Notify PSD Customer Service Division if member is being removed from the submarine.
- Prepare appropriate Page 13 entry and forward to PSD Customer Service Division.



PSD's Responsibility

- Complete appropriate Page 4 entries and file Page 13 upon receipt of disqualification authorization and NEC change approval.
- Monitor BUPERS data to ensure designator is changed and Submarine Pay is stopped.
- Submit availability report when applicable.

Submarine Duty Incentive Pay



Reference:

(a) SECNAVINST 7220.80E



PSD Point of Contact:

- Military Pay Division



Documents required:

- DD Form 4 or Immediate Reenlistment Contract, (NAVPERS 1070/601)
- Agreement to Extend Enlistment, (NAVPERS 1070/604)
- Navy Occupational Training and Awards History, (NAVPERS 1070/604)
- History of Assignments, (NAVPERS 1070/605)
- Certificate of Release or Discharge, (DD 214)
- Commanding Officer's memo



Background

There are two types of submarine pay:

- Continuous Submarine Pay (CONSUBPAY) which is paid to active duty personnel in the submarine service serving at sea or ashore, provided they meet the requirements in SECNAVINST 7220.80; and
- Operational Submarine Pay (OPSUB) which is paid to non-submarine designated personnel serving in submarines and submarine personnel on board a submarine (such as squadron/group staff personnel) who are not qualified for CONSUBPAY.



Information

Once a member has been designated for submarine duty (SU or SS), CONSUBPAY will normally continue unless the enlisted member transfers to shore duty and does not have or incur 14 months obligated service beyond established PRD or is disqualified from serving in submarines. CONSUBPAY problems can only be resolved within PERS-24. They will research problems

and provide corrective guidance to DFAS in all areas of CONSUBPAY. OPSUBPAY can be started/terminated by PSD upon receipt of written verification of entitlement from member's command.



Command's / PLR's Responsibility

- Notify PSD that member is filling an operational billet.
- Ensure member has sufficient obligated service beyond PRD upon reporting for shore duty.
- Direct member to PSD when necessary to incur sufficient obligated service, if applicable.



PSD's Responsibility

- Prepare UMIDS FID to start/stop OPSUBPAY.
- If CONSUBPAY stops, notify command to contact PERS-24 to verify stoppage or restart entitlement at DFAS.

Note: CONSUBPAY entitlement can only be adjusted by DFAS after input is received from PERS-24.

Temporary Additional Duty Travel Orders



References:

- (a) MILPERSMAN 1810280
- (b) NAVCOMPTINST 4650.7
- (c) JFTR VOL I



PSD Point of Contact:

- Travel Division



Documents required:

- TEMADD Travel Orders (NAVPERS 1320/16 (Military))
- DD 1610 (Civilian)



Background

Temporary Additional Duty Travel (TAD/TEMADD) is defined as one journey away from a member's Permanent Duty Station (PDS) to perform duties at one or more places and return to the PDS upon completion. There are two types of TAD orders:

- Cost Orders. The order issuing activity uses funds authorized from appropriated funds to support travel costs. The mission is essential.
- No-Cost Orders (Permissive Orders). Travel does not warrant the expenditure of travel funds. Travel on no cost orders is "authorized" as distinguished from "directed". The member concerned will travel at no expense to the government. Travel is desirable, but not essential.



Information

TAD orders shall clearly indicate the reason or purpose for travel and will be distinguished as "mission essential" or "administrative". All temporary duty sites will be reflected in the orders. If TAD is to be performed at or on a government installation, that fact will be clearly indicated on the orders. All cost TAD orders shall contain the following statement: "Submit completed travel claim to PSD within five calendar days after completion of this travel." Failure to do so may result in denial of any future advances. Payment of per diem or travel advance is

limited to those traveling to areas where ATM's/Banks are not available; or due to bad credit, member cannot be issued the charge card.



Command's / PLR's Responsibility

Before departing

- Submit copy of cost orders to PSD no later than five working days prior to departure.
- Notify PSD Transportation/Commercial Travel Office (CTO) to make transportation, berthing, and rental car arrangements as soon as travel plans are known.

Upon Return

- Upon completion of TAD / TEMADD travel, review member's orders and travel claim for accuracy. Forward a copy of travel orders, endorsements and all substantiating documents with signed travel claim (DD Form 1351-2) to PSD within 5 working days.



PSD's Responsibility

- Compute travel advances.
- Makes transportation/berthing/rental car arrangements.
- Upon completion of travel, liquidate travel claims, make final payment, charge any leave taken and credit pay and allowances as applicable via NSIPS FID event.

Temporary Lodging Allowance (TLA)



References:

- (a) JFTR, U9200
- (b) DJMS PTG



PSD Point of Contact:

- Receipt/Transfers and Receipts Division



Documents required:

- TLA authorization letter from Housing Office
- Receipts of lodging expenses
- Housing Search Form (if required)
- Statement of Non-Availability of Government Quarters for Single Members. (BEQ/BOQ stamp on order)
- Status of Housing Availability (DD Form 1747)



Background

The purpose of Temporary Lodging Allowance (TLA) is to partially reimburse a member and family members for normal expenses incurred for lodging and meals during occupancy of TLA approved accommodations. Family members must be command-sponsored and accompanied tour length requirements must be met. Members without family members or unaccompanied by family members may be authorized TLA only if not assigned to sea duty and non-availability endorsement (or by letter) by the BOQ/BEQ is stamped on their original orders. Members arriving in advance of their family members and temporarily residing in the BOQ/BEQ must report to PSD on the date family members arrive. Failure to do so may result in loss of allowances.



