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# PLR e-GUIDE<sup>©</sup>

"Navy PASS Team Okinawa - You and PSD"

PERSUPP DET OKINAWA , JAPAN

*Change 4, updated as of March 05, 2003*

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**Officer Service Record (RIGHT SIDE) Check-Off Sheet.....PSAFE 1070/3**

**Record of Disclosure/Enlisted Service Record.....PSAFE 1070/4**

**Enlisted Service Record (RIGHT SIDE) Check-Off Sheet.....PSAFE 1070/5**

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**Officer VSI and SSB Worksheet.....PSAFE 1080/91**

**Enlisted VSI and SSB Worksheet.....PSAFE 1080/92**

**Officer Voluntary Early Retire Program Worksheet.....PSAFE 1080/93**

**Enlisted Voluntary Early Retire Program Worksheet.....PSAFE 1080/94**

**Reenlistment Check-Off Sheet.....PSAFE 1100/1**

**Prospective Reenlistment Data Sheet.....PSAFE 1100/2**

**Notification of Expiration of EAOS.....PSAFE 1100/3**

**Receipts Check-Off Sheet.....PSAFE 1306/1**

**Transfers Check-Off Sheet.....PSAFE 1306/3**

**PSD Check In/Out Card.....PSAFE 1306/6**

**Transfer Information Sheet.....PSAFE 1320/1**

**Request for TEMADD Orders.....PSAFE 1351/1**

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**Request for EML Travel Orders.....PSAFE 1700/2**

**EML Travel Orders.....PSAFE 1700/3**

**Retiree/Fleet Reservist Check-Off Sheet.....PSAFE 1800/1**

**Retirement/Transfer to Fleet Reserve Check-Off Sheet.....PSAFE 1800/2**

**Mission Impact Stmt Justifying Change of Port Call.....PSAFE 4650/2**

**Passenger Transportation Request.....PSAFE 4650/3**

<b>Document Transmittal Form.....</b>	<b>PSAFE 5000/1</b>
<b>Customer Service Request Form.....</b>	<b>PSAFE 5000/2</b>
<b>Physical Examination Notification.....</b>	<b>PSAFE 6000/1</b>
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## **WELCOME TO THE TEAM**

You're the Command PASS Liaison Representative (PLR).

Congratulations... you are now part of "Navy PASS Team Okinawa." Team members are you and personnel assigned to the Personnel Support Activity Detachment, charged with the responsibility of maintenance and accountability of your personnel and pay records. It is our responsibility to provide your shipmates/command with pay, personnel, educational services, and passenger transportation management information and other related support.

You, as the PASS Liaison Representative are one of the most important people at your command. What you do and how you do it will have definite impact on the morale of your shipmates. As the "on-site" representative of the PASS System, it is your responsibility to ensure vital paperwork is properly completed and sent to the right people. With your help, we will accomplish our mission and ensure our fellow Sailors are provided prompt, courteous, and accurate service. Our intent is to eliminate the need for members to venture beyond their command for PASS services. However, there will be some instances when the member's presence is required for the processing of required paperwork (i.e., separations, reenlistments, receipt or transfer processing). In these instances, we recommend that you make appointments for them whenever feasible.

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## **PASS CONCEPT**

The PASS (Pay/Personnel Administrative Support System) concept was established to consolidate all Navy personnel offices in the shore establishment. This consolidation included the co-location of the Navy personnel offices with Navy pay and transportation offices and offers the customer "one stop shopping."

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## **PASS ORGANIZATION**

PASS is organized into two parts: Personnel Support Activity (PERSUPPACT) and Personnel Support Activity Detachment (PERSUPP DET). The Commanding Officer of your Personnel Support Activity (PERSUPPACT PAC) is charged by higher authority to manage the overall mission of the PERSUPP DET within a designated geographical area (in our case Okinawa). The Officer in Charge of the PERSUPP DET reports to the Commanding Officer of the PERSUPPACT and is charged with the responsibility for maintaining your pay and personnel records, as well as providing transportation information and other related support. Your part on the team is to work with your local PERSUPP DET in providing this support to your shipmates. The PASSMAN (Department of the Navy Pay/Personnel Administrative Support System Management Manual), OPNAVINST 1000.23B, outlines the duties and responsibilities of the team. It is our number one reference in defining responsibilities of our customer commands and ourselves.

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## **THE PLR'S ROLE**

Each PERSUPP DET customer command has a PLR assigned. It is your responsibility to work closely with the PERSUPP DET to make sure each and every aspect of pay and personnel support is accomplished. The PASSMAN charges the PLR with the responsibility of acting as a point of contact for members of their command, and their liaison to the PERSUPP DET. We will

keep you informed of policy changes that have a bearing on pay, personnel and transportation matters through our monthly PLR meetings. Your attendance at this meeting is essential in accomplishing our tasks. Your shipmates will rely on you to be familiar with this information. Close liaison between you and your PERSUPP DET will greatly increase the quality of service we provide and enhance morale.

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## **CUSTOMER COMMAND FUNCTIONS**

The PASSMAN lists the following as specific customer command responsibilities:

- a. Area clearance request for TAD
- b. Career counseling
- c. Congressional inquiries
- d. Commanding Officer's deserter letters
- e. Daily muster
- f. Officer and enlisted duty preferences
- g. Equal opportunity quality indicators

- h. Grade correspondence courses
- i. Injury reports and line of duty (LOD) investigations
- j. Internal assignment
- k. Letters of indebtedness
- l. Manpower Planning (MPA) and Administration, SHORSTAMPS/-SHOROC/NAVMEP
- m. Manning shortage action
- n. Officers' Fitness Reports and Enlisted Performance Evaluations
- o. Personal Awards/Recommendations/Letters of Appreciation and commendation
- p. Reenlistment/Retirement Ceremonies
- q. Safekeeping of Patient Valuables
- r. Security Access Lists/Clearances/Local Access
- s. Service School Quota Requests
- t. Special Pay Authorizations
- u. Sponsor Program
- v. Temporary Flight Orders
- w. Temporary Additional Duty
- x. Provide necessary insurance counseling prior to registering allotments for commercial life insurance.

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**RECOMMENDED READING**

Neither we nor your Commanding Officer expects you to be an expert in personnel administration. However, familiarity with certain directives and manuals will certainly increase your performance, as well as your credibility. If you know "where to find it," you have cut the problem in half from the beginning.

We recommend you become familiar with the PASSMAN (Pay/Personnel Administrative Support System Management Manual), MILPERSMAN (Naval Military Personnel Manual), and DoD Military Pay and Allowances Entitlements Manual (DoD 7000.14-R). They are the three most important manuals associated with PASS. There are numerous directives and publications which define policies and procedures, including your own command's instructions.

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**CONTENTS**

This guide includes a Table of Contents which includes the computer file reference as the PLR Guide. Share it with other worksites and work centers of your command. Commands are also encouraged to add any internal procedures or requirements which they may follow. We welcome corrections or changes which will improve this electronic publication. Submit changes to PERSUPP DET Okinawa, Admin

Support.

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## **REFERENCES**

Each subject has a reference listing at the top of the page. These directives govern the subject and set forth Navy policies. It's what you use when your commanding officer or higher authority says "show it to me in writing." You may not have all the manuals or publications (and changes) on hand; however, they are available at your PERSUPP DET.

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## **PASS FUNCTIONS**

The PASS functions listed below are those that will be accomplished by PERSUPP DET Okinawa.

### **ADMINISTRATIVE SUPPORT:**

- Perform quality control on documents received from customer commands or units.
  - Conduct liaison with customer commands to ensure required reports are provided.
  - Route documents originating in the PERSUPP DET requiring local command or individual customer signature to the commands being serviced.
  - Review special correspondence received from higher authority (i.e., congressional, flag officer, humanitarian assignments, etc.) and coordinate response with customer command.
  - Ensure that new or revised pay, personnel and passenger transportation support programs or procedures receive area-wide publicity.
  - Respond to requests for individual locator information for personnel assigned to customer commands.
- 

### **MILITARY PERSONNEL:**

General:

- Maintain and file all officer and enlisted service records and related pay documents. Maintain strict accountability of all service records of supported activities.
- Maintain a service record action suspense file for all personnel transaction and correspondence pending action for the customer commands.
- Screen service records for DEERS enrollment.
- Administer Good Conduct and Naval Reserve Awards Programs (customer command procures medals).
- Perform record review actions which require interview with the service member.
- Certify and verify forms and applications as necessary; for example:
  - Identification Cards

- DEERS enrollment
- Dependency Application/Record of Emergency Data
- Certain VA Benefits
- Eligibility for VA or FHA Housing Loans
- Provide information and referral service for retirees to the maximum extent feasible.
- Process identification cards for military and retired personnel and their dependents, when applicable.
- Provide passport application service.

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#### **RECEIPTS/TRANSFERS:**

- Review all records being processed for incoming and outgoing personnel for completeness and accuracy.
- Upon receipt of assignment documents, provide the customer command a copy of the Standard Transfer Directive (STD) for all prospective gains.
- Endorse and process STD.
- Process pay and personnel documents.
- Initiate necessary correspondence regarding individuals reporting without records and prepare temporary records.
- Initiate necessary correspondence on personnel who fail to report for DUTY/TEM DU, etc., by communicating with member's previous duty station to ensure the apparent absence was not a result of orders cancellation or modification.
- Process requests for dependent entry approval, prepare Application for Transportation for Dependents (DD 884), prepare Authorization to Apply for a No-Fee Passport (DD 1056) and/or Request for Visa and other related request required for travel to and residence in foreign countries.
- Submit appropriate documentation to the passenger transportation division for arrangement of necessary transportation.
- Prepare other documents required to assist members in shipping household goods.
- Ensure necessary security investigations, overseas screening and other special transfer requirements are completed or initiated.
- Assist reporting personnel in the preparation of PCS travel claims, including claims for dependent travel and dislocation allowance.
- Issue and control meal passes per MILPERSMAN 2640140.

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### **SEPARATIONS/REENLISTMENTS/RETIREMENTS:**

- Process officer and enlisted separations, releases to inactive duty, discharges, retirements, Fleet Reserve transfers, reenlistments, extensions of enlistment, and other services, as required.
- Maintain liaison and coordinate with command career counselors in conjunction with the Navy Retention Program and provide assistance to prospective retirees and others expected to leave the service.
- Prepare Application for Transportation for Dependents (DD 884) and submit requests and orders to the Passenger Transportation Division for arrangement of necessary transportation.

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### **PERSONNEL ACCOUNTING:**

- Maintain officer/enlisted diaries for all UICs serviced by the PERSUPP DET.
- Update EDVR and ODCR information as required.
- Serve as LIMDU coordinator for PERSUPP DET.

### **CLASSIFICATION**

- Conduct enlisted personnel classification testing and ASVAB retesting.
- Conduct classification interviewing and counseling.
- Prepare Enlisted Classification Record (corrected copy and re-interview), page 4 of the enlisted service record.
- Prepare and submit classification reports, as required by current directives.

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### **DISBURSING:**

- Maintain Personal Financial Records (PFRs) and effect related actions for all active duty Navy personnel assigned to units and activities supported.
- Process claims for pay, allowances and travel of Naval Reservists on active duty for training.
- Make payments of accrued pay and allowances to transient personnel of the Navy and other uniformed services.
- Process regular and special payrolls.
- Prepare payrolls for NROTC midshipmen during summer cruises, and reserve on ACDUTRA, if applicable.
- Ensure a smooth interface for submission, processing and payment of travel claims.
- Process military and civilian travel claims.

- Process military and civilian travel advances.
  - Process various miscellaneous public vouchers.
- 

#### **PASSENGER TRANSPORTATION:**

- Provide advice regarding travel entitlements, eligibility and transportation arrangements.
  - Evaluate orders; determine authorized and cost-effective modes, carriers and routings; and develop itineraries for official passenger travel.
  - Arrange appropriate reservations and ticketing for official travelers, and assist in supplemental travel services such as car rental, when requested.
  - Submit Passenger Reservation Requests (PRRs) for overseas travel.
  - Issue Government Transportation Request (GTR) and Domestic Transportation Request (DTR), as required.
  - Counsel travelers concerning their mode of transportation, travel connections, airports, supporting activities at origin and destination and other travel matters that may be of importance to the travelers.
  - Provide passport and visa application information for official travel.
  - NAVPTO Far East coordinates the implementation of contingency and mobilization plans and procedures within the PERSUPPACT PACIFIC area.
  - NAVPTO Far East coordinates with the Military Traffic Management Command (MTMC) for the movement of groups of personnel.
  - NAVPTO Pacific arranges chartered air taxi service and maintains a file of approved chartered air taxi carrier Tenders of Service as required.
  - Provide port call service for all overseas travel originating in their area of responsibility and issue official port call/travel advisory.
- 

#### **EDUCATIONAL SERVICES:**

- Order and maintain sufficient stock of rate training manuals, correspondence courses (including answer sheets), and personnel advancement requirements (PARs) for all ratings supported.
- Maintain tickler files on all correspondence courses ordered and received.
- Make appropriate service record entries for all correspondence course completions.
- Make appropriate service record entries for off-duty education completed.
- Provide customer commands with advance notice of dates and eligibility requirements for participation in Navy-wide advancement examinations.
- Provide customer commands with a listing of personnel eligible by time in pay grade for advancement.
- Order, maintain custody of, and administer E-3 advancement and Navy-wide advancement examinations for all eligible personnel. The Officer in Charge will be the senior member of the local

examining board. Customer commands will provide proctors and examining board members to assist in administering examinations for members of their command and for examination destruction purposes as coordinated with OIC, PERSUPP DET.

- Verify Examination Status Verification Report (ESVR) and Rating Change Authorization (RCA) for customer commands. Forward copies of ESVR, RCA and speedy mailer (if appropriate) to customer command or commands to which individuals were transferred.

- Review and initiate appropriate action for any discrepancies noted on ESVR.

- Make appropriate service record page entries for advancements. Ensure record entry is made on personnel transferring prior to receipt of exam results.

- Assist personnel in completing requests for change of program (VA 22-1995) and application for enrollment certification (VA-1990a) and verify eligibility.

- Assist personnel in preparing and submitting the Application for the Evaluation of Educational Experiences During Military Service (DD 295), when requested.

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## **ACTIVE DUTY FOR TRAINING (ACDUTRA)**

### **REFERENCE(S)**

DFAS Pay/Personnel Procedures Manual (Navy) Volume II  
BUPERSINST 5400.42  
CNAVRESINST 1571.7C  
NAVMILPERSCOMINST 1616.1A  
OPNAVINST 1000.23B

### **DOCUMENT(S) REQUIRED**

Original Orders (CNAVRES 1571/5)

Flight Itinerary

Certified copy of Dependency Application/Record of Emergency Data

IRS W-4

Travel Voucher DD 1351-2

Travel expense receipt (i.e. lodging, rental car receipts)

### **BACKGROUND**

This applies only to individuals not involved with major exercises.

### **INFORMATION**

PERSUPP DET will support ACDUTRA pay and allowances. Administrative requirements will be the responsibility of the Reserve Center and reporting command. CNAVRES 1571/5 or BUPERS orders support member's entitlement to basic, special, and BAS (basic allowance subsistence), incentive pay, and BAQ (Basic Allowance for Quarters). The availability of quarters and mess will be endorsed by the ACDUTRA site and verified by PSD Okinawa upon check-in. Completion of IRS W-4 form will determine Federal income tax to be withheld for all taxable pay earned during ACDUTRA and the corresponding state who will receive a copy of the tax statement. Payment of travel to the ACDUTRA site and

prepayment for return travel plus per diem if due, will be made.

### **PLR RESPONSIBILITY**

- Send member to PERSUPP DET to check in and start allowances. Due to limited numbers of days of active duty for training. Reservist should be check-in to PSD within 3 day of arrival at AT site.
- Complete Reporting / Detaching, Quarters and Mess Endorsement (PSAFE FORM 1306/2).

### **PERSUPP DET RESPONSIBILITY**

- Verify entitlement to BAQD (basic allowance for quarters with dependents) supported by a certified copy of record of emergency data/dependency application (NAVPERS 1070/602).
- Assist member in completing necessary documents to receive proper pay and station allowances.
- Assist member in completing the IRS W-4.
- Submit ACDUTRA travel claims to Travel Section for settlement.

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## **ADVANCEMENTS**

### **REFERENCE(S)**

BUPERSINST 1430.16D

MILPERSMAN 1430-010, 1430-020, 1510-030

DFAS Pay/Personnel Procedures Manual (Navy) Volume II

### **DOCUMENTS REQUIRED**

Advancement Eligibility List (AEL) submitted monthly by PSD

### **BACKGROUND**

Advancements in rate or rating are based on demonstrated proficiency in assigned duties, their performance evaluation, recommendation of the CO, and written examinations (if required). All eligible personnel compete for advancement or change in rating to fill vacancies in the total Navy allowance for their rating.

### **INFORMATION**

Apprenticeship advancements (E-2 and E-3) are done locally and do not require BUPERS or NETPDC authority. E-1 personnel are advanced to E-2 on the 16th of the month they meet the minimum 9 months time in grade (TIG) requirement and if their CO recommends advancement to the next higher paygrade. Except for the Command Advancement Program and Accelerated Advancements, E-4 through E-9 advancements are based on BUPERS or NETPDC authority only.

## **PLR RESPONSIBILITY**

### **For members recommended for advancement to E-2 and E-3:**

- Review Advancement Eligibility List (AEL) submitted monthly by PSD of eligible service members. Identify personnel eligible for advancement, PSD will assume that all personnel listed on the report are recommended for advancement if no negative response is received. If a member is not recommended for advancement prepare a page 13 and have CO sign endorsement (memorandum or letter) of non-recommendation and forward to PERSUPP DET prior to the 10th of the month.

- Notify member of advancement or non-recommendation.

### **For members to advance to paygrades E4 through E7:**

- If a member becomes ineligible for advancement after the examination, but before examination results are published, inform the PERSUPP DET ESO by formal correspondence that the examination is to be invalidated.

- Verify/screen command copy of ESVR and RCA upon receipt and post/publish results. Inform PERSUPP DET ESO by formal correspondence of ineligible selectees and those whose advancements are being withheld for weight control or any other reasons immediately, or at least 30 days prior to advancement date.

- Notify PERSUPP DET by letter of member's completion of Petty Officer Third Class and/or Chief Petty Officer Indoctrination Course (PO3/CPO INDOC). Identification card applications can be held until receipt of this information, or certification by completion of Administrative Remarks (NAVPERS 1070/613) waiving the requirement due to non-availability of course.

### **For members recommended for Accelerated Advancement to E-4:**

- Forward CO's recommendation to PERSUPP DET.
- Direct member to PERSUPP DET to sign extension for obligated service.
- Notify member by presenting advancement certificate.

## **PERSUPP DET RESPONSIBILITY**

### **For members recommended for advancement to paygrade E-2 and E-3:**

- Publish monthly E2/E3 AEL.
- ESO verify eligibility and do corresponding page 4 entry.

### **For members to be advanced to paygrades E-4 through E-9:**

- Send copy of verified ESVR/RCA to commands upon receipt.
- Retain exam worksheets for a minimum of 2 years.
- Verify eligibility and document advancement of eligible members.

### **For members recommended for Accelerated Advancement to E-4, completion of PARS, MR, TIR, and CO's recommendation are required before effecting advancements:**

- Effect advancement upon receipt of notification.

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### **AVIATION CAREER INCENTIVE PAY (ACIP)**

#### **REFERENCE(S)**

DOD Financial Management Regulation (DOD 7000.14-R)  
DFAS Pay/Personnel Procedures Manual (Navy) Volume II

#### **DOCUMENT(S) 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 continuously will receive ACIP only if 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 (even if they are required by competent orders to perform flying duties) are not entitled to ACIP -- they are entitled to monthly hazardous duty incentive pay.

#### **PLR RESPONSIBILITY**

- Verify and forward document to establish ACIP.

#### **PERSUPP DET RESPONSIBILITY**

- Verify flight orders.
- Prepare DJMS FID 1201 to start payment.

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### **ADVANCEMENT EXAMINATIONS**

#### **REFERENCE(S)**

Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Vol I (NAVPERS 18068E - OCCSTDs)  
Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Vol II (NAVPERS 18068F - Navy Enlisted Classifications)  
Bibliography for Advancement (NAVEDTRA 10052)  
BUPERSINST 1430.16D

OPNAVINST 1000.23B

## **DOCUMENT(S) REQUIRED**

Advancement Eligibility List (AEL)

## **BACKGROUND**

Examinations are developed by the Naval Education and Training Professional Development and Technology Center (NETPDTC), Pensacola, Florida. Participation in the appropriate Navy-wide examination cycle is required for advancement to paygrades E-4 through E-7. Examination answer sheets are scored/processed by NETPDTC.

Examinations for advancement to E-4 through E-6 are administered semi-annually in March and September. Examinations for advancement to E-7 are administered annually in January. Eligibility for advancement to E-8/E-9 is validated annually in November.

## **INFORMATION**

Before participating in an advancement examination, members must be Time in Rate (TIR) eligible and recommended by CO. However, for non-designated personnel, PARS, MR, Rate Training Courses are required to participate in advancement exams. Furthermore, personnel who have requested transfer to the Fleet Reserve are not eligible to participate in advancement exams.

## **PLR RESPONSIBILITY**

- Review AEL submitted by ESO of eligible service members. Annotate personnel eligible for participation in advancement exam, obtain CO's endorsement, and return to PERSUPP DET.
- Forward information regarding course and PAR completion to ESO for service record entry for non-designated personnel (i.e. SN, AN).
- Ensure qualified members verify/sign their worksheet.
- Provide PERSUPP DET a list of officers on examination board, proctors, and ensure all personnel arrive at testing site on time.
- Notify members of requirements not completed and cut off date of submission (i.e. evaluations, awards).
- Upon receipt of information (time, date and place) from PERSUPP DET regarding the upcoming advancement exam ensure information is widely publicized within the command.
- Ensure evaluations for qualified members are forwarded to PERSUPP DET.
- Provide memorandum to PERSUPP DET Okinawa to justify ordering late examinations.

## **PERSUPP DET RESPONSIBILITY**

- Forward command AEL to customer commands to assist them with advancement recommendations.
- Order exams.
- Prepare worksheets.

- Establish Examining Board.
- Publicize time, date and place of examination.
- Prepare discrepancy list for personnel missing requirements.
- Administer examinations.
- Forward completed answer sheets to NETPDC for grading.
- Order late (substitute) examinations. Contact members via PLR to schedule administration when exams are received.

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## **ADVANCE PAY (PERMANENT CHANGE OF STATION)**

### **REFERENCE(S)**

DOD Financial Management Regulation (DOD 7000.14-R)  
DFAS Pay/Personnel Procedures Manual (Navy) Volume II  
Joint Federal Travel Regulations, Volume I  
SECNAVINST 4650.19  
OPNAVINST 1000.23B

### **DOCUMENT(S) REQUIRED**

PCS Orders  
Advance Pay Certification/Authorization (PSAFE 7220/25)

### **BACKGROUND**

Advance pay is intended to enable a member to have sufficient money to execute a move and transition from one duty station to another. Advance pay on PCS within the same geographical area (defined as within the corporate limits, see JFTR 5300) is authorized only if member is entitled to relocate household effects (personal property) at government expense as a result of the PCS orders. SECNAVINST 4650.19 lists ships and afloat staffs which qualify as unusually arduous sea duty and which exempts them from this rule.

### **INFORMATION**

The CO is required to approve all requests for advance pay between 31 and 180 days. A member may be paid in advance an amount not to exceed three months pay less deductions for federal/state income tax withholding, FICA tax, SGLI, all known debts for collection (whether scheduled or unscheduled including previous unliquidated advances) and any statutorily required support allotments in force (see DODFMR).

Collection begins the first day of the month after payment of the advance and must be repaid in 12 months. The CO may authorize a 24 month repayment in conjunction with PCS orders to a high cost area. Advance pay will be paid not earlier than 60 days prior to transfer date. Advance pay on PCS orders that are subsequently canceled will require immediate repayment of the



age. They may be made payable to the children's guardian or custodian.

### **Allotment Types**

**B "BRAVO"** - Savings Bonds allotments.

**C "CHARITY DRIVES"** - Allotments for charity contributions, i.e..Combined Federal Campaign (CFC) and Service Relief Organization (NRSC/ARC).

**D "DELTA"** - Allotments may be made to a spouse, former spouses, other dependents, and to relatives not legally designated as family members.

**H "HOTEL"** - Allotment for the purchase of a home, mobile home, or house trailer used as a residence. Repayment of loans for business purposes or additions or improvements are not authorized. Only one allotment is allowed.

**I "INDIA"** - Payment of premiums for life insurance on the member, the member's spouse and children. Allotments for health, accident, or hospitalization insurance are not authorized.

**S "SIERRA"** - Payments to a financial organization for credit to the account of the individual. No more than two such allotments are allowed for any member.

### **PLR RESPONSIBILITY**

- Ensure member's request (NAVCOMPT 2273 or SF 1199A) is complete and states clearly what the member wants.

- (No later than the 15th of the month) ensure all requests are submitted to start deductions on the following month or to stop deduction for the current month.

Example: Start allotment form received 15 July, deductions will commence in August. Check mailed by DFAS Cleveland Center 1 September. Stop allotment form received 15 July, deductions will stop at the end of July, last check mailed by DFAS Cleveland Center 1 August.

- Ensure form(s) is signed by the member.

### **PERSUPP DET RESPONSIBILITY**

- Prepare DJMS FID

- Forward to DFAS.

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## **ASSIGNMENT LIMITATION REPORTING**

### **REFERENCE(S)**

DMRS Manual, Section 22

### **DOCUMENTS REQUIRED**

Assignment Limited Worksheet (DMRS Feeder Report)

## **BACKGROUND**

The FY95 Defense Authorization Bill requires the services to provide an annual report to Congress of all personnel who are either temporarily or permanently unavailable for worldwide assignment or who are otherwise assignment-limited. This is strictly a reporting requirement, it does not initiate or justify transfers, nor does it replace other personnel administration responsibilities of the parent command such as availability reports, disqualification procedures, NEC removals, etc.

## **INFORMATION**

The report applies to enlisted and officer personnel. The worksheet is self-explanatory. Copies are available from the Personnel Accounting Section/SDS of PERSUPP DET Okinawa.

## **PLR RESPONSIBILITY**

Ensure that feeder reports are complete and provided to PERSUPP DET in a timely manner.

## **PERSUPP DET RESPONSIBILITY**

Input the data to the DMRS system. Monitor personnel status for return to full assignability.

Maintain contact with all customer command LIMDU coordinators.

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# **ASVAB (ARMED SERVICE VOCATIONAL APTITUDE BATTERY)      RETESTING**

## **REFERENCE(S)**

MILPERSMAN 1236-010  
NAVMILPERCOMINST 1236.1  
ENLTRANSMAN Chap. 7  
Catalog of Naval Training Courses (CANTRAC)

## **DOCUMENT(S) REQUIRED**

Special Request Chit  
Enlisted Service Record

## **BACKGROUND**

The Navy's classification test measures general aptitudes in specified areas and is designed to determine eligibility for enlistment, class "A" schools, and special programs.

## **INFORMATION**

There are times when an individual desires to apply for a special program or service school which he/she does not meet the required minimum ASVAB test scores. Retest is normally authorized provided all eligibility requirements are met. Before requesting a retest, every attempt should be made by the command to obtain a waiver of the minimum test score requirement from NPC.

## **PLR RESPONSIBILITY**

- Have member consult with the Command Career Counselor for retest eligibility.

- Ensure member:

(1) Is a high school graduate or equivalent.

(2) The individual's record reflects positive improvement in education, language proficiency and experience (e.g., completion of a course in English grammar, high school general math or completion of basic/functional skills course). Completion of Navy correspondence courses required for advancement are not considered qualifying.

(3) Has waited at least one year since initial testing.

(4) Has positive reason for re-test.

(5) Has valid page three or four in service record.

(6) Has not retested before.

- Have members submit a special request chit through their chain of command for retest approval.

- Upon retest approval, have Command Career Counselor call the Enlisted Classifier at PERSUPP DET Okinawa to verify eligibility and coordinate date and time of ASVAB retest.

## **PERSUPP DET RESPONSIBILITY**

- Provide applicable service record information.

## **ENLISTED CLASSIFIER, PERSUPP DET OKINAWA RESPONSIBILITY**

- Administer ASVAB retest.

- Document retest information on page four of the enlisted service record.

- File original page four in the enlisted service record.

- Forward copy of page four to PLR/Command Career Counselor.

- Forward original page three and copy of page four to NPC.

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## **AWARDS**

### **REFERENCE(S)**

Naval Military Personnel Manual  
SECNAVINST 1650.1F  
OPNAVINST 1000.23B  
BUPERSINST 1430.16D

### **DOCUMENT(S) REQUIRED**

Personal Awards Recommendation (OPNAV 1650/3)

Navy Achievement Medal Certificate (OPNAV 1650/10)  
Navy Certificate Binders (Blue)  
Enlisted Qualification History (NAVPERS 1070/604)  
Administrative Remarks (NAVPERS 1070/613)

## **BACKGROUND**

Awards are important symbols of recognition, and a means of publicly recognizing and rewarding extraordinary, exceptionally meritorious, or conspicuously outstanding acts of heroism and other acts or services which are above and beyond that normally expected and which distinguish the individual or unit among those performing similar acts or services.

Awards are intended to recognize truly exceptional performance and valor. The value of an award is that it is given in cases only where it is clearly deserved.

## **INFORMATION**

The Department of Defense (DOD) has personal awards equivalent to the Navy's Distinguished Service Medal, Legion of Merit, Meritorious Service Medal, Navy Commendation Medal and Navy Achievement Medal. When Department of the Navy (DON) members serve in a DoD agency, activity, or a joint, unified or specified command, recognition by a DoD award may be appropriate.

For DON personnel serving their last tour of duty with another service, it is preferred that the Navy award an appropriate decoration if recognition is deemed necessary.

The fact that a unit receives a unit award in no way limits the awarding of personal decorations to individuals of that unit.

As a general rule only one award will be made for the same act, achievement, or period of meritorious service. However, an award of a decoration for heroism or specific achievement performed within a period of meritorious service is not considered duplication. (The citation issued for the meritorious service should not mention the heroic service or the specific achievement previously recognized.)

## **REQUIREMENT FOR HONORABLE SERVICE**

10 U.S.C. 6249 provides that no medal, cross, or bar, or associated emblem or insignia may be awarded or presented to any person or representative if his service after he distinguished himself has not been honorable.

Any award for a distinguished act, achievement, or service may be revoked before presentation by the approval authority, or after presentation by SECNAV, if facts subsequently determined would have prevented the original approval of the award, or if the awardee's service after the distinguishing act, achievement, or service has not been honorable.

If the awardee's honorable service is questioned after presentation of the award, forward the entire case to the Navy Department Board of Decorations and Medals (NDBDM) via CNO/CMC as appropriate for a determination and final disposition.

## **AUTHORITY TO APPROVE NAVY ACHIEVEMENT MEDAL**

DELEGATED TO COMMANDERS/COMMANDING OFFICERS UNDER A QUOTA SYSTEM  
NAVY POLICY AND QUOTAS

Commanders/commanding officers NAM may only be awarded to eligible to wear the Command junior officers and enlisted men at Sea or Command Ashore device.(LCDR/MAJ or below)

Navy commanders/Marine commanding officers may award to both officer and enlisted personnel of the Navy and Marine Corps.

#### **PLR RESPONSIBILITY**

- Obtain copy of award citation and forward to PERSUPP DET for appropriate service record entry.

#### **PSD RESPONSIBILITY**

- Upon receipt of award citation complete appropriate service record entry, being specially careful to document award points for enlisted personnel for participation in the Navy-wide advancement examination.

- File citation and letter appropriately in the applicable service record.

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## **CASUALTY REPORTS AND ASSISTANCE**

#### **REFERENCE(S)**

MILPERSMAN 4210100, 4210260  
OPNAVINST 1000.23B  
NAVMILPERINST 1770.1  
DFAS Pay/Personnel Procedures Manual (Navy) Volume II  
Joint Federal Travel Regulations, Volume I  
Casualty Assistance Guide

#### **DOCUMENT(S) REQUIRED**

None

#### **BACKGROUND**

The broad purpose of the program is to assure the Navy member's next of kin (NOK) of the Navy's interest in their well-being; of concern in the case of members reported missing while the search for him/her is underway; of sympathy in their loss in the case of death, and to help the survivors adjust to the new conditions these tragic circumstances have imposed upon them. It is the command's responsibility to ensure this action is followed up.

#### **PLR RESPONSIBILITY**

- Upon notification, obtain service record information from PERSUPP DET.
- Send required message and follow-up messages as necessary (INFO PERSUPP DET).

#### **PERSUPP DET RESPONSIBILITY**

- Provide copies of service record information and technical advice.
- In case of death, close out records and forward to BUPERS immediately.
- Provide clerical assistance in filing various forms for widow/dependent's benefits.
- Pay death gratuity.

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## **C**CHANGE IN RATING/RATE

### **REFERENCE(S)**

MILPERSMAN 1440-010, 1160-090  
OPNAVINST 1160.4E  
BUPERSINST 1430.16D  
OPNAVINST 1000.23B

### **DOCUMENT(S) REQUIRED**

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

### **BACKGROUND**

All members are given the opportunity to serve in the rating best suited for their aptitude, interest and the needs of the U.S. Navy. A "Change in Rating" is a lateral change in occupational skill without change in pay grade (QM2 to HT2). A request for change in rating must be submitted not later than 90 days prior to examination date via NAVPERS 1306/7 for BUPERS (PERS 292 or PERS 932) approval. A "Change in Rate" is a lateral change in the apprenticeships (pay grade E-1, E-2, E-3) in the same pay grade (SN to FN). Change in rate may be approved by the CO at a member's request provided that a greater need exists in the desired apprenticeship, a valid billet exists within the command, and the member is fully qualified for the new apprenticeship.

### **INFORMATION**

The following must be taken into consideration prior to a member's changing rating:

- Will this change cause an undesirable effect on the overall distribution (manning) to the Fleet?
- What are the opportunities for advancement?

### **PLR RESPONSIBILITY**

- Ensure member:

- (1) is counseled by the Command Career Counselor.
- (2) submits a Special Request Chit indicating the rating desired.
- (3) completes all requirements for the new rating.

- Complete NAVPERS 1306/7, including command endorsement and ensure member and CO both sign prior to mailing.