Information

TLA is an actual expense driven entitlement. Paid lodging receipts are required to support TLA claims. Dummy receipts or promissory notes will not be accepted for payment. TLA is never paid in advance. Since turn-around time for payments can be 1 - 3 days, members should be encouraged to consider Advance Pay for PCS as an available financial resource to meet this unique need.

ARRIVAL TLA begins upon reporting to the member's permanent duty station, as indicated by the "date/time reported" endorsement on the original orders. It is authorized up to a maximum of 60 days from reporting date. Extensions beyond 60 days must be approved by Local Area Commander and will be considered on a case-by-case basis. Payment will normally be made after completion of ten-day increments. If the 11th day falls on a weekend, TLA can be processed up to 1500 on the last preceding work day. TLA will not be paid until member has completed check-in processing through PSD.

If the Housing Office/BOQ/BEQ Officer has determined government quarters will be available within 60 days, that fact will be noted on the Status of Housing Availability Form (DD Form 1747/Accompanied or Statement of Non-Availability of Quarters endorsement/unaccompanied). Member must conduct an aggressive search for off-base housing. At the end of each 10-day period, the Housing Office will review the record of housing search form and annotate the form as to whether the search for housing was adequate or inadequate. Housing Office will terminate TLA entitlement for failure to meet program criteria.

DEPARTURE TLA may be authorized for up to five days if vacating civilian quarters and three days if vacating government quarters. TLA accommodations must be located on the same island as the detaching duty station. Commands may request extensions of departure TLA from Local Area Commander when members present official documentation certifying their scheduled departure was delayed for reasons beyond their control (i.e., housing inspections, transportation arrangements, household goods, etc.) Payment will be made on the date of departure from the island or on the last working day prior to departure.



Command's / PLR's Responsibility

- Have a working knowledge of documents required to complete TLA processing.
- Ensure members are thoroughly briefed on their responsibilities with regards to arrival and departure TLA.
- Counsel member on their TLA entitlement
- Obtain member's signature on TLA information sheet
- Ensure member has TLA authorization letter from Housing Office, receipt of lodging expenses, Housing Assignment Termination forms and a statement of non-availability from the BOQ/BEQ, if applicable

- Ensure member has a statement of eligibility of government quarters for each 10-day period (if required).
- Ensure sponsor packages include TLA brief sheets and eligibility criteria.



PSD's Responsibility

- Verify that accommodations being used are TLA approved.
- Ensure tour requirements have been satisfied.
- Complete TLA worksheet and daily record of expenses.
- Access JTLA Program and process entitlement.
- Process a PK03 for payment.
- Update Record of Emergency Data (NAVPERS 1060/602) and local master address when member is assigned to permanent quarters.

Thrift Savings Plan



References:

- (a) Thrift Savings Plan Website



PSD Point of Contact:

- MILPAY Customer Service



Documents required:

- TSP-U-1



Background

The Thrift Savings Plan (TSP) was developed as an additional retirement program for military members. This has been a Quality of Life Issue on the planning board for many years. Currently, there is no matching contribution by the government, but there are additional plans to bring that on-line in the near future (nothing definite as of now). TSP also gives service members the ability to reduce their taxable income by contributing between 1% and 8% of their basic pay and up to 100% of any Special Pay, Incentive Pay, and Bonus Pay (or any mix they desire). But, there has to be a deduction of at least 1% for the member to contribute any other type of pay.



Information

Although not mandatory, TSP is a way to invest your money and lower your taxable income at the same time. The TSP website can provide more information and answer questions that you might have (www.tsp.gov).

There are two open seasons during the year: May 15 through July 31 and October 15 through December 31.

The TSP-U-1 form is self-explanatory but assistance is available if needed. Upon receipt of first payment, passwords and PIN numbers will be sent out by the TSP contractor. TSP works just like allotments: half of the deduction comes out on the 15th of the month and the other half comes out on the 1st of the month, then one payment is sent to the TSP office. After the first payment is received, that's when passwords/PIN numbers will be sent out.



Command's / PLR's Responsibility

- Ensure command is aware of "Open Season" enrollment dates.
- Assist service members to fill out form TSP-U-1 correctly. Ensure the form is legible.
- Ensure members are counseled on advantages/disadvantages of enrolling in the TSP and the effect it has on their pay as well as their future.



PSD's Responsibility

- Ensure that current date falls within the "Open Season".
- Upon receipt of form TSP-U-1 from member/PLR, Military Pay Division will verify for correctness then fill out Part 5 and make a copy for the service member. The original will be input into the computer, then transmitted to DFAS Cleveland Center for posting to the member's pay account.
- The Military Pay Division will ensure that the document does not reject. If any special problems arise, contact DFAS Cleveland Center for further action.

Transfers (Checkout Procedures)



References:

- (a) ENLTRANSMAN
- (b) OFFTRANSMAN
- (c) BUPERSINST 1610.10



PSD Point of Contact:

- Transfers and Receipts Division



Documents required:

- Transfer Directive
- Transfer Information Sheet
- Transfer Evaluation
- Housing Termination Feeder Sheet
- Dependent Transportation Request (DD 884)
- Passenger Transportation Request
- Certificate of Personal Security Clearance (OPNAV 5520/20)



Background

The system of reassigning personnel among the various types of duty is designed to promote readiness and stability both afloat and ashore and to permit equitable opportunity for personnel to serve in the duty they desire, consistent with the needs of the Navy.