- Forward two copies of completed NAVPERS 1306/7 to PERSUPP DET.

### **PERSUPP DET RESPONSIBILITY**

- Verify member's eligibility.
- Upon receipt of BUPERS approval, make appropriate service record entries and/or prepare advancement examination worksheet as appropriate.

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## **COST OF LIVING ALLOWANCE**

### **REFERENCE(S)**

DJMS PROCEDURE TRAINING GUIDE

Joint Federal Travel Regulations, Volume I

### **DOCUMENT(S) REQUIRED**

Dependency Application/Record of Emergency Data (NAVPERS 1070/602)

### **BACKGROUND**

Cost of Living Allowance (COLA) is authorized for the purpose of defraying the excess costs of permanent assignment outside the continental United States.

### **INFORMATION**

COLA begins the day a member reports to their permanent duty station outside the continental United States. Members receiving Temporary Lodging Allowance (TLA) are not entitled to COLA unless the accommodations they occupy have adequate kitchen facilities. Total entitlement is determined by including the number of command-sponsored dependents. Any change to the number of command-sponsored dependents, or periods of leave or absence over 30 days of member and/or dependents involving return to CONUS will affect COLA entitlement. Members authorized COMRATS while residing in the barracks may be entitled to COLA at the single rate. The CO must determine in writing that messing is impractical for the member(s).

### **PLR RESPONSIBILITY**

- Make member aware that changes in command-sponsored dependents will effect COLA. (i.e. ERD, etc.) and resulting to a pay account discrepancy if not updated during the month the changes occurred
- Counsel individual to update their Dependency Application/Record of Emergency Data (NAVPERS 1070/602) at the PERSUPP DET as changes occur.
- When member and/or dependents temporarily depart the member's duty station on leave in CONUS for a period in excess of 30 days, notify PERSUPP DET of date of departure and return. COLA entitlement will be adjusted.

### **PERSUPP DET RESPONSIBILITY**

- Verify COLA entitlement against Dependency Application-/Record of Emergency Data (NAVPERS 1070/602) when changes are reported.
- Prepare new Dependency Application/Record of Emergency Data (NAVPERS1070/602) and obtain signature of member when changes are reported.

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## **CONTINUED LOGISTIC SUPPORT**

## **REFERENCE(S)**

Joint Federal Travel Regulations, Volume I  
COMNAVFORJAPANINST 4060.6L

## **DOCUMENT(S) REQUIRED**

Request for Continued Logistic Support

## **BACKGROUND**

Upon departure of a military member from the local area on PCS, the sponsor's dependents are no longer entitled to the benefits and privileges afforded by Standards of Forces Agreement (SOFA). In unusual or extraordinary cases Commander Fleet Activities, Okinawa or CG, MCB Japan may approve continuation of logistic support (i.e., DODDS eligibility, housing, exchange/commissary privileges, etc.). Requests will be made no later than 60 days prior to the departure of the sponsor from Japan. Continuation of logistic support is authorized only when delayed departure of dependents is necessary for reasons beyond the member or dependents' control (such as illness or hospitalization of the dependent(s), lack of acceptable housing at the PDS, difficulties related to securing transportation for dependents, shipment of household goods to the new duty station, exigencies of the service, etc.). Dependents who are non-local area nationals, who intend to remain in local area after the departure of their sponsors must make timely arrangements to acquire legal status of residency from the government of local area. When sponsors married to Foreign Nationals fail to provide for entry of dependents into the U.S. or area of new permanent duty station, dependents will not be granted benefits and privileges upon departure of the sponsor from local area. Benefits and privileges will not be provided when dependents have refused or failed to accept travel arrangements provided by NAVPTO in connection with permanent change of station. Approval of continued logistic support of dependents does not constitute approval of continuation of overseas allowances for longer than 60 days. Per JFTR U9100.C2, payment of overseas allowances on behalf of dependents is authorized for up to 60 days after member departs the overseas station. JFTR U9204 also applies.

## **PLR RESPONSIBILITY**

- Ensure member completes all procedures outlined in local area commander directive.
- Advise member to submit request in the format prescribed in local area commander directive.

## **PSD RESPONSIBILITY**

- Advise member to complete above procedures prior to departure, including travel arrangements for family.

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## **COMMAND SPONSORSHIP (LOCALLY ACQUIRED)**

### **REFERENCE(S)**

DJMS Procedure Training Guide

MILPERSMAN 1030-150 thru 1300-210/5352-030

Enlisted Transfer Manual Chapter 4  
Officer Transfer Manual Chapter 4  
OPNAVINST 1300.14A  
OPNAVINST 1300.15  
DMRSMAN

NAVMILPERSCOMINST 4650.2A, Appendix D

## **DOCUMENT(S) REQUIRED**

Dependency Application/Record of Emergency Data (NAVPERS1070/602)  
Dependency Status Action (NAVCOMPT 3072)  
Report of Suitability for Overseas Assignment (NAVPERS 1300/16)  
Department of the Navy Dependent Care Certificate (OPNAV 1740/1)

## **BACKGROUND**

See Appendix A, Joint Federal Travel Regulations for definition of dependent. Generally a dependent is defined as spouse, legitimate child, step/adopted/illegitimate child or parents of either sponsor or spouse (there are special rules for step/foster parent, including former step parent who has stood in loco parentis) approved by the local Personnel Officer or Defense Finance and Accounting Service Cleveland Center as appropriate. A command-sponsored dependent is the dependent of a member of the Armed Forces who:

- is otherwise entitled to travel of dependent(s) to the overseas area at government expense.
- has sufficient contractual obligated service to complete the appropriate DOD accompanied tour length. Tour length is computed from the date the member commenced the overseas tour.
- is entitled to the overseas station allowances (TLA/COLA/HOUSING) at the "with dependent" rate.

**NOTE:** If a member's spouse is active duty military and serving the "accompanied by dependents" tour, or command sponsored, children born of that marriage, during the current tour of duty, are considered command sponsored at birth.

An individually sponsored dependent is a dependent present in the overseas area who does not qualify for or has not been recognized as command sponsored. Individually sponsored dependents are not eligible to receive dependent transportation to or from the overseas area at government expense. Members may not receive the station allowances at the "with dependent" rate.

## **INFORMATION**

Newly acquired dependents (spouse, adopted/illegitimate/legitimate children, and/or parent in-laws approved by DFAS) acquired after the effective date of PCS orders are not command sponsored. In order to obtain command sponsorship the following requirements must be met:

- Member must have sufficient contractual obligated service to complete the appropriate DOD accompanied tour.
- Member must agree to serve the accompanied, "with dependent", tour. If not already scheduled to serve the accompanied tour, a PRD extension must be requested. There is no minimum of time which must be remaining in the tour in order to confer command sponsorship status.

- Dependents must be screened suitable for overseas duty.

For personnel with dependents in the Philippines, Saint Luke's Hospital is considered a TRICARE participating hospital.

#### **REQUIREMENTS FOR JAPAN**

- See COMNAVFORJAPANINST 1300.1Q for the specific requirements and format of the request.
- NAVMILPERSCOMINST 4650.2A, Appendix D requires dependent entry requests to be submitted to PERSUPPDET OKINAWA KADENA JA.
- These requests, if approved, confer "command sponsorship" for the individuals identified and children born of that marriage during that tour, including military married to military members, either of whom may be serving an approved "command sponsored" tour.

#### **PLR RESPONSIBILITY**

Ensure member obtain all required documents. It is imperative that the member is instructed to report to the PLR to ensure that all required documents are in their possession prior to reporting to PERSUPP DET.

- Have member complete request for locally acquired dependents to be command sponsored and submit via Commanding Officer for endorsement.
- Ensure Overseas Suitability has been completed for all dependents requesting command sponsorship.
- Prepare command sponsorship letter endorsement and verify completeness of related correspondence. Forward complete package to approving authority for action (PERSUPP DET Okinawa).

#### **PERSUPP DET RESPONSIBILITY**

- Verify information and make approval determination.
- Assist the individual in updating/verifying Dependency Application/Record of Emergency Data (NAVPERS 1070/602)
- Prepare DEERS Enrollment/ID Card Application.
- Prepare pay documents for dependent station allowances.
- Prepare appropriate Administrative Remarks (NAVPERS 1070/613) entry.
- Prepare Navy Standard Integrated Personnel System (NSIPS) entry for Dependent on Station (DOS).

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## **BASIC ALLOWANCE FOR SUBSISTENCE**

**REFERENCE(S)**

MILPERSMAN 1746-010 & 1746-020/7220-140  
DODFMR VOL 7A

OPNAVINST 1000.23B

**DOCUMENT(S) REQUIRED**

Meal Pass memo for "green" side Personnel

Special Request Chit

**BACKGROUND**

When enlisted members are authorized to mess separately while at a permanent station, even though a government mess is available, they are entitled to Basic Allowance for Subsistence (BAS).

**INFORMATION**

BAS are authorized during periods of hospitalization, leave, proceed time, authorized delays enroute between duty stations chargeable as leave and travel. BAS is also authorized while on TEMDU/TEMADD, except when on field duty or sea duty. BAS cannot be approved retroactively.

**PLR RESPONSIBILITY**

- Advise member to report to PERSUPP DET with an approved request chit to either start or stop BAS. Member also turn in Meal Pass or provide a command memorandum indicating time and date the Meal Pass was surrendered with request chit.

**PERSUPP DET RESPONSIBILITY**

- Prepare document to start/stop BAS.
- Issue/collect meal passes as applicable and document meal card control register.
- Update appropriate NSIPS entry.

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**CORRESPONDENCE COURSES**

**REFERENCE(S)**

OPNAVINST 1000.23B  
NAVEDTRA 10061.AS  
DOCUMENT(S) REQUIRED  
PERSUPPDETOKIINST 1430.1H

**BACKGROUND**

Military and rate training correspondence courses and other naval correspondence courses are available at CNET website:

<http://www.cnet.navy.mil/netpdtc/nac/neas.htm>

#### **INFORMATION**

Medical correspondence courses can be accessed and downloaded from website: <http://www-nshspts.med.navy.mil>

#### **PLR RESPONSIBILITY**

When a member desires a correspondence course:

- Provide assistance to service member in accessing or downloading courses from the above mentioned websites.

- Ensure courses are graded upon completion; send memo to PERSUPP DET for service record entry. Command's should have an individual designated in writing to use Correspondence Course answer keys at PERSUPP DET.

**NOTE:** Rate training manuals are issued to Navy personnel only.

#### **PERSUPP DET RESPONSIBILITY**

- Make service record entry upon receipt of memorandum from command.

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## **C**ONSECUTIVE OVERSEAS TOUR (COT) TRAVEL

#### **REFERENCE(S)**

Joint Federal Travel Regulations, Volume I

#### **DOCUMENT(S) REQUIRED**

Special Request Chit

#### **BACKGROUND**

Personnel may volunteer and serve consecutive overseas tours. While it is preferred that consecutive overseas tours be voluntary -- based upon the needs of the Navy, personnel may be assigned involuntary consecutive overseas tours. To maximize the benefits to be received from consecutive overseas tours, transferring commands shall ensure that individual service obligations are met prior to reassignment.

#### **INFORMATION**

- a servicemember who receives COT leave travel shall not receive any incentive under the Overseas Tour Extension Incentive Program for the same overseas tour.  
- a servicemember, who is stationed outside the continental United States (CONUS) and who is ordered to:

- a. a COT at the same PDS involving two full DOD area tours;
- b. make a permanent change of station (PCS) from one PDS outside CONUS to another PDS outside CONUS; or

c. make a PCS to/from one PDS outside CONUS from/to a ship expected to operate in an overseas area for a contemplated period of one year or more, as listed in enclosure (1) to OPNAVINST 4600.16, is entitled to receive COT leave travel.

The basic entitlement is :

- Member's (and command sponsored family members) home of record or to any place no farther distant than the member's home of record or - to any other place authorized or approved by BUPERS (Pers 40c for enlisted personnel and cogniant branch head for officers).

#### **DEFERRED TRAVEL**

Unless COT travel is deferred by BUPERS (PERS-40C for enlisted personnel and cognizant branch head for officers), the following applies.

- If the PCS order, with no temporary duty (TEM DU) provision, requires the servicemember to traverse CONUS, the COT leave shall be taken in connection with the CONUS crossing.  
- If there is TEM DU in CONUS as part of PCS, the COT leave shall be taken in conjunction with the TEM DU in CONUS. Deferment of COT leave travel, will only be approved by BUPERS when unusual circumstances preclude the member or dependents from taking COT leave while INCONUS.

Requests must be submitted to BUPERS, and authorization received prior to member's transfer.

- In connection with a re-tour not involving a change of PDS, the full DOD area tour must be completed before the leave travel entitlement accrues. If travel is deferred, it must be performed before the expiration of one year after the date on which the servicemember begins the consecutive tour of duty at the same PDS OUTCONUS.

- servicemember or dependents, who are not required to traverse CONUS to complete the PCS or are authorized or approved by BUPERS to defer COT leave travel in connection with travel, may elect to defer performing COT leave travel until after the servicemember reports to the new PDS OUTCONUS. The COT leave travel must be performed before the expiration of one year after the date on which the servicemember begins the consecutive tour of duty at the new PDS OUTCONUS.

#### **PLR RESPONSIBILITY**

- Process member's transfer information package as directed under Transfers in this instruction.

- Advise member to request deferral of travel by submitting a leave request chit via chain of command, with full particulars.

Provide copy of leave request chit with transfer information package or separately, but at least 30 calendar days prior to transfer.

#### **PERSUPP DET RESPONSIBILITY**

- Process member's transfer paperwork to include COT leave travel entitlement.

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**CAREER SEA PAY**

## **REFERENCE(S)**

DOD Financial Management Regulation VOL 7A  
DJMS PTG

SECNAVINST 7220.77B

## **DOCUMENT(S) REQUIRED**

TEMADD Orders  
Career Sea Pay Certificate

## **BACKGROUND**

Sea duty is defined as time spent performing assigned duties aboard any U.S. Naval Vessel underway while member is permanently or temporarily assigned for duty to that vessel. Anyone who meets this definition, is entitled to Career Sea Pay (CSP). The CSP entitlement differs with the type of ship a member reports to.

- CAT A VESSEL. A vessel whose primary mission is accomplished underway. A member serving in a CAT 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. Effective 1 Jan 1988, CSP is authorized for members aboard CAT B vessels for everyday the vessel is at sea or in a port at least 50 miles away from its homeport.

## **INFORMATION**

CSP eligibility criteria are as follows for members serving on a CAT A or CAT B vessel:

Enlisted:E4 to E9 - no cumulative sea time required

Warrant Officers:W1 to W5 - no cumulative sea time required

Commissioned Officers:O1 to O6 - must have over 3 years cumulative sea time

Sea duty time will be accrued towards career sea pay entitlement for all grades (E1-O6) and will be paid when all eligibility requirements are met. If member is entitled to CSP, and the vessel is a submarine-OPSUB is payable for the same period, regardless of length.

## **PLR RESPONSIBILITY**

- When a member departs TEMADD for short periods of sea duty aboard ships, prepare orders and notify PERSUPP DET date and time individual is embarked in category A or B vessel.

- Notify PERSUPP DET when individual debarks from vessel and completion of TEMADD.

- Provide a copy of TEMADD orders to PERSUPP DET.

## **PERSUPP DET RESPONSIBILITY**

- Verify entitlement and cumulative sea time.

- Prepare necessary DJMS FIDS.

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# DESERTERS

### REFERENCE(S)

Naval Military Personnel Manual  
DFAS Pay/Personnel Procedures Manual (Navy) Volume II  
NAVSUP Publication 485  
PERSUPPDETOKIINST 1626.1D

### DOCUMENT(S) REQUIRED

Record of Unauthorized Absence (NAVPERS 1070/606)  
Administrative Remarks (NAVPERS 1070/613)  
Preferred Charges and Specifications (DD 458)  
Inventory of Personal Effects (NAVSUP 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, or remains in a foreign country, requests and accepts asylum or residence 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.

### PLR RESPONSIBILITIES

Utilize PERSUPPDETOKIINST 1626.1D to determine appropriate actions such as:

- Submit a memo indicating the date, time, and location where member went UA (also indicate whether intentions are known or unknown).

When a member is declared a deserter:

- Submit a memo report daily. Include date/hour member was declared a deserter.
- Prepare a letter to member's Primary Next of Kin (PNOK), notifying them of member's desertion status.
- Inventory and send personal effects to NSC Oakland.

When a member has been a **deserter for 180 days**, forward the following to PERSUPP DET:

- Preferred and Received Charges and Specifications, DD 458, signed by CO.
- Copy of Inventory of Personal Effects, NAVSUP 29.
- Medical and dental records.

When a unauthorized absentee/deserter returns to military control:

- Submit memorandum/muster report returning member, including the following:
- Circumstances of return (whether surrendered or apprehended).
- Hour, date, and place of return to military control.
- Administrative determination of absence (absence excused/not excused).

#### **PERSUPP DET RESPONSIBILITY**

- Upon receipt of a memo indicating member is UA, prepare a administrative remarks indicating date and time of UA (indicating intentions known or unknown).
- If member is still UA after 24 hours, prepare a Record of Unauthorized Absence to stop pay.