Information

Upon receipt of the transfer directive by PSD, a transfer information package, which includes a transfer information sheet, a copy of the transfer directive and all required paperwork to be completed by the member or member's command, is sent to the member via the PLR. If any special screenings are required, they will be noted on the transfer information sheet and the screening documents will be attached. The completion dates required by BUPERS for screening requirements will be annotated.



Command's / PLR's Responsibility

- Ensure member receives the transfer information package.
- Ensure member completes all screening requirements prior to BUPERS mandated completion dates. Forward completed documents to PSD.
- Notify BUPERS upon completion of any required screening and provide copy to PSD.
- Ensure all female personnel ordered to afloat activities have a current pregnancy test within 30 days prior to transfer, with results documented in medical records.
- Notify PSD of any pending disciplinary action that may delay or otherwise impact execution of the PCS orders.
- Ensure member returns transfer information package to PSD clerk by the date specified on the transfer information sheet.
- Forward transfer evaluation to PSD at least five work days prior to transfer.
- Terminate security clearance on OPNAV 5520/20 and forward original to PSD prior to transfer.
- Ensure Risk Factor/Physical Screening Form is being mailed to member from the last duty station.



PSD's Responsibility

- Screen transfer directive and note supplemental instructions (action "comply with" items) and required completion date.
- Forward transfer information package to PLR within three workdays after receipt of transfer directive.
- Monitor outstanding transfer information package to ensure it is returned in sufficient time to permit transfer clerk to process requested entitlement and arrange transportation if necessary.
- Screen member's service record/orders to verify consecutive overseas transfer entitlement per JFRR U7200.

- Prepare all transfer paperwork; submit to MILPAY for advance payments.
- Provide member with necessary copies of orders for household goods/vehicle shipments.
- Submit flight request for member and family members to NAVPTO upon receipt of transfer information package.
- Provide member with necessary copies of orders, transportation tickets, advance payments, etc., on date of detachment.
- Provide member with complete transfer package on detach date (ensure medical records contain certificate as to “Physically Qualified for Transfer”).

Note: Expeditious processing of these forms will aid in a smooth transfer. If obligated service is required as a condition of the orders, it must be satisfied within 30 days of receipt of the transfer directive or orders are subject to cancellation unless the obligated service is waived by BUPERS.

Travel Advance – Annual Training (AT) / Active Duty For Training (ADT)



Reference:

- (a) DODFMR VOL 9 0203



PSD Point of Contact:

- Travel/Fiscal



Documents required:

- Copy of AT/ADT orders and a copy of lodging receipts



Background

Non-card holder reservists performing AT/ADT at a site where government quarters and/or government mess are not available may request advance per diem after reporting for AT/ADT.



Information

Disbursing offices servicing the site where the Reservist will perform the AT/ADT are authorized to make advance per diem payments. Payment of advance travel for Monetary Allowance in lieu of Transportation (MALT) is not authorized.



Command's / PLR's Responsibility

- Forward copy of AT/ADT orders to PSD.



PSD's Responsibility

- Verify entitlement and compute entitlement at the rate prescribed in the JFTR.
- Advise member drawing advance per diem to submit lodging receipts (showing daily rate and taxes).

Travel Advances – Permanent Change of Station (PCS)



References:

- (a) JFTR, U5700, U5165, U5250
- (b) DODFMR VOL 9, 0203
- (c) Official Table of Distances



PSD Point of Contact:

- Receipts/Travel Divisions



Documents required:

- Copy of PCS orders
- Original copy of advance DLA request PSafe Form 7220/10 or
- Original copy of the request for monetary advances in conjunction with PCS Travel (PSD GUAM Interoffice Memo)



Background

Upon receipt of PCS orders, members may elect to travel via POV from old duty station to new duty station (in-CONUS) or port of departure (overseas).

Members may also be entitled to advance travel pay, per diem, family member travel, and family member per diem allowances.



Information

PSD will provide Permanent Change of Station (PCS) orders and process all documents for transfer of service member. Summary of entitlement follows:

Travel Allowances may be authorized for payment in advance of travel, except TLE.

- POV: Member with no family members is entitled to \$.15 per mile. Member with family members is entitled to \$.17 per mile for one family member, \$.19 per mile for two family members and \$.20 per mile for three or more family members.
- Member Per Diem: Member is authorized \$50.00 flat per diem for each day of authorized POV travel.

Note: effective 01Jan 2003, flat per diem becomes standard rate at \$85.00 per day vice \$50.00

- Family Member Per Diem: Each family member 12 years and over will receive 75% of service member per diem each authorized travel day; family members under 12 will receive 50%. When family member travel by POV without the member, one family member 12 or over is entitled to 100% for each authorized travel day.
- Dislocation Allowance (DLA): DLA is a flat rate based on rank. The per diem committee determines set rates.
- Temporary Lodging Expenses (TLE): TLE is intended to partially offset the cost of occupying temporary lodgings incident to a permanent change of station (PCS) moves. All members, with or without family members, who occupy temporary lodging within the vicinity of either old or new permanent duty station within CONUS are entitled to the allowance when per diem is not otherwise payable per JFTR VOL I Chapter 5 part H. Advance payment of TLE is not authorized.



Command's / PLR's Responsibility

- Ensure member completes applicable portion of transfer information package indicating advances he/she desires.



PSD's Responsibility

- Process and upload to DFAS-CL (through IATS) PCS travel advances elected by the member.

JFTR VOL I chapter 5 Para U5630 Table U5g-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2003

Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,708.27	\$3,333.86
O-9	\$2,708.27	\$3,333.86
O-8	\$2,708.27	\$3,333.86
O-7	\$2,708.27	\$3,333.86
O-6	\$2,484.63	\$3,001.84
O-5	\$2,393.02	\$2,893.49
O-4	\$2,217.65	\$2,550.63
O-3	\$1,777.27	\$2,110.24
O-2	\$1,409.79	\$1,801.89
O-1	\$1,187.15	\$1,610.78
O-3E	\$1,919.14	\$2,267.89
O-2E	\$1,631.47	\$2,046.23
O-1E	\$1,402.90	\$1,890.56
W-5	\$2,253.11	\$2,461.97
W-4	\$2,000.90	\$2,257.05
W-3	\$1,681.72	\$2,067.90
W-2	\$1,493.54	\$1,902.40
W-1	\$1,250.18	\$1,645.26
E-9	\$1,643.30	\$2,166.42
E-8	\$1,508.31	\$1,996.97
E-7	\$1,288.62	\$1,854.12
E-6	\$1,166.44	\$1,713.24
E-5	\$1,075.82	\$1,540.82
E-4	\$935.92	\$1,540.82
E-3	\$918.18	\$1,540.82
E-2	\$745.78	\$1,540.82
E-1	\$665.01	\$1,540.82

Travel Advances - Separations



References:

- (a) JFTR, Volume 1, U5125 and U5225
- (b) JFTR, U5130 and U5230
- (c) DODFMR Vol. 9, 020304



PSD Point of Contact:

- Separation/Travel Divisions



Documents required:

- Copy of Separation Orders
- Certificate of Travel (PSA PS 4600/1)
- Page 2 (Record of Emergency Data)



Background

A travel advance for separation may be paid to members upon presentation of their copy of orders together with certificate stating that travel will be performed. Travel advance will not be paid earlier than 10 days prior to detachment, unless extenuating circumstances warrant earlier payment.



Information

Member may elect advance payment for himself/herself and his/her family members prior to detaching. Limitations of amount to be advanced are as follows:

Group A - Members who served at least 90% of their initial enlistment contract medical and hardship aspirates. Retirees, Fleet Reservists, and members placed on Temporary Disability Retired list (TDRL) and their family members.

Entire MALT (No per diem authorized)
100% of entitlement

Group B - Members discharged under Other Than Honorable (OTH); personnel being separated after having served less than 90% of their initial enlistment contract. Family members of members being separated for any reason other than honorable

75% of the monetary value of the least expensive mode of travel
75% of the entitlement



Command's / PLR's Responsibility

- Notify PSD that member desires to draw travel advance.



PSD's Responsibility

- Ensure member is aware of the opportunity to draw travel advance on separation or retirement for himself/herself and his/her family members during pre-separation interview.
- Separation Division provides copy of orders, copy of member's page 2 and, where appropriate, executed certificate of travel, to the Travel Division no later than ten working days prior to separation/discharge date.
- Advise member will receive payment via Electronic Funds Transfer within three working days of submitting input to DFAS – Cleveland. Inform member that travel claim must be submitted within 90 days of separating/retiring.
- Compute the amount of advance to be paid, prepare voucher and military pay documents for payment, and endorse payment on original orders.

Note: When member receives travel advance on separation or retirement, a travel claim and original order must be submitted to PSD within 60 days after separation or from receipt of advance. If the claim is not received within the 60-day time frame, the Disbursing Officer will prepare and send a letter to the traveler advising him or her to submit a claim within 30 days or the advance will become a debt. If no response is received within the 30-day time frame, the responsible Disbursing Officer will forward the debt and necessary documentation to:

DFAS-DE / FYDE
6760 E. IRVINGTON PLACE
DENVER, CO 80279-8000

Travel Claims



References:

- (a) JFTR, Volume 1
- (b) JTR, Volume 2
- (c) DODFMR Volume 9



PSD Point of Contact:

- Travel Division



Documents required:

- Travel Voucher DD Form 1351-2
- Travel orders
- Travel Sub-voucher (DD Form 1351-4) if applicable
- Receipts for Lodging Expenses
- Receipts for Rental Car Expenses
- Detaching and Reporting Endorsements
- Receipts for reimbursable expenses \$75.00 and over



Background

The submission of a travel claim and supporting documents is required to collect or pay reimbursable expenses incurred by a member upon completion of Permanent Change of Station (PCS) or Temporary Additional Duty (TAD).



Information

All members of the Armed Forces are required to submit a travel claim 5 days upon completion of travel due to a cost PCS move or cost TAD travel. PSD will reimburse members for PCS or TAD travel per current regulations.



Command's / PLR's Responsibility

- Travel claims for PCS travel are processed through the PSD MILPERS Division during check-in processing who will assist the member with completion of the claim.

- Pet quarantine fees are reimbursable up to \$275.00 on PCS orders with an effective date of orders on or after 4 December 2000, For mandatory pet quarantine fees incurred in connection with the mandatory quarantine of a household pet underway on 28 December 2001 or that begin on or after that date, reimbursement is authorized not to exceed \$550 per PCS move.
- For TAD/TDY travel, the PLR will:
 - Ensure traveler's EFT information is obtained or updated.
 - Remind member to complete and forward travel claim to PSD within five workdays from date travel completed.
 - Remind member to attach all required documents and make copies of all receipts before sending to PSD, to include modifications, as necessary.
 - Review travel claim for completeness and accuracy prior to delivery to PSD.
 - Ensure member signs and dates the travel claim.
 - For civilian TAD, effective October 1, 1999, a Form 1351-2 needs approving officer signature.