When a member is declared a deserter:

- Submit declaration of deserter message and transcribing information to Administrative Remarks.
- Prepare Absentee Wanted by the Armed Forces, DD Form 553, and mail to BUPERS (Pers 843).

When a member has been a deserter for 180 days:

- Forward service, pay, medical and dental records to BUPERS (PERS-843). Include Preferred and Received Charges, Record of Unauthorized Absence, Administrative Remarks, copy of Inventory of Personal Effects, and copy of DD Form 553.

When a deserter returns to military control:

- Verify that Report of Return of Deserter message was submitted by activity to which member initially returned. If not previously completed, submit immediately to BUPERS (Pers 843).
- Deliver copy of message to disbursing office.
- Prepare technical arrest orders (TAOs) to return the member to the parent command, except under those circumstances specified in MILPERSMAN 3430300 and 3430350 in which case the member is returned to the disciplinary activity nearest to the homeport/geographical area for disciplinary action/disposition.

**BACK to TOC**

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## **DEPENDENT STUDENT TRAVEL ENTITLEMENT**

**REFERENCE(S)**

## **DOCUMENT(S) REQUIRED**

Letter from School  
Student Dependent Travel Orders  
Passenger Reservation Request

## **BACKGROUND**

Under conditions described in JFTR U5243.C, a member is authorized transportation or reimbursement for the member's unmarried dependent child who is under 23 and is or will be attending a school in the U.S. for the purpose of obtaining a secondary (grades 9 through 12) or undergraduate college education (listed in "Education Directory, Higher Education" issued by Department of Education).

## **INFORMATION**

One funded round trip annually is authorized for students from actual location of school to the sponsors permanent duty station and return. The sponsor is responsible for ensuring all information is complete and current. Member must provide required documents, as applicable.

## **PLR RESPONSIBILITY**

- Remind members of the importance of updating Dependency Application/Record of Emergency Data as changes occur by periodic notices in the POD/POW and through training sessions.
- The annual period for performing travel is 1 October through 30 September.
- The first educational round trip will begin at the overseas station for a dependent who was under 21 years of age at the time of travel to the overseas duty station. Initial travel to the overseas station is under sponsor's PCS orders. The first educational round trip for a student over 21 years of age will begin in the United States.
- Once a student graduates, quits, or is otherwise separated from the school, travel to the member's overseas duty station must be performed within 30 days. Extensions to this period may only be authorized or approved by BUPERS, based on extenuating circumstances.
- Once a student reaches their 23rd birthday, there is no further entitlement, no matter where the student is located at the time.
- Sponsor's command will issue the appropriate travel orders, which may be in message form, and/or submit a passenger reservation request (see Figure 7-1, NAVMILPERSCOMINST 4650.2A) to the NAVPTO or PCP servicing the school at least 30 days prior to the desired travel date. Request accounting data for Dependent Student Travel orders from Bureau of Naval Personnel (PERS-332).

## **PSD RESPONSIBILITY**

- Coordinate non-concurrent travel requirements if initial trip to overseas area and dependent is younger than 21 years of age. In addition, arrange for return transportation to school.
- Prepare new Dependency Application/Record of Emergency Data based on information supplied by member and obtain signature of member.
- Change station allowances as appropriate.

## **BACK to TOC**

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### **DENTAL PLAN**

#### **REFERENCE(S)**

DJMS Procedure Training Guide

MPA 35/95 151700ZMAY95

#### **DOCUMENT(S) REQUIRED**

Dependent Dental Insurance Plan Enrollment Election (DD Form 2494)

#### **INFORMATION**

ACTIVE DUTY FAMILY MEMBER DENTAL PLAN (FMDP) applies only to members with dependents. The FMDP is a benefit that allows the spouse and children of active duty members to obtain basic dental care from civilian providers. The dependents must reside in the United States, Puerto Rico, or U.S. Virgin Islands to be eligible for the program.

**COSTS:** The plan pays the full allowable charges of covered diagnostic and preventive services when provided by doctors participating in FMDP.

For other covered services, the member pays 20 percent of the cost to a participating dentist.

#### **ENROLLMENT INFORMATION**

Member must complete DD Form 2494.

First term enlisted personnel must have at least 24 months remaining until EAOS to enroll dependents.

Effective the first day of the month following submission of the enrollment form.

#### **DISENROLLMENT INFORMATION**

Member must complete DD Form 2494.

Disenrollment will be effective the last day of the month member submits DD Form 2494.

Member may disenroll for the following reasons:

- Change in duty station.
- Completed at least 24 months enrollment.
- Has no eligible dependents.

Commanding Officers may approve application for early disenrollment:

- Within 90 days of reporting to a new duty station after PCS transfer.
- If member's dependents become eligible for coverage under another dental plan.
- If member has no eligible dependents living in an authorized location.

**Note:** Personnel transferring overseas should stop FMDP prior to transfer or upon arrival at overseas station unless dependent(s) will be remaining in CONUS, Puerto Rico or U.S. Virgin Islands.

## **PLR RESPONSIBILITY**

- Provide DD Form 2494 and counsel member.
- Forward the completed DD Form 2494 to PERSUPP DET.

## **PERSUPP DET RESPONSIBILITY**

- Verify dependency of individuals listed on DD Form 2494.
- Prepare NSIPS document.
- File original DD Form 2494 in member's service record.
- Provide copy of completed DD Form 2494 to PLR to be delivered to the member.

## **BACK to TOC**

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# **D**EPENDENT STUDENT TRAVEL ENTITLEMENT

## **REFERENCE(S)**

Joint Federal Travel Regulations, Volume I

OPNAVINST 4650.15

## **DOCUMENT(S) REQUIRED**

Letter from School

Student Dependent Travel Orders

Passenger Reservation Request

## **BACKGROUND**

Under conditions described in JFTR U5243.C, a member is authorized transportation or reimbursement for the member's unmarried dependent child who is under 23 and is or will be attending a school in the U.S. for the purpose of obtaining a secondary (grades 9 through 12) or undergraduate college education (listed in "Education Directory, Higher Education" issued by Department of Education).

## **INFORMATION**

One funded round trip annually is authorized for students from actual location of school to the sponsors permanent duty station and return. The sponsor is responsible for ensuring all information is complete and current. Member must provide required documents, as applicable.

## **PLR RESPONSIBILITY**

- Remind members of the importance of updating Dependency Application/Record of Emergency Data as changes occur by periodic notices in the POD/POW and through training sessions.
- The annual period for performing travel is 1 October through 30 September.
- The first educational round trip will begin at the overseas station for a dependent who was under 21 years of age at the time of travel to the overseas duty station. Initial travel to the overseas station is under sponsor's PCS orders. The first educational round trip for a student over 21 years of age will begin in the United States.
- Once a student graduates, quits, or is otherwise separated from the school, travel to the member's

overseas duty station must be performed within 30 days. Extensions to this period may only be authorized or approved by BUPERS, based on extenuating circumstances.

- Once a student reaches their 23rd birthday, there is no further entitlement, no matter where the student is located at the time.

- Sponsor's command will issue the appropriate travel orders, which may be in message form, and/or submit a passenger reservation request (see Figure 7-1, NAVMILPERSCOMINST 4650.2A) to the NAVPTO or PCP servicing the school at least 30 days prior to the desired travel date.

### **PSD RESPONSIBILITY**

- Coordinate non-concurrent travel requirements if initial trip to overseas area and dependent is younger than 21 years of age. In addition, arrange for return transportation to school.

- Prepare new Dependency Application/Record of Emergency Data based on information supplied by member and obtain signature of member.

  - Change station allowances as appropriate.

### **BACK to TOC**

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## **DESERTERS**

### **REFERENCE(S)**

Naval Military Personnel Manual

DFAS Pay/Personnel Procedures Manual (Navy) Volume II

NAVSUP Publication 485

PERSUPPETOKIINST 1626.1D

### **DOCUMENT(S) REQUIRED**

Record of Unauthorized Absence (NAVPERS 1070/606)

Administrative Remarks (NAVPERS 1070/613)

Preferred Charges and Specifications (DD 458)

Inventory of Personal Effects (NAVSUP 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, or remains in a foreign country, requests and accepts asylum or residence 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.

## **PLR RESPONSIBILITIES**

Utilize PERSUPPDETOKIINST 1626.1E to determine appropriate actions such as:

- Submit a memo indicating the date, time, and location where member went UA (also indicate whether intentions are known or unknown).

When a member is declared a deserter:

- Submit a memo report daily. Include date/hour member was declared a deserter.
- Submit declaration of deserter message and transcribing information to Administrative Remarks.
- Prepare Absentee Wanted by the Armed Forces, DD Form 553, and mail to BUPERS (Pers 843).
- Prepare a letter to member's Primary Next of Kin (PNOK), notifying them of member's desertion status.
- Inventory and send personal effects to FISC Cheatham Annex 108 Sandra Avenue Williamsburg VA 23187.

When a member has been a deserter for more than 30 days, forward the following to PERSUPP DET:

- Preferred and Received Charges and Specifications, DD 458, signed by CO.
- Copy of Inventory of Personal Effects, NAVSUP 29.
- Medical and dental records.

When a unauthorized absentee/deserter returns to military control:

- Submit memorandum/muster report returning member, including the following:
  - Circumstances of return (whether surrendered or apprehended).
  - Hour, date, and place of return to military control.
  - Administrative determination of absence (absence excused/not excused).

## **PERSUPP DET RESPONSIBILITY**

- Upon receipt of a memo indicating member is UA, prepare a administrative remarks indicating date and time of UA (indicating intentions known or unknown).
- If member is still UA after 24 hours, prepare a Record of Unauthorized Absence to stop pay.

When a member has been a deserter for more than 30 days:

- Forward service, pay, medical and dental records to BUPERS (PERS-843). Include Preferred and Received Charges, Record of Unauthorized Absence, Administrative Remarks, copy of Inventory of Personal Effects, and copy of DD Form 553.

When a deserter returns to military control:

- Verify that Report of Return of Deserter message was submitted by activity to which member initially returned. If not previously completed, submit immediately to BUPERS (Pers 843).

- Deliver copy of message to disbursing office.

- Prepare technical arrest orders (TAOs) to return the member to the parent command, except under those circumstances specified in MILPERSMAN 1600-070 and 1600-080 in which case the member is returned to the disciplinary activity nearest to the homeport/geographical area for disciplinary action/disposition.

## **BACK to TOC**

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## **DIRECT DEPOSIT SYSTEM (DDS)**

### **REFERENCE(S)**

SECNAVINST 7220.17

DJMS PROCEDURE TRAINING GUIDE (40301)

### **DOCUMENT(S) REQUIRED**

Authorization of Deposit for Federal Recurring Payments (SF 1199A)

DDS Information Sheet

### **BACKGROUND**

The Direct Deposit System (DDS) provides member with the automatic deposit of their net pay into checking or savings account at the financial institution of their choice. Net pay is centrally computed at DFAS-CL twice monthly allowing for inclusion of any pay transactions received since the last pay computation. EFT (Electronic Fund Transfer) is the method of pay distribution made by FRB Cleveland to the various FRBs via their automated clearing houses and ultimately delivers the net pay to the individual banks, credit unions, etc.

### **INFORMATION**

Participation in the Direct Deposit program is mandated by the Department of Defense (DoD) for all military members, including civilians, military retirees, and annuitants.

### **PLR RESPONSIBILITY**

- Forward completed SF 1199A and if applicable, canceled check to PERSUPP DET.

### **PERSUPP DET RESPONSIBILITY**

After completion of the SF1199A, PSD will verify the content for accuracy, Consider the mid-month and end-of-month cutoff dates and advise the member of the start date. Prepares and transmit transaction to DFAS-CL to update member's MMPA.

## **BACK to TOC**

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## **EARLY RETURN OF COMMAND SPONSORED DEPENDENTS**

### **REFERENCE(S)**

OPNAVINST 4650.15 Early Return of Dependents Brief Sheet (PSAFE FORM 4650/6)

Joint Federal Travel Regulations, Volume I

CNFJ INST 7220.1Q

### **DOCUMENT(S) REQUIRED**

Member's Request

Approval letter/endorsement

### **BACKGROUND**

The overseas area and regional coordinators may authorize the early return of command-sponsored dependent(s) and shipment of household goods (within prescribed weight allowances) because of official situations which make it prudent to remove the dependent(s) from the locale of the overseas duty station. This authority may not be delegated. The order-authorizing official will determine the destination to which travel is to be authorized and will ensure that a reasonable relationship exists between the conditions and circumstances of the case and such destination. A copy of the travel orders with certified reasons for early return of dependents will be forwarded to BUPERS (NPC 130N).

### **INFORMATION**

Early return of command-sponsored dependents must be requested by the member and certified by the member's commanding officer. The request must be authorized by an officer in the grade of O-5 or higher (may not be delegated lower), or BUPERS (NPC –130N) as appropriate, and submitted to PERSUPP DET.

Approving officials may authorize the early return of dependents only when:

- the member has shown that a valid need to return dependents exists,
- the problem or situation occurred after arrival at the overseas permanent duty station,
- and local resources (on or off post) cannot resolve the problem.

The approval authority should obtain recommendations from agencies such as (if the member's situation does not meet these criteria, the request shall be disapproved):

- religious
- medical
- financial management
- family counseling
- legal

The early return of dependents shall be a last resort. Authoriza-tion for the early return of command-

sponsored dependents and shipment of personal property must be given judiciously and prudently to preclude fraud and waste.

Dependents must commence travel prior to the member being notified of reassignment from the overseas duty station. In this regard, actual receipt of PCS orders is not required. If authorized return travel is within nine months of projected rotation date (PRD) and reassignment notification has not been received, authority for early return of dependents must be obtained from BUPERS (NPC-130N). In these cases, attempts will be made to issue PCS orders/-directives to preclude the need for exercising the early return entitlement.

### **PLR RESPONSIBILITY**

The following guidelines are provided to assist CO's considering approval of early return of dependents:

- Prior to approval of request, require as a minimum mandatory counseling by Family Services Center, Chaplain or medical personnel as necessary to confirm and document early return of dependents and household effects are required.
- If travel is within nine months of PRD and PCS orders have not been received, authority must be obtained from BUPERS (NPC-130N)
- The request must be signed by the CO (O5 or higher), and forwarded to the supporting PERSUPP DET.

When it has been determined by the CO that the best interests of the member, or the member's dependent(s) and the government will be served by the return of dependent(s), the following procedures will be adhered to:

- Assist member in preparing letter request to be submitted to the CO for determination
- Prepare command endorsement/approval of member's request and forward to approving authority and/or PERSUPP DET as appropriate.
- Direct member to report to PERSUPP DET with letter request, all endorsements, and approval.
- Advise member to report to PERSUPP DET after departure of dependents to update Dependency Application/Record of Emergency Data and pay entitlements.
- Advise member to report to Family Housing Office immediately the dependent's return to CONUS.

### **PERSUPP DET RESPONSIBILITY**

- Review service record to determine if dependents are command sponsored.
- Verify all eligibility requirements.
- Review the request to ensure that the authorization is clear, is supported by necessary documentation/certification, that an entitlement exists, and that notification of reassignment has not been received.
- Prepare endorsement with accounting data, PRR, and Application for Transportation of Dependents .
- Provide member 20 copies of his/her orders for shipment of household goods/POC.
- Change Page 2 and entitlements.
- Mail copy of authorization to BUPERS (NPC-130N).

**BACK to TOC**

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# **PERSONAL COMPUTER ENLISTED DISTRIBUTION AND VERIFICATION REPORT (PC-EDVR)**

## **REFERENCE(S)**

OPNAVINST 1000.23C

PERSUPPACTFEINST 5400.ID

Enlisted Distribution and Verification Report Users' Manual (EDVRMAN) 1080 #4 UM-01

## **BACKGROUND**

The Enlisted Distribution and Verification Report (EDVR) is a monthly statement of each activity's enlisted personnel account. It is the method whereby NPC and DFAS Cleveland Center notify the activity that transactions submitted by DMRS (Diary Message Reporting System) and SDS (Source Data System) have been correctly updated and master personnel files are complete.

The EDVR Management System is a program that allows the user to browse and locally print EDVR data from EPMAC. In addition, the software can compare the previous month's EPMAC data contained in the database with the current month's data, thus streamlining the verification process. Please keep in mind that the PCEDVR is an alternative to a flat paper EDVR. It does not provide the field with "real-time" information.

## **INFORMATION**

The EDVR is organized into twelve sections:

- Section 1 lists all members under orders to report to the activity.
- Section 2 displays expired losses, current losses, and losses expected to occur within the next ten months as a result of transfer directives, Expiration of Active Obligated Service (EAOS), Projected Rotation Dates (PRDs), or High Year Tenure (HYT).
- Section 3 lists members not appearing in EDVR sections 1 or 2, who are onboard the activity for temporary duty, members who remain on the activity account in a deserter status or who have been administratively dropped from Navy Strength Accounts. EDVR section 3 also lists alphabetically all members in the activity's personnel account regardless of status.
- Section 4 lists all enlisted personnel in the activity's personnel account except for those in a deserter status (ACC 109) and personnel who have been administratively dropped from Navy Strength Accounts (ACC 391 or 393).
- Section 5 is a numeric summary of the activity personnel account showing Billets Authorized (BA), M-day plus 1 month (M+1) in the Navy Manning Plan (NMP), and a summary of members onboard and Projected on Board (POB).
- Section 6 lists Distribution Navy Enlisted Classification Code (DNEC) Management.
- Section 7 is a listing of Navy Enlisted Classification Codes (NECs) by rating which the activity has billets authorized and reflects the totals for personnel distributed from the current month through nine months in the future.

- Section 8 lists all personnel onboard who have NECs.
- Section 9 is an Officer and Enlisted Diary Message Summary.
- Section 10 is in four parts and reflects the encoded duty preferences, as recorded in the BUPERS data base. This listing is intended strictly for verification purposes. Not all activities will receive EDVR section 10 every month.
- Section 11 displays security, citizenship, involuntary extensions months, Pay Entry Base Date (PEBD), Time-in-Rate (TIR), Advancement Effective Date, and ENCORE Status and Action Date.
- Section 12 is a report of officer and enlisted personnel absent on sailing, embarked, and assigned to the activity for temporary additional duty to augment normal manning. EDVR section 12 also contains a listing of units, foreign military and civilians embarked in a ship.
- Section CC (Career Review Board). This is a handy enhancement added with the PCEDVR. It provides useful information for Division Officer, Chief Petty Officers and Leading Petty Officers. This report displays the Name, SSN, Rate, ADSD, EAOS, Extensions of Enlistment, PRD, SDCD/SHDCD, Date Reported Onboard, PEBD, TIR, Effective Date of Advancement and Security Clearance Data for all enlisted personnel attached to the activity.
- Section SP (Special Duty Assignment Pay). This section was developed to assist with the annual SDAP recertification process. It provides a listing of all SDAP recipients in the command. This report can be an extremely valuable tool if you have a large group of members entitled to SDAP.

#### **PLR RESPONSIBILITY**

- Review EDVR and initiate corrective action on discrepancies noted.
- Distribute sections of the EDVR to personnel managers for verification and updating.

#### **PERSUPP DET RESPONSIBILITY**

- Print and distribute to customer commands Section 3 of EDVR received via SDS on the first week of the month for the previous month.
- Provide copy of NSIPS reports corresponding to EDVR Sections 3 and 11 as requested by customer commands.
- Update/make service record entry to reflect changes in EDVR, as they occur.

### **BACK to TOC**

## **FUNDED EMERGENCY LEAVE PROCEDURES**

### **REFERENCE(S)**

Naval Military Personnel Manual

Enlisted Transfer Manual

Officer Transfer Manual

Joint Federal Travel Regulations, Volume I

DFAS Pay/Personnel Procedures Manual (Navy) Volume II

SDS Procedures Manual, Volume II

NAVMILPERSCOMINST 4650.2A

OPNAVINST 4630.25B

**DOCUMENTS REQUIRED:**

TEMADD Orders (NAVPERS 1320/16)

Travel Orders for Civilians and Dependents (DD 1610)

**BACKGROUND**

Emergency leave is authorized in the circumstances set forth in MILPERSMAN 3020280 and normally will be granted (provided the military situation permits as determined by the fleet, force, or area commander concerned) when the existence of an emergency has been determined by letter, telegram, or telephone call from the family member, minister, attending physician, or other interested party to the member's command or to the member concerned. Emergency leave should be granted whenever the circumstances warrant, based on the judgement of the commanding officer and the desire of the member. Prior to granting extended emergency leave involving excess leave, consideration shall be given to the possibility of a request for either humanitarian duty assignment or a hardship discharge.

Due to the difference between "emergency leave" and "funded emergency leave", commanding officers shall issue appropriate orders citing the appropriation. For funded emergency leave from outside the CONUS to the CONUS, and return; or from the CONUS to outside the CONUS, and return; or from an overseas station to a place outside the CONUS, and return; or from a temporary duty station inside CONUS, and return; transportation at Government expense shall be authorized via the AMC on a space required basis for those segments of a journey where a AMC channel exists, payable from appropriated funds available and chargeable to the appropriation which supports the temporary additional duty travel of the ship, station or unit to which the member is attached. Emergency leave shall not be denied a member solely because of a lack of funds for funded emergency leave. Per diem or other incidental expenses are not payable from appropriated funds.

**Transportation Entitlement:**

If reasonably available, transportation at Government expense shall be authorized via military-owned or military-controlled transportation, as specified in NAVMILPERSCOMINST 4650.2A. When Government transportation is not reasonably available, funded emergency leave travel via commercial transportation at Government expense may be authorized according to applicable paragraphs of the Joint Federal Travel Regulations (JFTR), Volume I, Chapter 7 and NAVMILPERSCOM-INST 4650.2A.

Family member travel in conjunction with family emergencies is addressed in OPNAVINST 4630.25B. This instruction authorizes the use of AMC space required travel from the overseas port of embarkation to the CONUS port of debarkation and return, or, for those stationed in CONUS, AMC Category ONE space available travel from the CONUS port of embarkation to the overseas port of debarkation, and return, in conjunction with a bona fide family emergency. Immediate family for this purpose includes the dependent's or spouse's father, mother, person standing in loco parentis, spouse, children, brother, sister, or only living relative. This definition allows dependents to travel for a bona fide emergency in the spouse's or member's family. It is emphasized that the provisions of OPNAVINST 4630.25B require family members to have a letter of authorization from the member's command to be eligible for this travel. If reasonably available, transportation shall be authorized via military-owned or military-controlled transportation.

Command-sponsored family members who reside with members at the member's station outside the United States may be provided transportation from the overseas port of embarkation to a port of debarkation in CONUS, and return; or to a port of debarkation in Alaska, Hawaii, Puerto Rico, possessions of the United States or any other location outside the United States appropriate to the emergency, and return as specified in the JFTR, Volume 1, Chapter 7 and NAVMILPERSCOMINST 4650.2A. When Government transportation is not reasonably available, travel via commercial transportation at Government expense may be authorized according to applicable paragraphs of the JFTR, Volume I, Chapter 7 and NAVMILPERSCOMINST 4650.2.

Dependents must be included on the member's emergency leave travel orders or be in possession of travel orders authorizing emergency travel and citing appropriate accounting data.

### **PLR RESPONSIBILITY**

- Determine if "funded emergency leave orders" will be issued.
- Ensure member is counselled concerning travel entitlements for themselves and their dependent(s) as appropriate.
- Coordinate transportation with local Transportation Office.
- Brief member on the following:
  - (1) If round-trip transportation was not provided, the member is responsible for obtaining a return reservation to the duty station. Immediately upon arrival at the leave destination, he or she must contact NAVY HELP DESK, San Antonio, TX. and request a return reservation to the duty station.

- - - Transpacific Destinations - - -

NAVY HELP DESK, SAN ANTONIO, TX

Telephone: 210-824-8455 ( Call Collect)

- (2) If it is not possible to obtain a return reservation prior to the expiration of leave, the member should report to the Navy activity nearest the airlift terminal which has berthing and messing facilities to accommodate Navy personnel.
  - (3) The member is responsible for canceling reservations and requesting new reporting instructions if a leave extension is granted or if it is desired to terminate the emergency leave prior to the ordered expiration.
  - (4) The member should not report to a AMC terminal for return transportation without a port call issued by the appropriate NAVPTO.
  - (5) The member must have sufficient funds on hand to defray all expenses while on leave.
- Funded emergency leave to foreign destinations requires that members take their medical record to verify or update shots.
  - Passport and visa requirements are the responsibility of the travelers.
  - Request the military representative at the AMC terminal to endorse orders, for the commencement and termination of leave (including time and date).
  - Advise member to submit travel claim with orders within ten days of completion of travel to the appropriate office.

- Ensure travel claim and orders are forwarded to PERSUPP DET within 5 days of completion of travel.

#### **PERSUPP DET RESPONSIBILITY**

- Process travel claim, identifying all periods of leave and charging against member's leave account appropriately.

### **BACK to TOC**

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## **ENVIRONMENTAL AND MORALE LEAVE (EML)**

#### **REFERENCE(S)**

USCINCPACINST 1700.2N

Joint Federal Travel Regulations, Volume I

OPNAVINST 1000.23B

DJMS Procedures Training Guide (PTG)

#### **DOCUMENT(S) REQUIRED:**

Leave Request/Authorization (NAVCOMPT Form 3065)

Travel Authorization for Participants in Unfunded Environmental and Morale Leave (USCINCPAC 505/3 (04-93))

Request for EML Travel Authorization (PSAFE Form 1700/2)

Travel Authorization for Participants in Environmental and Morale Leave (EML) (PSAFE Form 1700/3)

#### **BACKGROUND**

"Environmental and Morale Leave" is established at overseas installations for the purpose of taking ordinary leave in a more desirable location. Environmental and morale leave program involve space-available travel privileges.

**AUTHORIZED PARTICIPANTS** – Following personnel and their family members may use UEML space available air transportation within the U.S Pacific Command:

- Active duty uniformed service members (Army/Navy/Airforce/Marine Corps/Coast Guard/USPHS) and commissioned officers of the National Oceanic and Atmospheric Administration (NOAA)

- Accompanied or unaccompanied command sponsored dependents of uniformed service members. Family members under the age of 18 must be accompanied by an EML-eligible family member.

- Military personnel assigned to forward deployed Military Sealift Command (MSC) ships.

- U.S. Civilian employees of the DOD and U.S. Coast Guard and their family members, when eligible for government transportation to the U.S. upon completion of their tours. This includes non-appropriated fund employees (NAF) recruited from the U.S. on duty with the armed forces.

- United Services Organization (USO) professional staff personnel and their family members stationed at UEML origination sites.

- Full-time paid personnel of the American Red Cross (ARC) on duty with the uniformed services and their family members when senior representative of the agency concurs.

- Department of Defense Dependent Schools (DODDS) administrators, teachers and their family members.

**INELIGIBLE PARTICIPANTS** – The following personnel are not authorized UEML travel:

- Personnel deployed with or from a ship/squadron/unit permanently assigned to a duty station in CONUS or Hawaii.

- Personnel permanently assigned to Hawaii.

- Student family members age 24 or over.

- Third country nationals who work for a contractor providing support to DOD. This restriction doesn't apply to third country nationals who are family members of U.S. military and DOD personnel and still have passports from the third country.

- Unaccompanied family members under 18 years of age. A power of attorney granted to a travelling non-family member does not authorize EML travel for family members in this case.

- Personnel TAD/TDY (does not include Permissive Temporary Duty (PTDY) or employer approved training for DODDS administrators and teachers).

**TRAVEL NOT AUTHORIZED UNDER EML** – Do not use UEML in conjunction with or in place of either space available or space required travel:

- Student travel to or from CONUS is not authorized under the UEML program.

- Do not use UEML for early return of family members to CONUS, nor to transport family members to different restricted locations.

- Do not use UEML to transport family members to a sponsor's site from another location (i.e. travel from CONUS-Hawaii to USPACOM areas on return is not authorized).

- Do not use UEML as a substitute for emergency leave.

- Do not use UEML for aeromedical reasons to include elective surgery or delivery of a baby.

- Do not use UEML in conjunction with convalescent leave, graduation leave, or sick leave.

- UEML is not permitted in conjunction with TAD/TDY.

- Personnel assigned to Japan may not use Korea as a transit site for the purpose of visiting the U.S.

**Program Control.**- All participants in the UEML program must be fully aware of purpose, eligibility requirements, rules, regulations, and limitations of the UEML program and space available travel.

Commands must ensure administrative controls allow all eligible personnel and their family members to participate and that participating members review and understand UEML space available travel restrictions prior to commencing travel.

- Entitlement year for member and family members commences upon member reporting to a unit in an UEML location and ends on the anniversary of that date. This applies whether dependents arrived at the same time or not.

- Entitlements are not cumulative; trips cannot be "saved" from one year to the next.

- Participants are limited to two trips per year either accompanied or unaccompanied with sponsor. This limit applies to family members of military members married to military members who are both assigned to UEML locations.

- A 90-day period is considered adequate to obtain environmental relief. UEML cannot exceed 90 days without approval of Commander in Chief, U.S. Pacific Command (USCINCPAC).

- Service members may not take UEML trips within six months of the beginning or end of the service member's tour of duty at the eligible location (this does not include eligible family members or members assigned to dependent restricted tours). This doesn't apply when service members are doing a PCS from Consecutive Overseas Tour from one EML location to another; that is, the six months before and after the PCS from one EML-approved location to another is a period wherein the member may take EML under the provisions of USCINCPACINST 1700.2N. USCINCPAC representatives/subordinate unified commanders may waive this six-month rule on a case-by-case basis.

- All uniformed service sponsors traveling under the UEML program either in an accompanied or unaccompanied status must be on leave at the time of registration, remain in a leave status while awaiting travel, and be in a leave status for the entire period of UEML travel (to and from destination).

- Whenever a participant commences travel on space available transportation in an UEML status, the trip counts against that participant's two trips per year regardless of whether:

- Participant did not use UEML for return travel.
- Participant did not reach desired final destination.

- Uniformed service and civilian sponsors need not be in a leave status to qualify their family members for unaccompanied travel (CAT IV) under the UEML program.

- Travelers are not authorized to remain at in-transit points longer than necessary to obtain the first available onward transportation. AMC officials can reduce travel category and deny travel if in-transit status is abused.

#### **PLR RESPONSIBILITY**

- Five working days prior to commencement of leave, have member submit copy of approved leave papers and/or EML travel request to PERSUPP DET. Advise member that prior to commencing travel to sign original EML papers at PERSUPP DET.

- Pick-up member's EML orders from PERSUPP DET for delivery.

- Within two working days after return from EML, obtain and forward completed leave authorization and EML orders to PERSUPP DET.

#### **PERSUPP DET RESPONSIBILITY**

- Verify eligibility for member and/or family member travel.

- Update EML on computer database.
- Prepare EML orders (USCINCPAC 505/3 (04/-93)). Reproduction is authorized by direct copy or computer generation. Computer generated forms must be verbatim, in the same format, and identified with the proper title and document number.
- Charge regular leave in accordance with procedures described in DJMS Procedures Training Guide (PTG).

## **BACK to TOC**

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## **EMPLOYMENT VERIFICATION AND STATEMENT OF SERVICE**

### **REFERENCE(S)**

SECNAVINST 5211.5

SECNAVINST 5720.42

### **DOCUMENT(S) REQUIRED**

Request for Employment Verification

Record of Disclosure/Enlisted Service Record Check-Off Sheet (PSAFE Form 1070/4)

### **BACKGROUND**

It is the policy of the Navy to protect the privacy of members. Employment verification requests in accordance with current regulations/directives shall be honored on an expeditious basis. A member's purchases are often held pending a credit check which may involve current employment status. Intimate or private information about a member shall be safeguarded.

### **INFORMATION**

Information on military and civilian members identified as personal may not be released without authority of the individual.

NOTE: Home addresses and phone numbers are considered personal information and MAY NOT be released. Disclosure of information should be made by the activity with cognizance over the requested information. Commands can routinely verify if a member works at their command. Inquiries constituting a credit check should be referred to the PERSUPP DET servicing the member's service/pay record. Public agencies must submit requests in writing, quoting authority for release of information.

### **PLR RESPONSIBILITY**

- Publish Navy policy regularly through Plan of the Week/Day.
- Post copy of Navy policy near record files that must be safeguarded.
- Respond to/coordinate routine inquires.
- Advise telephone inquiries to submit written employment verification requests to the appropriate PERSUPP DET.

### **PERSUPP DET RESPONSIBILITY**

- Post copy of Navy policy near record files that must be safeguarded.
- Verify compliance with current regulations.
- Complete and return employment verification without delay.
- Annotate Record of Disclosure (PSAFE Form 1070/4).

## **BACK to TOC**

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## **ENLISTED FROCKING**

### **REFERENCE(S)**

BUPERSINST 1430.16

MILPERSMAN 1420-060

### **DOCUMENT(S) REQUIRED**

Command frocking authorization (letter)

Frocking statement (Administrative Remarks (NAVPERS 1070/613))

### **BACKGROUND**

Frocking provides early recognition for members selected for petty officer third class through master chief petty officer. It is an administrative authorization to wear the uniform of a higher grade without the increased pay or allowance of that grade.

### **INFORMATION**

- Frocked members shall be entitled to military identification cards and all privileges of the higher pay grade, e.g., clubs, messing, berthing, housing, and parking, except entitlements restricted by law.
- Except for members who are not within the weight standards prescribed in OPNAVINST 6110.3 frocking may be effected as follows:
  - (1) Qualified E8/E9 selectees may be frocked upon receipt of selection board results.
  - (2) Qualified E7 selectees may be frocked no earlier than the first advancement increment (normally 16 September) and after completing the Chief Petty Officer Indoctrination Course.
  - (3) Qualified E5/E6 selectees may be frocked once the data on the Enlisted Status Verification Report/Rating Change Authorization announcing selectee status has been verified.
- Qualified E4 selectees may be frocked once the data on the Enlisted Status Verification Report/Rating Change Authorization announcing selectee status has been verified and after completing the Petty Officer Indoctrination Course.

### **PLR RESPONSIBILITY**

- Ensure command frocking letter is complete.
- Brief member on entitlements of the frocked grade.

- Forward copy of indoctrination course completion certificate.

### **PSD RESPONSIBILITY**

- Verify completion of indoctrination course when applicable.
- Prepare and have member sign Administrative Remarks (NAVPERS 1070/613) frocking statement.
- Issue new identification cards for member and family members.