PSD's Responsibility

- Review the travel claim for completeness and accuracy.
- Complete proper forms to liquidate travel claim(s).
- Process claim through IATS within 30 working days of receipt at PSD.
- Return settled/processed claims or overpayment letters back to customer command.
- Check for overpayment 30 days after date of letter, if payment has not been received.

Travel Claims - Family Member PCS Travel



References:

- (a) JFTR, Volume 1
- (b) DODFMR Volume 9



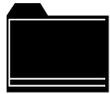
PSD Point of Contact:

- Travel Division



Documents required:

- Voucher or Claim for Dependent Travel DD Form 1351-2
- PCS Orders
- Page two
- TLE form (if eligible)
- Receipts for Lodging Expenses
- Receipts for Reimbursable Expenses over \$75.00



Information

PCS Travel Claims for family members are normally processed through the PSD MILPERS Division during check-in processing.



Command's / PLR's Responsibility

- Remind member to have all required documents to file travel claim with him/her when reporting to PSD.



PSD's Responsibility

- Review the travel claim for completeness and accuracy.
- Ensure the claim is the only DLA claim the member has filed for the current fiscal year.
- Verify old Page 2
- Complete proper forms to liquidate family member's travel claim.

- Process claim through IATS within 30 days of receipt at PSD.

Tuition Assistance



References:

- (a) OPNAVINST 1000.23B
- (b) CNETINST 1560.3D



PSD Point of Contact:

- ESO



Documents required:

- Tuition Assistance Registration
- NAVEDTRA 1560/6 (1/88)



Background

The Department of the Navy provides Tuition Assistance (TA) to Navy members attending educational institutions on a voluntary off-duty basis to complete high school or continue their college education.



Information

The Navy will provide 100% or a maximum per credit hour cap for undergraduate and graduate study. Early submission of the application is necessary to ensure TA is approved prior to registration.



Command's / PLR's Responsibility

- Provide assistance in preparation of NAVEDTRA 1560/6 (Exhibit P).
- Obtain CO, or "by direction" authority, signature on the NAVEDTRA Form 1560/6.
- Instruct the member to forward the application package to the appropriate Navy College Office listed in reference (a) for approval and further processing.

Unauthorized Absence (UA)



References:

- (a) MILPERSMAN 1600-101
- (b) MILPERSMAN 1600-020
- (c) MILPERSMAN 1600-030
- (d) MILPERSMAN 1600-040
- (e) MILPERSMAN 1600-050
- (f) MILPERSMAN 1600-060
- (g) MILPERSMAN 1600-070
- (h) MILPERSMAN 1600-080
- (i) ENLTRANSMAN, Addendum B
- (j) DJMS PTG Part 1 Chapter 2, Section F



PSD Point of Contact:

- Service Record Maintenance Division



Documents required:

- Muster Reports
- Letter to Next of Kin



Background

The term "absentee" describes any member who is absent without authority from his/her unit, organization or other place of duty.



Information

Every practicable effort will be made by all concerned to locate and return absentees as expeditiously as possible. Parent commands will make a vigorous effort to investigate circumstances surrounding absences.



Command's / PLR's Responsibility

When a member is absent without leave (unauthorized absence):

- Submit muster report, letter, or memorandum to PSD, when a member is UA for over 24 hours. FAX copies are acceptable. Include date/hour unauthorized absence commenced and whether member was absent over leave, liberty or UA.
- Send a letter to next-of-kin on the 10th day of UA. Ensure a copy of letter is sent to local Reserve Chaplain and PSD.
- When a member returns from UA:
 - Submit muster report, letter, or memorandum to PSD, reporting member's return from UA and include:
 - Circumstances of return (surrendered or apprehended).
 - Hour, date, and place of return to military control.
 - Administrative determination of absence (excused/charge as leave or absence not excused/charge as UA.)
- When a member is being transferred to the brig (30 days or less), ensure TAD and confinement orders accompany the member. Member must be cleared by a medical officer prior to confinement.



PSD's Responsibility

For UA under 24 hours:

- Prepare Page 13 entry.
- If punitive actions affect pay, prepare NSIPS event.

For UA over 24 hours:

- Prepare NAVPERS 1070/606 stating hour and date UA commenced, including circumstances.
- Prepare NSIPS event.
- Prepare NSIPS event to stop (UA) (five days).

For UA over 10 days:

- File copy of letter sent by member's command to next-of-kin in service record.
- Prepare NSIPS event to stop allotments.
- Stop EFT (if locally paid, put member in suspense to stop check issue).

When member returns from AWOL:

- Prepare NAVPERS 1070/606, the NSIPS event to report member's return and determination of lost time.

Unauthorized Absence (UA) – Deserters



References:

- (a) MILPERSMAN 1600-101
- (b) MILPERSMAN 1600-020
- (c) MILPERSMAN 1600-030
- (d) MILPERSMAN 1600-040
- (e) MILPERSMAN 1600-050
- (f) MILPERSMAN 1600-060
- (g) MILPERSMAN 1600-070
- (h) MILPERSMAN 1600-080
- (i) ENLTRANSMAN, Addendum B
- (j) DJMS PTG Part 1, Chapter 2, Section F



PSD Point of Contact:

- Service Record Maintenance Division



Documents required:

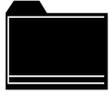
- Muster Report
- Charge Sheet - DD 458
- Inventory of Personal Effects,
- NAVSUP Form 29



Background

A Navy member can be declared a deserter when:

- The member has been absent without authority for 30 consecutive days.
- The facts and circumstances of the absence, without regard to length of absence, indicate the member intends to desert.
- The member, without regard to length of absence, has gone or shown intention to go to any foreign country and requests and accepts asylum or residential permit.



Information

Every practicable effort will be made by all concerned to locate and return deserters as quickly as possible. Parent commands will make a vigorous effort to investigate circumstances and expedite appropriate notification procedures.



Command's / PLR's Responsibility

When a member is declared a deserter:

- Submit a deserter message and DD Form 553 no later than the 31st day of absence and provide copies to PSD.
- Inventory and send personal effects to FISC Oakland. When a member has been a deserter for 180 days, forward the following to PSD:
 - Properly completed Charge Sheet, DD Form 458, signed by the Commanding Officer.
 - Copy of Inventory of Personal Effects, NAVSUP Form 29.
 - Medical and Dental Records.

When a deserter is returned to military control:

- Verify that Report of Return of Deserter message was submitted by activity to which member was initially returned. If not previously completed, submit immediately to BUPERS PERS-843 with a copy to PSD.
- Submit muster report to PSD returning the member, including the following:
 - Circumstances or return (whether surrendered or apprehended).
 - Hour, date and place of return to military control.
 - Administrative determination of absence (i.e., excused/not excused).



PSD's Responsibility

When a member is declared a deserter:

- Transcribe the command's deserter message to a Page 13 and file along with the DD Form 553 in the service record.

When a member has been a deserter for 180 days:

- Forward service, pay, medical and dental records to BUPERS PERS-842. Include DD 458, Charge Sheet, NAVPERS 1070/606, Page 13, copy of Inventory of Personal Effects and a copy of DD Form 553.

When a deserter is returned to military control:

- Complete and distribute NAVPERS 1070/606 and NSIPS event and UMIDS FIDS to charge lost time and restart EFT/pay and allotments.
- If member surrendered or was apprehended outside the local area and a Technical Arrest Order (TAO) was issued to return the member to the parent command, forward original TAO to the Military Pay Division.

Unit Awards



References:

- (a) SECNAVINST 1650.1F
- (b) SECNAVNOTE 1650



PSD Point of Contact:

- Service Record Maintenance Division



Documents required:

- Any document the member may have to substantiate their assignment to unit



Background

The Secretary of the Navy presents unit awards to a ship, aircraft squadron or military organization element for recognition of outstanding performance of a group effort. Unit awards are announced in the periodic SECNAVNOTE 1650.



Command's / PLR's Responsibility

- Publicize the SECNAVNOTE when published.
- Verify records of members claiming eligibility based on SECNAVNOTE 1650.
- Obtain copy of citation from unit receiving award.
- Present ribbon and copy of citation from unit receiving award.
- Forward copy of citation to PSD.



PSD's Responsibility

- Make service record entries and file copy of citation in service record.

Waiver of Indebtedness



References:

- (a) SECNAVINST 7220.38G
- (b) SDSPROMAN, Volume II, Part 7, Chap. 4, Sec. 1
- (c) DODFMR, Part 7, Chapter 7
- (d) DJMS PTG Part 7, Chapter &, Section H



PSD Point of Contact:

- Military Pay Division



Documents required:

- Waiver/Remission Application (NAVPERS 7220/7)
- Waiver/Remission of Indebtedness Application (DD 2789)
- CO's Endorsement



Background

Any member on active duty is authorized to request a waiver of indebtedness to the government arising from an erroneous payment of pay or allowances.



Information

All applications must be submitted per reference (a). Specific information relative to the waiver request, including applicable documentation, is required for a proper and expeditious decision. Any additional and/or pertinent information is encouraged and should be included. DFAS will notify all concerned in writing of the final action.



Command's / PLR's Responsibility

- Forward PSD letter of indebtedness to member. Notify PSD if member is on leave, TAD or hospitalized and unable to respond by the action due date.
- Ensure member's Request for Waiver of Indebtedness is submitted per reference (a) and that all supporting documents are enclosed.

- Ensure Commanding Officer's endorsement is completed prior to forwarding to PSD for Disbursing Officer's endorsement.



PSD's Responsibility

- Notify member of indebtedness in writing (LES or Indebtedness Letter).
- Establish an Installment Liquidation Schedule.
- Suspend collection of the indebtedness effective the day prior to the date of Commanding Officer's endorsement, unless the Commanding Officer specifically states collection must continue. If the applicant is an officer (except a temporary officer with permanent enlisted status), suspension of collection is not authorized, unless specifically directed by the commanding officer.
- Prepare PSD Disbursing Officer's endorsement to the waiver request.
- Forward Waiver Request, endorsements and enclosures to DFAS Denver Center for adjudication.