### **BACK to TOC**

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## **ENLISTED EVALUATIONS**

### **REFERENCE(S)**

BUPERSINST 1610.10

OPNAVINST 1000.23B

### **DOCUMENT(S) REQUIRED**

NAVPERS 1616/26 (E1 - E6)

NAVPERS 1610/2 (E7 - O6)

### **BACKGROUND**

Navy Regulations requires that records be maintained on enlisted persons "which reflect their fitness for the service and performance of duties." Fitness Reports (FITREPS) on officers and chief petty officers and Evaluation Reports (EVALS) on other enlisted personnel are used for many career actions, including selection for promotion, advanced training, specialization or subspecialization and responsible duty assignments. Timely, realistic and accurate reports are essential for each of these tasks.

### **INFORMATION**

While each fitness/evaluation reports should be explained to the member, this explanation should be only one part of the counseling process. The evaluation report is not designed primarily as a counseling system. Its purpose is to create an objective record of performance on which official actions may be based. Mid-term counselings are formally used in the counseling process, but shall not be made a part of the member's official record.

Fitness/evaluation reports are subject to the Privacy Act of 1974. Report drafters and reporting seniors may retain copies of reports as well as notes and records of performance for their personal use as memory aids, provided these materials are safeguarded to prevent unauthorized disclosure, are not circulated to anyone else, and are used openly while counseling the member. Commands shall retain copies of evaluation reports for at least 2 years following the ending date of the report.

### **PLR RESPONSIBILITY**

- Verify all information on fitness/evaluation reports.
- Ensure regular reports submitted maintain continuity, e.g., the period (dates) of the report do not overlap with dates of previous regular evaluation.
- Ensure all reports are signed by rater, senior rater and reporting senior, as applicable.

- Ensure all reports are signed by the member and that the individual has indicated their intent "TO SUBMIT" or "NOT TO SUBMIT" a statement by circling their choice.

Member desires to submit a statement:

- Hold the report 10 days to allow the member to prepare a statement. Provide the member with Annex S of BUPERSINST 1610.10 and with reasonable access to records, clerical assistance, etc. A short extension may be granted for reasonable cause, but the report must be filed in time for any advancement examination or selection board for which the member may be eligible. After 10 days (plus extension if any), transmit the report for filing, enclosing the statement (if submitted) and the reporting senior's endorsement.

For all evaluations:

- Complete and forward service record copy and any statements/endorsements to PERSUPP DET within 3 working days after report submission to BUPERS copies for E5 and above, or after signature of E4 and below.

- Forward transfer fitness/evaluation reports to PERSUPP DET no later than 3 working days prior to member's detachment date.

#### **PERSUPP DET RESPONSIBILITY**

- Approximately 60 days prior to the due date of evaluations, forward a list of members requiring fitness/evaluation reports.

- Upon receipt of fitness/evaluation reports, update fitness/evaluation fields in SDS.

- File fitness/evaluation reports in member's record.

- Provide tickler list to customer command for any fitness/evaluation reports not received within 30 days after end of reporting period.

### **BACK to TOC**

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## **ENLISTED PERSONNEL ACTION REQUEST (NAVPERS 1306/7)**

### **REFERENCE(S)**

Enlisted Transfer Manual

Navy Military Personnel Manual

OPNAVINST 1000.23C

### **DOCUMENT(S) REQUIRED**

Enlisted Personnel Action Request (NAVPERS 1306/7)

### **BACKGROUND**

The Enlisted Personnel Action Request (NAVPERS 1306/7) provides a standard Navy-wide format for personnel requests to NPC.

## **INFORMATION**

The Enlisted Personnel Action Request is used to request extensions of projected rotation date (PRD), special programs, exchanges of duty (swaps), change of rating, etc.

### **PLR RESPONSIBILITY**

- Interview and counsel member.
- Ensure member meets all requirements for the request.
- Assist member in preparing and submitting application for command endorsement.
- Mail and track the completed application.
- Upon receipt of response, forward a copy of NAVPERS 1306/7 to PERSUPP DET for inclusion in service record.

### **PERSUPP DET RESPONSIBILITY**

- File copy of completed NAVPERS 1306/7 in service record.

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## **EXTENSIONS OF ENLISTMENTS/ACTIVE DUTY**

### **REFERENCES**

Navy Military Personnel Manual

DFAS Pay/Personnel Procedures Manual (Navy) Volume II

SDS Procedures Manual, Volume II

### **DOCUMENT(S) REQUIRED**

Special Request Chit (NAVPERS 1336/3)

Separation/Reenlistment Physical Requirement Notification (PSAFE Form 6000/1)

### **BACKGROUND**

If qualified in all respects for reenlistment as set forth in MILPERSMAN Article 1040300, OPNAVINST 1160.5, Reenlistment Quality Control Program, and OPNAVINST 6110.1, members of the regular Navy and Naval Reserve serving on active duty under a valid enlistment contract may extend or re-extend their current enlistment by signing a voluntary agreement, subject to approval by their commanding officer for reasons specified in MILPERSMAN Article 1160-040.

Members who are not eligible for reenlistment for any reason may not extend their enlistment without approval of Chief of Naval Personnel (Pers-814).

Extensions shall be executed in increments of one or more months not to exceed an aggregate of 48 months on any single enlistment. The 48 month limitation on extensions of enlistment is statutory (10 USC 509) and cannot be waived.

### **PLR RESPONSIBILITY**

- Verify eligibility.
- Ensure members are physically qualified for continued service if extension of enlistment is being made operative for a total aggregate of 24 months or more, utilizing Separation/Reenlistment Physical Requirement Notification (PSAFE 6000/1).
- Counsel member on entitlements (i.e., leave settlement, bonus, etc.). Member have the option of selling leave only if the first extension in an enlistment is being made operative. Second or subsequent extensions does not entitle the member to sell leave.
- Make appointment for member with PERSUPP DET to complete documents required, i.e. Request Chit to execute an extension (not required if executing an extension to comply with PCS Transfer Orders).

#### **PERSUPP DET RESPONSIBILITY**

- Prepare NAVPERS 1070/621 or 1070/622.
- Verify leave settlement election through preparation of Administrative Remarks (NAVPERS 1070/613) and have member sign (if applicable).
- Submit appropriate paperwork to Military Pay Division no later than 3 working days after "operative" date of extension. This refers to the date on which the extension begins to run, that is, the date of expiration of enlistment, or as extended, or as adjusted for the purpose of making up time not served. Extension agreements may not be cancelled after the operative date.
- Submit NSIPS event.
- Make appropriate Page 5 (NAVPERS 1070/605) service record entry.

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## **FLEET RESERVE/RETIREMENT**

### **REFERENCE(S)**

Naval Military Personnel Manual  
 Enlisted Transfer Manual  
 Officer Transfer Manual(Chapter 10)  
 DFAS Pay/Personnel Procedures Manual (Navy) Volume II  
 SDS Procedures Manual Volume II  
 NMPCINST 1750.2  
 OPNAVINST 1000.23B  
 SECNAVINST 1811.3

### **DOCUMENT(S) REQUIRED ;**

Special Request Chit  
 Pre-Retirement Pay Information Request (Navcompt Form 2774)

## **INFORMATION**

- Transfer to the Fleet Reserve is a separate and distinct action from "Retirement" and is effected under a separate law, although the benefits and obligations of Fleet Reservists and Retirees are approximately the same. Retirement includes: Voluntary Retirement (completion of 30 years active service), Temporary Early Retirement and Disability Retirement (temporary and permanent).
- The individual must serve the minimum activity tour required (accompanied/unaccompanied).
- The request must be submitted at least 9 months to 12 months and no more than 18 months prior to requested date.
- The DFAS Pay/Personnel Procedures Manual (Navy) Volume II, SDS Procedures Manual Volume II, Enlisted Transfer Manual, Officer Transfer Manual, provide procedural guidance for processing Fleet Reserve and Retirement packages.

## **RETIREMENT**

- Officers submitting a request for retirement should include a statement concerning the number of days separation leave approved by their command.

## **PLR RESPONSIBILITY**

- Verify eligibility and assist member in preparing request.
- Prepare worksheet for FORMAN/SDS entry.
- Notify PERSUPP DET immediately of any approved request for modification of dates or cancellation of request.
- Forward copy of approved request (enlisted - special request chit and officers - letter request with endorsement), and completed worksheet to PERSUPP DET.
- Upon receipt of approval notify member and provide copy to PERSUPP DET.
- Arrange for attendance at separation/retirement seminars six months prior to effective date.
- Ensure member receives retirement physical within six months of effective date.
- Inform service member to stop all allotments 60 days prior to retirement date.
- Verify endorsement of Medical Officer on Physical Requirement Notification for member and forward to PERSUPP DET.

## **PERSUPP DET RESPONSIBILITY**

- Upon receipt of approved request, verify and submit the request via OPINS (Officer Personnel Information System).
- 60 days prior to effective date for Fleet Reserve or Retirement assist member in completing NAVCOMPT 2274 and DD FORM 2656 to Defense Finance and Accounting Service - Cleveland Center.
- Upon receipt of approval, notify customer command (PLR/CCC).

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# **FAMILY SEPARATION ALLOWANCE**

## **REFERENCE(S)**

DODFMR VOL 7A

DJMS Procedure Training Guide

## **DOCUMENT(S) REQUIRED**

Official Orders (TEMADD/TEMU/PCS)

Dependency Application/Record of Emergency Data (NAVPERS 1070/602)

## **BACKGROUND**

FSH is payable to members with dependents or member married to another active duty member under certain circumstances. Two types of FSH are authorized, Type I and II. Both types are payable in addition to any other allowance or per diem to which a member may be entitled. A member may qualify for FSH Type I and II for the same period. In such cases, concurrent payment of both types is authorized. A member may not receive more than one payment of FSH II for the same period.

## **INFORMATION**

- The purpose of FSH-Type I is to pay a member for added housing expenses caused by forced separation from dependents or active duty spouse. It is not payable under any condition to a member permanently assigned to a duty station in Hawaii or to any duty station under permissive orders except when paragraph 30321b, DODFMR applies. It is not payable to a member attached to the United States Truce Supervision Organization, who is in receipt of the United Nations Mission Subsistence Allowance (mission per diem).

- FSH-Type II provides compensation for added expenses incurred because of an forced family separation under one of three conditions listed below. It is payable to qualified members serving inside or outside the United States. It is not authorized when a member performs duty at any station under permissive orders (except when paragraph 30321b, DODFMR applies). Effective 1 Oct 1980, FSH-II is payable to a member serving in any grade as a member with dependents. Effective 15 Jan 1991, FSH-Type II is payable in a monthly amount of \$100.

(1) Transportation of family members is not authorized at government expense (see paragraph 30321, DODFMR) and the family members do not live at or near the member's permanent duty station or home port (FSH-R).

(2) The member is on duty aboard a ship, away from the home port of the ship, continuously for more than 30 days (FSH-S).

(3) The member is on TDY (or temporary additional duty) away from the permanent station continuously for more than 30 days, and the dependents do not reside at or near the TDY station (FSH-T). This includes members who are required to perform a period of TDY before reporting to their initial station of assignment.

## **PLR RESPONSIBILITY**

- Identify eligible members and provide copies of orders as enclosure to memorandum to PERSUPP DET.
- Arrange appointment for member to sign appropriate documents with PERSUPP DET.

## **PERSUPP DET RESPONSIBILITY**

- Confirm entitlement and prepare appropriate documents.
- Obtain signature of member.
- Initiate necessary DJMS FIDS, forward to Military Pay Division for processing.

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## **GOOD CONDUCT AWARDS**

### **REFERENCE(S)**

SECNAVINST 1650.1F

OPNAVINST 1000.23B

### **DOCUMENT(S) REQUIRED**

Good Conduct Award Certificate

Good Conduct Medal

### **BACKGROUND**

The Navy Good Conduct Medal was established by SECNAV on 26 April 1869, to recognize the "all-around" good Navy enlisted person, well qualified in all phases of conduct and performance. Effective 1 February 1971, commanding officers were delegated authority to award the Good Conduct Medal and subsequent awards and to issue medals and certificates.

### **ELIGIBILITY REQUIREMENTS**

- Service. After 1 November 1963, any four years of continuous active service as an enlisted person in the Regular Navy or Naval Reserve. Effective 1 January 1996, the four years requirement was changed to three years. For first enlistment this requirement may be fulfilled by:

(1) Continuous active service during a minority enlistment provided the member concerned served on active duty to the day preceding his 21st birthday even though he extended his enlistment and remained on active duty; or

(2) Continuous active service during a minority enlistment provided the member concerned served on active duty within three months of the day preceding his 21st birthday; or

(3) Continuous active service during a first enlistment for three years from which the member concerned has been discharged or released to inactive duty within three months of the date of expiration of enlistment. (This does not apply to those members who are discharged for the purpose of immediate

reenlistment).

- Conduct

Within the required period of active service, the individual must have a clear record (no convictions by courts-martial, no non-judicial punishments, no sick-misconduct, no civil convictions for offenses involving moral turpitude).

- Performance marks required during period of eligibility.

Subsequent to 31 August 1983 no mark below 3.0 on all performance traits. Subsequent to 01 November 1995, no mark below 2.0 in Professional Expertise, Equal Opportunity, Military Bearing/Character, Teamwork, Mission Accomplishment and Initiative, Leadership, and Tactical Performance (for E7 and above). Due to changes made in the performance evaluation system, the 3.0 requirement was changed to read "no mark below 2.0".

### **PLR RESPONSIBILITY**

- Verify monthly Good Conduct Awards report received from PSD.

- Notify eligible member.

- Prepare certificate for each award, when earned. The member's rate, name, branch of service and the number of the award shall be centered in the appropriate spaces. The ending date of the period of service for which the award was earned shall be centered after "Awarded for service completed on." The commanding officer's name, rank, and branch of service shall be typed above "Commanding Officer," and his/her signature affixed.

- Make arrangements for presentation of the award.

- Obtain medal for eligible members.

### **PERSUPP DET RESPONSIBILITY**

- Verify/determine eligibility date upon receipt and enter in appropriate NSIPS field.

- Verify monthly report of personnel eligible for Good Conduct Awards and update NSIPS.

- Submit monthly Good Conduct Awards report to all customer commands.

- Make appropriate service record entry.

Note: Individual commands must prepare their own certificates.

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## **IDENTIFICATION CARDS**

### **REFERENCE(S)**

Naval Military Personnel Manual 1000-080

BUPERSINST 1750.10

PERSUPPDETOKIINST 1750.1E

## **DOCUMENT(S) REQUIRED**

- Marriage Certificate
- Birth Certificate
- Adoption Decree
- Divorce Decree
- Certification letter for full-time college enrollment
- Dependency Application/Record of Emergency Data (NAVPERS 1070/602)
- NAVCOMPT 3072, Dependency Status Action
- DD 2 ;U.S. Armed Forces Identification Card (Active)
- DD 2 ;Armed Forces of the United States Identification Card ; ;(Reserve)
- DD 2 ;United States Uniformed Services Identification Card ; ;(Retired)
- DD 1172 ;Application for Uniformed Services Identification ; ;Card/DEERS Enrollment
- DD 1173 ;Uniformed Services Identification and Privilege Card
- DD 1173-1 DOD Guard and Reserve Family Member Identification Card
- DD 489 ;Geneva Convention Identity Card for Civilian Personnel ; ;Who Accompany the Armed Forces
- DD 1934 ;Geneva Convention Identity Card for Medical and Religious ; ;Personnel and Auxiliary Medical Personnel

## **BACKGROUND**

It is DOD policy to provide members of the Uniformed Services with a distinct ID card for use in identifying their status as active duty, reserve, or retired members and as an authorization card for Uniformed Services' benefits. Their eligible family members and other eligible individuals shall also be provided with a distinct ID card to be used as an authorization card for benefits and privileges administered by the Uniformed Services. Eligible family members of Ready Reserve members and of retired Reserve members who have qualified for retired pay at age 60 but have not yet attained age 60, shall also be provided with a distinct ID card. Former members (members who have been discharged after qualifying for retired pay at age 60 under the provisions of 10 U.S.C., Chap 67) and their eligible family members shall also be provided with distinct ID cards.

## **INFORMATION**

- Eligibility criteria, restrictions, and overseas limitations are described in BUPERSINST 1750.10.
- The ID card must be in the personal possession of the person to whom issued at all times. If required by military authority, it must be surrendered for purposes of identification, investigation, or confinement. It will not be surrendered in exchange for use of recreational equipment or facilities, classified material, security badge or pass, or held by any individual or business as collateral for payment of a financial debt. No form of the ID card is to be used as a pass. Possession of the ID card does not authorize entry into any secure

area.

- No individual shall be entitled to possess or be issued more than one ID card at a time, except as authorized by dual status provisions defined in paragraph 12, enclosure (1), BUPERSINST 1750.10. Under no circumstances will an individual be entitled to possess or be issued more than one of the same type ID card at a time.

- Any card holder who intentionally damages, alters, lends, counterfeits, or uses the ID card in an unauthorized manner is subject to the penalties prescribed by the Uniform Code of Military Justice (UCMJ) and/or 18 U.S.C., Secs. 499, 506, 509, 701, or 1001. Fraudulent use of an ID card exists if the bearer obtains and uses the card to receive benefits and privileges to which they are not entitled.

- If the holder does not surrender the card, an entry must be made on a Administrative Remarks (NAVPERS 1070/613), to indicate circumstance.