Exhibits

SUBJECT	PAGE
Service Record Page 4 Entries Request PSAFE Form 1400/1 - Rev 3/00	A
Fleet Reserve/Retirement DMRS Worksheet	B
Leave Request/Authorization NAVCOMPT 3065	C
NEC Change/Recommandation NAVPERS 1221/2	D
Report of Suitability for Overseas Assignment NAVPERS1300/16	E
Transfer Information Sheet PSAFE Form 1320/1 (Rev 9-93)	F
Advance Pay Certification / Authorization DD Form 2560 (Rev Mar 90)	G
Authorization to Start, Stop or Change an Allotment DD Form 2558 (Rev Nov 96)	H
Savings Bond Allotment Authorization/ACDU or Retired Pay DD Form 2559 (Rev Mar 90)	I
Record of Emergency Data/Dependency Application (Page 2)	J
Direct Deposit Authorization DD Form 2762 (Rev Oct 97)	K
Releasable Information	L
Waiver/Remission of Indebtedness Application DD Form 2789 (Rev Mar 99)	M
Authorization to Apply for a No-Fee Passport And/Or Request for Visa	N
Passport Application (DSP-11) NAVMC 10883 (Rev 6-97)	O
Tuition Assistance Registration NAVEDTRA 1560/6	P
Arrival Temporary Lodging Allowance (TLA) Info Sheet	Q

List of Commonly Used Abbreviations

AAP	Accelerated Advancement Program
ADT	Active Duty for Training (formerly ACDUTRA)
ACIP	Aviation Career Incentive Pay
ADSW	Active Duty for Special Work Program (Reserve)
AEL	Advancement Eligibility List
AESR	Advancement Eligibility Status Report
AMD	Activity Manpower Document
ARPR	Annual Retirement Point Capture Report
ASTB	Aviation Selection Test Battery
ASVAB	Armed Services Vocational Aptitude Battery
AWOL	Absence without Leave (UA)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
BEQ	Bachelor Enlisted Quarters
BMR	Basic Military Requirements
BOOST	Broadened Opportunity for Officer Selection and Training
BUMED	Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel
CANTRAC	Catalog of Navy Training Courses
CAP	Command Advancement Program
CAT	Category
CHAMPUS	Civilian Health and Medical Program for the Uniformed Services
CCC	Command Career Counselor
CHNAVPERS	Chief of Naval Personnel

CNAVRES	Chief of Naval Reserve
CNET	Chief of Naval Education and Training
CONUS	Continental United States
COMNAVREG	Commander Navy Region
COLA	Cost of Living Allowance
COMNAVRESFOR	Commander Naval Reserve Force
CONSUBPAY	Continuous Submarine Pay
CSP	Career Sea Pay
CSB	Career Status Bonus
CTO	Commercial Travel Office
DD or DOD	Department of Defense
DDS	Direct Deposit System(Electronic Fund Transfer)
DEERS	Defense Enrollment Eligibility Reporting System
RAPIDS	Real-time Automated Personnel Identification System
DFAS-CL	Defense Finance and Accounting Service – Cleveland Center
DIO	Disposition of Offenses
DJMS PTG	Defense Joint Military Pay System Procedures Training Guide
DLA	Dislocation Allowance
DMRS	Diary Message Reporting System
DODFMR	Department of Defense Financial Management Regulation
DON	Department of the Navy
EAOS	Expiration of Active Obligated Service (Referred to as ETS - Expiration of Time in Service under DJMS)
ECC	Enlisted Correspondence Course
ECP	Enlisted Commissioning Program

EDVR	Enlisted Distribution Verification Report
EEAP	Enlisted Educational Advancement Program
EFT	Electronic Fund Transfer (DJMS/DOD term for DDS-Direct Deposit System)
ENCORE	Enlisted Navy Career Options for Reenlistment
ENLTRANSMAN	Enlisted Transfer Manual
EPAD	Enlisted Personnel Action Document
EPMAC	Enlisted Personnel Management Center Detachment, Transient Monitoring Unit, New Orleans
ESO	Educational Services Office
ESVR	Exam Status Verification Report
ETS	Expiration of time in Service (Same as EAOS)
FID	Format Identification (Field Input Transaction to DFAS)
FITW	Federal Income Tax Withholding
FLTRES	Fleet Reserve
FMDP	Family Member Dental Plan
FSA	Family Separation Allowance
FSGLI	Family Serviceman's Group Life Insurance
FY	Fiscal Year
GCA	Good Conduct Award
GTR	Government Transportation Request
HHG	Household Goods
HYT	High Year Tenure
IATS	Integrated Automated Travel System
IRR	Individual Ready Reserve
ISIC	Immediate Superior in Command

JAGMAN	Judge Advocate General Manual
JFTR	Joint Federal Travel Regulations
LAN	Leave Authorization Number
LES	Leave and Earnings Statement
LIMDU	Limited Duty
LSL	Lump Sum Leave
MAC	Military Airlift Command
MALT	Monetary Allowance in Lieu of Transportation
MAPTIS	Manpower and Personnel Training Information System
MAS	Manpower Availability Status
MCM	Manual for Courts-Martial
MILPAY	Military Pay
MILPERS	Military Personnel
MILPERSMAN	Naval Military Personnel Manual
MMPA	Master Military Pay Account
MPA	Military Pay Advisory
MSC	Medical Service Corps
MTA	MAC Transportation Authorization
MTF	Medical Treatment Facility
NAVCOMPT (NC)	Navy Comptroller of the Navy
NETPDTC	Naval Education and Training Program Development Testing Center
NAVPTO	Navy Passenger Transportation Office
NAVSUP	Navy Supply
NEC	Navy Enlisted Classification Code
NEOPS	Navy Enlisted / Officer Point Capture System