- Unauthorized photographing, reproduction, or possession of Uniformed Services ID cards constitutes grounds for prosecution under the UCMJ or appropriate federal statute, with penalty of fine, imprisonment, or both.

- DD 489 and DD 1934 are Geneva Convention Identity Cards which are prescribed by DODINST 1000.1 of 30 Jun 74 solely to identify those personnel who are covered by the Geneva Convention (Medical, Dental and Chaplain Corps, DT, HM and RP ratings). They do not authorize, or certify eligibility for, any military benefits or privileges, or logistic support, from the DOD.

- ID cards may be issued by mail in CONUS only, if the sponsor or family member is hospitalized or physically unable to travel to an ID card issuing office.

- Abuse of privileges may result in confiscation of ID cards and DOD-wide suspension of certain privileges. Military law enforcement personnel should confiscate ID cards when apprehending a shoplifter or check abuser in commissary or exchange facilities.

- The confiscating authority will destroy all ID cards surrendered. There is no requirement to notify BUPERS of the destruction of ID cards.

## **REQUIREMENTS FOR REPLACEMENT OF ID CARDS**

(a) Lost or stolen ID cards:

- Whenever an ID card is lost or stolen, it must be reported to the base security office. The member must provide a security report in order to process replacement of lost or stolen active duty or dependent ID cards. For E6 and below, an approved request chit will also be required in addition to the security report.

(b) Mutilated ID cards:

- A mutilated ID card can be replaced anytime during normal working hours.

(c) Advancement:

- Whenever a member is frocked to E4 or above, copy of frocking letter must be provided and NAVPERS 1070/613 (Page 13) entry must be completed and signed in Educational Services Office (ESO) for replacement of old ID card. Dependent ID cards will also be replaced whenever the sponsor is frocked or advanced to a higher paygrade.

- Whenever an officer is advanced to higher rank, a copy of NAVPERS 1421/7 will be provided upon request for replacement of old ID card. Dependents will also have their ID cards replaced to reflect their sponsor's new rank.

## **DEPENDENCY**

Eligibility for privileges depends on the sponsor's status, Expiration of Active Obligated Service (EAOS) date, and relationship of the family member to the sponsor. Criteria for determining a family member's dependency are established by 10 U.S.C., Chap 55. Spouse and/or unmarried legitimate children, adopted children, and step-children under the age of 21 who have a documented or biological relationship to the sponsor are entitled to ID card authorized benefits. SPONSORS CANNOT PREVENT AUTHORIZED DEPENDENTS FROM OBTAINING AN ID CARD UNTIL THE SPONSOR PRESENTS PROPER DOCUMENTATION TO VERIFY TERMINATION OF THE RELATIONSHIP.

#### **PLR RESPONSIBILITY**

- Counsel member concerning entitlement.
- Refer member to PERSUPP DET to update record and receive ID card(s).

#### **PERSUPP DET RESPONSIBILITY**

- Verify service record to determine eligibility for active duty personnel and family member(s).
- Verify DEERS to ensure all eligible personnel are enrolled and information is current.
- Verify and issue appropriate identification card(s).

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## **LEAVE**

### **(EXCEPT FUNDED EMERGENCY LEAVE)**

#### **REFERENCE(S)**

Naval Military Personnel Manual 1050-010 thru 1050-040

SECNAVINST 7220.81\

DJMS PTG

#### **DOCUMENT(S) REQUIRED**

Leave Request/Authorization (NAVCOMPT 3065)

#### **BACKGROUND**

The commanding officer is responsible for the administration of the command leave program. Subject to such supplementary regulations as may be issued by higher authority, commanding officers or officers in charge may grant leave and liberty to officers and enlisted personnel under their command or in their charge subject to such limitations as are set forth in MILPERSMAN 1050-010 thru 1050-040 and pursuant to regulations prescribed by the Chief of Naval Operations.

Officers authorized to grant leave shall establish and regulate schedules to provide for maximum use of earned leave consistent with operational and training workloads, the maintenance of the required degree of operational readiness, and the desires of the individual members. All personnel shall be provided the time to take leave annually in these programs.

Officers in command shall encourage and assist all members to use, on the average, their entire 30 days leave each year. The Congress has provided compensation for members who were not able to use their

leave because military requirements have prevented it, and personnel should not be required to expend leave immediately prior to separation simply for the purpose of reducing leave balances. On the other hand, use of the leave system as an extra money program, either as a method of compensation or as a career continuation incentive, defeats the intent of the Congress to provide for the health and welfare of service personnel. It is, therefore, specifically intended that large leave balances shall not be accrued expressly for settlement upon separation or release from active duty.

Experience has shown that vacations and short periods of rest from duty provide benefits to morale and motivation which are essential to maintaining maximum effectiveness.

## **DEFINITIONS**

- Ordinary Leave. Authorized absence of a member from a place of duty. See MILPERSMAN 3020020.
- Sick Leave. Granted to members under medical care and treatment. See MILPERSMAN 3020360.
- Convalescent Leave. Granted on TAD orders by a medical facility. See JFTR, par. U7210-A.
- Emergency Leave. Granted when an emergency exists in a member's household or immediate family. See MILPERSMAN 3020280.
- Delay Enroute/Delay in Reporting (DELREP). Leave authorized on orders between duty stations. See MILPERSMAN 1810360.
- Graduation Leave. Leave granted USNA graduates prior to reporting to their first PCS duty station. See MILPERSMAN 3020200.
- Excess Leave. Leave granted which exceeds the combination of earned leave and leave that will be earned during the remaining period of obligated active duty. A member may elect to carry over all or part of advance/excess leave into a new period of service upon reenlistment, extensions of enlistment, an appointment as a warrant officer or commissioned officer
- Appellate Leave. Leave granted members who have been tried by courts-martial and sentenced to an unsuspended punitive discharge or dismissal. See par. BI0365 and MILPERSMAN, par. 3420280.
- Awaiting Physical Evaluation Board Proceedings (APEBP). Leave granted to members ordered home awaiting physical evaluation proceedings. See MILPERSMAN 3860360.
- Chief of Naval Personnel Leave. Leave authorized by the Chief of Naval Personnel chargeable to accrued leave to the extent accrued leave is available. Absence in excess of accrued leave will be leave without pay.
- Separation Leave. Leave granted members prior to separation. Members are not required to return to their duty station for separation processing. See MILPERSMAN 3020250.
- Retirement Leave. Leave granted members prior to retirement or transfer to the Fleet Reserve. Members are not required to return to their duty station for separation processing. See MILPERSMAN 3860220.
- Accrued Leave in Excess of 60 Days. Extends a leave carryover of up to 90 days for personnel assigned to designated deployable ships, mobile units, or to duty as prescribed by the Secretary of the Navy and approved by the Secretary of Defense.
- Rest and Recuperative Absence. Leave granted to enlisted members in certain specialties who extend their tour of duty at designated overseas duty stations. See ENLTRANSMAN 4.11.

## **PLR RESPONSIBILITY**

- The member will prepare the Leave Request/Authorization when requesting leave. Block 1 and Blocks 3 through 22 should be completed as applicable. The member's latest Leave and Earnings Statement contains the information necessary to complete Blocks 17 and 18.

- After leave is approved, command will assign the next Leave Accounting Number (LAN) from the leave authorization log and enter the LAN in Block 2 of the Leave Request/Authorization. Do not assign the LAN more than 10 days prior to the scheduled departure date. Enter the following information in Block 24 if applicable.

(Departure) Meal Pass surrendered to:

(signature) (date)

(Returned) Meal pass returned to:

(signature) (date)

- Enter appropriate data in the leave authorization log and distribute the Leave Request/Authorization as follows:

(1) original (part 1) -- member (when departing on leave in accordance with local command policy).

(2) duplicate (part 2) -- command department approved leave file.

(3) triplicate (part 3) -- Used only for separation leave. Forward to the PERSUPP DET Separation Section immediately upon approval of leave request.

- The date each document is forwarded to the PERSUPP DET will be annotated in the leave authorization log.

- The command will be responsible for taking custody of meal passes of those enlisted personnel being subsisted-in-kind at the time the member is given the original leave authorization. The individual taking custody of meal passes will acknowledge receiving them in Block 24 of Parts 1 and 2. It is recommended that meal passes be attached to the Leave Authorization (Part 2) and retained in the approved leave file.

- The returning member will complete blocks 28a through 28c. The member will then return the annotated Leave Request/Authorization to the command not later than the first workday after returning from leave.

- Upon receipt of the complete Leave Request/Authorization the command will:

(1) enter inclusive dates to be charged as leave in Block 30 in consideration of the member's presence/absence during normal working hours on the days of departure and return (see DAPMAN, par. B10314); complete Blocks 31 and 32; the command's designated/appointed leave clerk will sign Block #33.

(2) remove part 2 from the approved leave file, transcribe Blocks 27a through 27c, 28a through 28c and 30 through 33 information from Part 1 to Part 2 and return meal pass to member, if applicable, and ensure that the member acknowledges receipt of the meal pass in Block 24 of Part 1. Give Part 2 to the member for personal records;

(3) forward completed Part 1 to the PERSUPP DET, and enter the forwarding date in the leave authorization log. This action must be completed not later than two working days after date of return.

(4) if member fails to surrender Part 1 immediately upon return from leave, the command leave clerk will complete blocks 27a through 33 of Part 2 then follow paragraph 3 above.

## **PSD RESPONSIBILITY**

- Charge leave to member's account upon receipt of Part 1 or Part 2, Leave Request.

Note: Separation and Retirement Leave - the ending date will be the last day of active duty (either date of separation or the date prior to the date of transfer to the retired or date of transfer to the retainer rolls).

## **BACK to TOC**

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## **LIMITED DUTY PERSONNEL**

### **REFERENCE(S)**

Naval Military Personnel Manual

Enlisted Transfer Manual

Officer Transfer Manual

OPNAVINST 1000.23C

### **DOCUMENTS(S) REQUIRED**

Abbreviated Limited Duty Medical Board Report (NAVMED 6100/5)

Limited Duty Reevaluation Check Sheet

### **BACKGROUND**

Permanent Limited Duty (PLD) is an assignment authorized by NPC to a LIMDU status to complete 20 years day-for-day or remain on active duty until a specific date. Members will be placed in a FOR DUTY-LIMITED DUTY (ACC 105) with their PRD and reevaluation date established at three months prior to the Estimated Date of Loss to the Navy (EDLN). PERS-821 will establish EDLN at the same time they approve a LIMDU designator of L-4/L-5 (MILPERSMAN 1306-020). Once placed in an L-5 status and transferred to an area where the required medical care is available, the member shall remain in that area for the remainder of their service.

Temporary Limited Duty (TLD) is the assignment of a member to a LIMDU status when medical authorities expect the member to return to a fit for full duty status in a reasonable period of time. NPC (PERS-821) will perform departmental review of all cases which result in a LIMDU period greater than 12 months consecutive or cumulatively. The maximum time a member may be assigned to a LIMDU status is 24 months consecutively or cumulatively before referral to the Physical Evaluation Board (PEB).

### **INFORMATION**

Officers assigned to Limited Duty. The assignment of officers to limited duty is based on the recommendation of a medical board convened in accordance with the Manual of the Medical Department. Officers in this category are normally assigned to duty ashore by CHNAVPERS and these assignments are made in close proximity to a Navy medical facility where an officer is to receive follow-up care and reevaluation. These officers are disqualified for assignment to duty afloat or duty involving flying. Other specific assignment limitations/restrictions will be indicated in the approved board.

Enlisted Personnel assigned to Limited Duty. EPMAC (Code 142C) is the central coordinator for the placement and assignment of LIMDU personnel. The major function of this central coordination point is to more equitably spread LIMDU personnel throughout a geographical area. Upon receipt of each LIMDU availability, the ACA will contact EPMAC (Code 142C) for placement and assignment. A member assigned to LIMDU will be placed in a valid requisition provided by EPMAC and based on the following

guidelines:

- Prior to recommending assignments to the ACA, EPMAC will consider the number in a specific rating assigned in an activity; the readiness and mission capability impact on each activity assigned LIMDU personnel; and the equitable distribution of LIMDU personnel in a geographical area.
- Members are assigned in close proximity to an MTF capable of providing the required follow-up care and reevaluation.
- In order to satisfy Permanent Change of Station (PCS) cost constraints, other factors are also considered in making assignments, including; the location of dependents, the member's past type duty, and the physical restrictions imposed by the medical board.

### **NAVAL MEDICAL TREATMENT FACILITY**

U.S. Naval Hospital, Okinawa or the cognizant Naval MTF shall:

- Designate a single point of contact to coordinate and schedule LIMDU reevaluations;
- Provide the member's command, info the servicing PERSUPP DET, with the requested reevaluation appointments by message within ten working days from the receipt of the request for reevaluations. Provide complete justification should the reevaluation appointment not be scheduled at least 60 days prior to the expiration of the LIMDU period (figure 27G, ENLTRANSMAN is a sample of the message response);
- Complete the reevaluation no later than 60 days prior to the expiration of the LIMDU to ensure one of the following actions is completed prior to the end of the member's LIMDU period:
  - (1) The member is found fit for full duty.
  - (2) Extension of initial LIMDU period by an appropriate entry in the member's health record (SF600) if appropriate, or
  - (3) Completion of medical board processing and forwarding for Departmental Review/PEB action.
- Establish local procedures to ensure the member reports to the Patient Administrative Department immediately before and after all follow up and reevaluation appointments.
- Advise PERS-821, BUMED (331), EPMAC (142C), the member's parent command, and the servicing PERSUPP DET via a weekly message of the status of all LIMDU reevaluations conducted during the previous week. This message shall be released each Friday. (figure 27H, ENLTRANSMAN is a sample of a weekly LIMDU REEVALUATION DISPOSITION message).

### **MEMBERS**

- Be personally responsible for adhering to medical advice to ensure rehabilitation during the LIMDU period.
- Strictly comply with the procedures directed by the PERSUPP DET and the MTF for reevaluation processing.
- Report for follow-up care as scheduled and the reevaluation appointment no later than 60 days prior to the expiration of the LIMDU period; and
- Immediately advise their parent command and PERSUPP DET LIMDU Coordinator of the results of any follow up/reevaluation appointments and changes in their status.

### **PLR RESPONSIBILITY**

The Naval Medical Treatment Facility (MTF) shall immediately advise the member's parent command and servicing PERSUPP DET upon determination a member is to be processed for LIMDU. Immediately upon completion of medical board processing, the MTF will provide a copy of the medical board to the servicing PERSUPP DET.

- Contact the PERSUPP DET to coordinate a review of the status of the member and initiate the following action:

(1) Personnel assigned to Sea Duty/Neutral Duty (Type 2, 4, 5, and 8) shall be transferred PCS TEMDU AWAITING RESULTS OF MEDICAL BOARD (ACC 355) to the patient account of the MTF initiating medical board action (or the nearest TPU/"Others" activity only if berthing is not available at the MTF).

(2) All other personnel assigned FOR DUTY (ACC 100) shall be retained on board pending completion of medical board processing. The status of these personnel shall not be changed to TEMDU (ACC 3XX).

Commands with LIMDU personnel assigned shall:

- Designate a single point of contact LIMDU coordinator to track and monitor personnel assigned to LIMDU.

- Provide the LIMDU coordinator's name and telephone number to the servicing PERSUPP DET.

- Ensure LIMDU personnel remain available to receive follow-up care and reevaluation;

- Ensure the member is notified of and reports for the reevaluation appointment.

- Ensure the PERSUPP DET is informed of the results of all LIMDU follow up and reevaluation appointments within 24 hours of their completion.

- Ensure the member reports to the servicing PERSUPP DET when required for LIMDU update, status change, and/or submission of availability report, if indicated.

- Investigate instances where members fail to report for scheduled appointments, initiate disciplinary action where appropriate, and coordinate with the PERSUPP DET and MTF in arranging an immediate make up appointment.

## **PSD RESPONSIBILITY**

Upon receipt of the signed Medical Board Report, take the following action. (The member's current status will determine the procedure to follow.)

- If the signed Medical Board approved a first period of LIMDU for a period equal to or less than 12 months, comply with the following:

(1) Personnel assigned to Sea Duty/Neutral Duty (Type Duty 2, 4, 5, and 8): Submit an immediate availability report (ENLTRANSMAN Chapter 20). The availability date shall coincide with the date the Medical Board Report was signed.

(2) Personnel assigned to Overseas Duty (Type Duty 3 and 6): Submit a message report to the appropriate ACA info PERS-821 advising the availability of the required medical care at the overseas activity with comment on the member's abilities to be effectively used on board with current condition during the period of TLD and;

(a) If the required medical care is available and the member's current condition does not prevent being used productively on board during the period of TLD, comply with those procedures identified for personnel assigned to Shore Duty (Type Duty I), or;

(b) If required medical care is not available or member's current condition prevents effective use on board

during the period of TLD, submit an immediate availability report per ENLTRANSMAN Chapter 20.

- If the signed Medical Board recommended Departmental Review/PEB Action, track the status to ensure review is completed in a timely manner. Upon receipt of NPC authority take appropriate action as directed.