NFAA	Navy Family Allowance Activity
NJP	Non-Judicial Punishment
NLT	No Later Than Navy
MPS	Mobilization Processing Site
NOBE	Notice of Basic Eligibility (Reserve GI Bill) Certificate
NOE	Notice of Eligibility (Reserve Retirement)
NOK	Next of Kin
NON -OBLIGOR	Voluntary Drilling Naval Reservist
NRA	Naval Reserve Activity
NROTC	Naval Reserve Officer Training Corps
NSC	Naval Supply Center
NSIPS	Navy Standard Integrated Personnel System
NSLI	National Serviceman's Life Insurance
OBLIGOR	Reservist with Mandatory Drilling Obligation
OCC	Officer's Correspondence Course
OCR	Optical Character Recognition
ODCR	Officer Distribution Report
OFFTRANSMAN	Officer Transfer Manual
OJT	On-the-Job Training
OPINS/NES	Officer Personnel Information System / Navy Enlisted System
OPSUBPAY	Operational Submarine Pay
OPNAV or CNO	Chief of Naval Operations
PA	Physician's Assistant
PASS	Pay / Personnel Support System
PASSMAN	Pay / Personnel Administrative Support System Manual

PCS	Permanent Change of Station
PLR	PASS Liaison Representative
POC	Point of Contact
POD / POW	Plan of the Day / Plan of the Week
POV	Privately Owned Vehicle
PRD	Projected Rotation Date
PSA	Personnel Support Activity
PSD	Personnel Support Activity Detachment
PTM	Passenger Transportation Manual
RATSLV	Leave Rations
RCA	Rating Change Authorization
RIK	Rations-in-Kind
RMGIB	Reserve Montgomery GI Bill
RRMIIP	Ready Reserve Mobilization Income Insurance Plan
RRB	Regular Reenlistment Bonus
RSTARS	Reserve Standard Training and Readiness Reporting System
RTB	Reserve Transition Benefits
RTM/NCRR	Rate Training Manual
RTSS	Reserve Training Support System
SBP	Survivor Benefit Plan
SDAP	Special Duty Assignment Pay
SECNAV	Secretary of the Navy
SELRES	Selected Reserve
SEPRATS	Separate Rations (COMRATS)
SEPROS	Separation Processing

SF	Standard Form
SGLI	Serviceman's Group Life Insurance
SRB	Selected Reenlistment Bonus
STO	Standard Transfer Order
TA	Tuition Assistance
TAD or TEMADD	Temporary Additional Duty
TAFMS	Total Active Federal Military Service
TCP	Travel Control Point
TDRL	Temporary Disability Retired List
TED	Terminal Eligibility Date
TEMDU or TDY	Temporary Duty
TEMDUINS	Temporary Duty Under Instruction
TIR	Time in Rate
TOSS	Total Operational Submarine Service
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TSP	Thrift Savings Plan
UA	Unauthorized Absence (Referred to as AWOL – Absence without leave under DJMS)
UCMJ	Uniform Code of Military Justice
UIC	Unit Identification Code
ULTDUSTA	Ultimate Duty Station
UMIDS	Uniform Microcomputer Disbursing System
VA	Veteran's Administration
VEAP	Veterans Educational Assistance Program

VGLI

Veterans Group Life Insurance

VTU

Voluntary Training Unit (Naval Reserve)

List of Commonly Used Forms

NAVPERS

Form Number / NSIPS Event Codes	NAME	PURPOSE
1070/601-C01	Immediate Reenlistment	Reenlistment Contract
1070/602-R25	Dependency Application / Record Emergency Data / Parts I and II	Lists Family Members and Next of Kin
1070/604	Enlisted Qualifications History	Chronological history of occupational and training related qualifications, awards and commendations
1070/605	History of Assignments	Record of duty stations
1070/606-SJ	Record of Unauthorized Absences	Record of UA Time
1070/607-E8	Court Memorandum	Record of Captain's Mast / Courts- Martial
1070/613	Administrative Remarks	Record of administrative remarks
1070/621-CO2	Agreement to Extend Enlistment	Extension execution
1070/621-CO3	Agreement to Extend Enlistment	Operative or cancel Extensions
1070/622-CO5	Agreement to remain on Active Duty	Agreement to remain on active duty for USNR, USN-FR and retired personnel
1070/622-CO6	Agreement to remain on Active Duty	Make CO5 operative or cancel
1221/1	Navy Enlisted Classification Code Change Recommendation	Request for NEC changes
1300/16	Report of Suitability for Overseas Assignment	Reports member and family member suitability for overseas duty

1306/7	Enlisted Personnel Action Request	Requests admission in special programs
1320/16	Travel Orders	Assigns member to TAD, emergency leave
1336/3	Special Request Chit	Document member's special request
1421/7	Temporary / Permanent	Document promotion of officers
1430/2	Recommendation Advancement in Rate or Change of rating Examination	Documents eligibility for advancement exam – Worksheet
1610/2	Fitness Report and Counseling Record (E7-06)	Documents / record performance evaluation
1616/26	Evaluation Report and Counseling Record (E1-E6) evaluation	Document/record performance evaluation
1626/7	Report and Disposition of Offenses - Report Chit	Documents legal changes
1650/59	Spouse Certificate of Appreciation	Certificate of appreciation for the spouse's contribution in support of the Navy during the service member's career
1830/1	Fleet Reserve Application	Request to Transfer to the Fleet Reserve
1830/3	Certificate of Transfer to Fleet Reserve	Certificate of member's transfer to Fleet Reserve
1911/26	Release from Active Duty & Transfer to Inactive Duty on the Retired List of the USN Reserve	Release member from active duty in class F6 Fleet Reserve