The servicing PERSUPP DET shall:

- Designate a single point of contact LIMDU coordinator.
- Maintain a current list of the single points of contact at the MTF and the serviced commands which have LIMDU personnel assigned and provide a copy to PERS-821.
- SDS users will enter the appropriate TTC (transient tracking code) via the M93 (transient local master) event on all personnel gained or changed to a LIMDU status (ACC 105). If the NSIPS ADHOC report is used for tracking LIMDU personnel, input appropriate changes as they occur (see figure 27B, ENLTRANSMAN).
- Request reevaluation appointments from the cognizant Naval Medical Treatment Facility, info the member's parent command via message no later than 90 days prior to expiration of the LIMDU period; (see figure 27F, ENLTRANSMAN - sample appointment request) and;
- When notified of reevaluation appointments by the MTF, issue letter orders (figure 27E, ENLTRANSMAN) to the LIMDU member via the member's parent command directing the member to report to the medical board section of the MTF's Patient Administrative Office at least 30 minutes prior to the appointment with all appropriate medical records.
- Submit a Monthly Status Update of LIMDU Personnel message (see ENLTRANSMAN 27.09).
- Change the member's status (ACC) and/or submit an availability report in accordance with ENLTRANSMAN 27.08 and Chapter 20, if appropriate when the member is found fit for full duty.
- Ensure member's PRD is correctly adjusted if the MTF assigns an additional period of LIMDU as a result of the reevaluation appointment (the MONTHLY STATUS UPDATE OF LIMDU PERSONNEL message can be used).

## **BACK to TOC**

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## **MARRIAGE**

### **REFERENCE(S)**

COMNAVFORJAPANINST 1752.1N

MILPERSMAN

### **DOCUMENT(S) REQUIRED**

NAVFORJAPAN Form 1752/2

Evidence of citizenship

Decrees of divorce or annulment

Physical examination results

Notarized letter of consent

Translated family register

Premarriage inquiry by NCIS

## **BACKGROUND**

All active duty personnel have the right to enter into marriage as any other citizen of the United States. Those stationed overseas must obtain written approval from the senior area commander of their branch prior to marrying. This has been delegated to OIC, PERSUPPDET Okinawa. COMNAVFORJAPANINST 1752.1N applies to personnel who are shore-based or attached to homeported ships or units within Japan when the marriage is to be performed in the NAVFORJAPAN area. It also applies to those stationed in Okinawa who desire to marry an alien national within the NAVFORJAPAN area. Personnel desiring to marry an alien national residing outside the NAVFORJAPAN area must make application in accordance with MILPERSMAN 6210160 and the pertinent local instructions of the particular area, e.g., a request for authorization to marry an alien residing in the Philippines should be submitted to Commander, Naval Forces Marianas;

## **INFORMATION**

Follow the format prescribed in COMNAVFORJAPANINST 1752.1. Marriage, especially to an alien, requires a significant amount of time and advance planning. Recommend that all members contemplating marriage visit the Family Service Center on Camp Lester or one of its satellite offices for a marriage packet and a detailed explanation on how to proceed.

## **PLR RESPONSIBILITY**

Ensure member complies with instruction and all required documents are completed and submitted when the package is brought to PERSUPP DET.

## **PERSUPP DET RESPONSIBILITY**

Ensure the applicant submits all required documentation.

Process the request and issue the letter of authorization when the necessary requirements have been met.

Maintain a complete copy of the package in the event of an official inquiry.

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## **MATERNITY ALLOWANCE**

### **REFERENCE(S)**

DODFMR VOL 7

DJMS PTG

OPNAVINST 6000.1

## **DOCUMENT(S) REQUIRED**

Administrative Remarks (NAVPERS 1070/613)

Request Chit

Doctor's certification of Pregnancy

## **BACKGROUND**

A member who is pregnant is expected to retain a high degree of commitment to concurrently fulfill professional responsibilities. No exemption from other personnel policies or preferential treatment by virtue of dependency or pregnancy status is expected. Commanding officers shall ensure that OPNAVINST 1740.4 and OPNAVINST 6000.1 are brought to the attention of any member desiring to serve in the naval service while pregnant so possible conflicts between the role of maintaining the Navy's posture of readiness and mobility and the role of parenthood are fully understood. This counseling will be properly documented through service record page 13 entry.

The individual service-member is responsible for seeking confirmation of pregnancy at a military medical treatment facility. Upon confirmation of pregnancy, the physician will give written notification of the member's condition and an estimated delivery date to the member's commanding officer.

## **INFORMATION**

The maternity uniform is mandatory for all pregnant members in the Navy when a uniform is prescribed and regular uniforms no longer fit. This uniform, when worn, shall be labeled as a certified naval garment and as such is the only style permitted to be worn with other naval accoutrements. The outer garments (raincoat, overcoat, peacoat, and reefer) may be worn unbuttoned when the garment no longer fits properly buttoned.

When a member is assigned to active duty and Selected Reserves (E-1 through E-9) which requires the wearing of a maternity uniform, then the entitlement to special or supplemental clothing monetary allowances (CAXM) (Navy only) is authorized. Payment of the maternity uniform allowance is neither a one-time entitlement nor payable for each pregnancy. Subsequent payments of the allowance shall be authorized every three years, based on the date the member received the first maternity uniform allowance, and wearing of such uniform is required.

## **PLR RESPONSIBILITY**

- Upon receipt of physician's notification, verify entitlement using enlisted service record. Recommend review Dependency Application/Record of Emergency Data and Administrative Remarks (NAVPERS 1070/613).
- Counsel member concerning entitlement.
- Assist qualified member's in submitting a request for allowance via chain of command.
- Advise member on single parent policy of the Navy, if applicable.
- Provide member copy of instruction regarding policy of pregnant service-members.

## **PERSUPP DET RESPONSIBILITY**

- Upon receipt of required documents, verify entitlement. This review should include the Dependency Application/Record of Emergency Data and Administrative Remarks (NAVPERS 1070/613).
- Prepare Administrative Remarks (NAVPERS 1070/613) documenting required counseling (if not done by command).

- Prepare Administrative Remarks (NAVPERS 1070/613) for member's signature and witnessing officer, certifying that this is the first time maternity uniform allowance has been drawn; or in the event of subsequent payments, that the member has not drawn allowance in previous 36 months.

- Prepare DJMS FIDS and forward to MILPAY.

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## **AWARDS**

### **REFERENCE(S)**

Naval Military Personnel Manual

SECNAVINST 1650.1F

OPNAVINST 1000.23B

BUPERSINST 1430.16D

### **DOCUMENT(S) REQUIRED**

Personal Awards Recommendation (OPNAV 1650/3)

Navy Achievement Medal Certificate (OPNAV 1650/10)

Navy Certificate Binders (Blue)

Enlisted Qualification History (NAVPERS 1070/604)

Administrative Remarks (NAVPERS 1070/613)

### **BACKGROUND**

Awards are important symbols of recognition, and a means of public-ly recognizing and rewarding extraordinary, exceptionally meritorious, or conspicuously outstanding acts of heroism and other acts or services which are above and beyond that normally expected and which distinguish the individual or unit among those performing similar acts or services.

Awards are intended to recognize truly exceptional performance and valor. The value of an award is that it is given in cases only where it is clearly deserved.

### **INFORMATION**

The Department of Defense (DOD) has personal awards equivalent to the Navy's Distinguished Service Medal, Legion of Merit, Meritorious Service Medal, Navy Commendation Medal and Navy Achievement Medal. When Department of the Navy (DON) members serve in a DoD agency, activity, or a joint, unified or specified command, recognition by a DoD award may be appropriate.

For DON personnel serving their last tour of duty with another service, it is preferred that the Navy award an appropriate decoration if recognition is deemed necessary.

The fact that a unit receives a unit award in no way limits the awarding of personal decorations to individuals of that unit.

As a general rule only one award will be made for the same act, achievement, or period of meritorious service. However, an award of a decoration for heroism or specific achievement performed with-in a period of meritorious service is not considered duplication. (The citation issued for the meritorious service should not mention the heroic service or the specific achievement previously recognized.)

#### **REQUIREMENT FOR HONORABLE SERVICE**

10 U.S.C. 6249 provides that no medal, cross, or bar, or associated emblem or insignia may be awarded or presented to any person or representative if his service after he distinguished himself has not been honorable.

Any award for a distinguished act, achievement, or service may be revoked before presentation by the approval authority, or after presentation by SECNAV, if facts subsequently determined would have prevented the original approval of the award, or if the awardee's service after the distinguishing act, achievement, or service has not been honorable.

If the awardee's honorable service is questioned after presentation of the award, forward the entire case to the Navy Department Board of Decorations and Medals (NDBDM) via CNO/CMC as appropriate for a determination and final disposition.

#### **AUTHORITY TO APPROVE NAVY ACHIEVEMENT MEDAL**

-DELEGATED TO COMMANDERS/COMMANDING OFFICERS UNDER A QUOTA SYSTEM

##### **NAVY POLICY AND QUOTAS**

Commanders/commanding officers NAM may only be awarded to eligible to wear the Command junior officers and enlisted men at Sea or Command Ashore device.(LCDR/MAJ or below)

Navy commanders/Marine commanding officers may award to both officer and enlisted personnel of the Navy and Marine Corps.

#### **PLR RESPONSIBILITY**

- Obtain copy of award citation and forward to PERSUPP DET for appropriate service record entry.

#### **PSD RESPONSIBILITY**

- Upon receipt of award citation complete appropriate service record entry, being especially careful to document award points for enlisted personnel for participation in the Navy-wide advancement examination.

- File citation and letter appropriately in the applicable service record.

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## **NAME CHANGE APPLICATION**

### **REFERENCE(S)**

OPNAVINST 1000.23B

MILPERSMAN 5010240

## **DOCUMENT(S) REQUIRED**

Request for Correction of Earning Record (SSA 708)

## **BACKGROUND**

Change of name in the official record is made only after an administrative examination of the evidence and approval by the Chief of Naval Personnel. A change of surname due to marriage or divorce shall be reported immediately.

## **INFORMATION**

Prior to the submission of a request for change of name, the servicemember shall be advised of the Privacy Act statement relative to this information as follows:

"The authority to request this information is derived from 5 U.S.C. 301 Departmental Regulations. The purpose is to effect a correction of name. It will become a permanent part of the Navy Personnel Records System. Disclosure of the information requested is voluntary; however, failure to provide the information may result in disapproval of the request for change of name."

Requests for change of name must be forwarded via the commanding officer and shall be accompanied by appropriate documentary evidence verifying the change in name. Examples of such suitable evidence are as follows:

- Marriage certificate.
- Final divorce decree containing provision for restoration of maiden name.
- Court order authorizing name change.
- Birth certificate.
- Naturalization certificate

Changes of name are effective for Navy purposes from the date of Chief of Naval Personnel authorization as indicated in Block 1 on the DD I343, Notification of Change in Servicemember's Official Records.

A SSA 7008, Request for Correction of Earning Record, shall be completed by the member and submitted to the Social Security Administration to ensure proper recording of Federal Insurance Contribution Act (FICA) wage credit deductions. SSA 7008 is available at local Social Security Administrative Offices.

## **PLR RESPONSIBILITY**

- Type letter/CO endorsement for member's request. Mail letters to BUPERS (Pers 312), copy to PERSUPP DET.
- Upon receipt of correspondence approving name change, deliver copy to member for delivery to PERSUPP DET, Medical, and Dental.

## **PERSUPP DET RESPONSIBILITY**

- File copy of letter request in service record.

- Make appropriate changes to member's personnel and pay records upon receipt of correspondence approving name change. Issue new ID card.

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# **NAVY ENLISTED CLASSIFICATION REQUEST**

## **REFERENCE(S)**

Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (NECs) (NAVPERS 18068F)

OPNAVINST 1000.23C

## **DOCUMENT(S) REQUIRED**

Navy Enlisted Classification (NEC) Change Request (EPMAC 1221/2)

Enlisted Distribution and Verification Report (EDVR)

## **BACKGROUND**

The Navy Enlisted Classification (NEC) System, of which the NEC coding system is a part, supplements the enlisted rating structure in identifying personnel on active or inactive duty and billets in manpower authorizations. NEC codes identify a non-rating wide skill, knowledge, aptitude, or qualification that must be documented to identify both people and billets for management purposes.

### **TYPES OF NECs**

Entry Series NECs. Consist of rating conversion and occupational area-defense grouping (DG) NECs.

- Rating conversion NECs identify aptitudes and qualifications not discernable from rates alone and are assigned to identify petty officers or identified strikers who are in training for change of rating or status under approved programs.

- Occupational Area-Defense Grouping (DG) NECs related to a group of ratings for which there is an identification requirement. These NECs appear as DG-9700 through DG-9780, which reflect the location of Navy ratings in the Department of Defense Occupational Conversion Manual, Enlisted.

Rating Series NECs. Relate to a limited number of specific ratings. Rating series NECs identify special or unique billet requirements beyond the skill and knowledge that the general rating would provide.

Special Series NECs. Have the same purpose as rating series NECs but in general, related to an unlimited number of ratings the special series general and special series EO, SEAL, DIVER.

Alpha Numeric NECs. Are used to identify discrete skills and training levels when justified by the complexity of training and management requirements.

Numerical NECs. Not included in rating series or special series are grouped under fleet ballistic missile, nuclear, aircrew, and aircraft systems maintenance.

Planning NECs. NECs approved for planning purposes only and; listed in Chapter V, NAVPERS 18068F.

## **INFORMATION**

NAVPERS 18068F provides procedures for assignment/change/cancellation of NECs as well as

recommendations for establishment/deletion or revision of NECs.

#### **PLR RESPONSIBILITY**

- Determine requirement and justification for NEC assignment/change.
- Prepare and submits EPMAC 1221/2, and monitors final assignment of requested NEC.
- Forward EPMAC 1221/2 to PERSUPP DET when NEC has been approved or disapproved.

#### **PERSUPP DET RESPONSIBILITY**

- Make service record entry.

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## **NON-JUDICIAL PUNISHMENTS/COURTS-MARTIAL**

#### **REFERENCE(S)**

Navy Military Personnel Manual

Manual for Courts-Martial, United States, 1984

Manual of the Judge Advocate General

DFAS Pay/Personnel Procedures Manual (Navy) Volume II

JAGINST 5800.7C

OPNAVINST 1000.23B

PERSUPPDETOKIINST 1626.1D

#### **DOCUMENT(S) REQUIRED**

Report of Disposition of Offense

Report of Results of Trial

Convening Authority's Action

Court Martial Order

Enlisted Qualification History (NAVPERS 1070/604)

Record of Unauthorized Absence (NAVPERS 1070/606)

Court Memorandum (NAVPERS 1070/607)

Enlisted Performance Record (NAVPERS 1070/609)

Administrative Remarks (NAVPERS 1070/613)

## **BACKGROUND**

Non-Judicial Punishment provides commanders with an essential and prompt means of maintaining good order and discipline and also promotes positive behavior changes in service members without the stigma of a court-martial conviction.

Rules for Courts-Martial are intended to provide for the just determination of every proceeding relating to trial by court-martial.

## **INFORMATION**

The Uniform Code of Military Justice (UCMJ) and the Manual for Courts-Martial, 1984 (MCM, 1984) authorize "the Secretary concerned" or "the Judge Advocate General concerned" to prescribe regulations implementing or supplementing certain provisions of the UCMJ or the MCM, 1984. The Manual of the Judge Advocate General (JAGMAN) provides those regulations and additional regulations relating to military justice.

## **PLR RESPONSIBILITY**

- Immediately after mast or courts-martial, forwards signed Report of Disposition of Offense, or copy of Report of Results of Trial and the convening authority's action and court-martial order, as applicable and service record to PERSUPP DET.

## **PERSUPP DET RESPONSIBILITY**

- Prepare NAVPERS 1070/607, SDS event (D10), DJMS fid and service record entries.
- Annotate Report of Disposition of Offense or copy of Report of Results of Trial, as applicable.
- Return form(s) to PLR.

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## **OFFICER DISTRIBUTION CONTROL REPORT (ODCR)**

### **REFERENCE(S)**

DJMS Procedures Training Guide

Diary Message Reporting System Users' Manual 1080 #1 UM-02

Manual of Navy Officer Manpower and Personnel Classifications (NAVPERS 15839G) Volumes I and II

NAVMILPERSCOMINST 1301.40

OPNAVINST 1000.23C

### **DOCUMENT(S) REQUIRED**

None

## **BACKGROUND**

Navy Personnel Command (NPC) prepares an ODCR for each Naval activity with officer billets authorized or officers on board in a temporary duty status. Officer billet and assignment information in the ODCR represents the computer data bank input by CNO, NPC, DFAS, EPMAC, and various other sources.

## **INFORMATION**

The ODCR reflects four specific types of information: activity, administrative, personnel, and fitness report. Groupings are defined in NAVMILPERSCOMINST 1301.40.

## **PLR RESPONSIBILITY**

- Ensure information on the ODCR is correct.
- Initiate action to correct discrepancies on the ODCR as soon as possible after receipt of ODCR.

## **PERSUPP DET RESPONSIBILITY**

- Provide supporting documents to PLR to correct ODCR discrepancies.
- Assist PLR/customer command (i.e. prepare SDS events, DMRS transactions, etc.) to correct erroneous information reflected on the ODCR.

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# **OFFICER'S CHANGE OF DESIGNATOR**

(TRANSFER/REDESIGNATION)

## **REFERENCE(S)**

MILPERSMAN

Officer Transfer Manual

SECNAVINST 1210.5A

## **DOCUMENT(S) REQUIRED**

NAVPERS 1421/7

DD-214

## **BACKGROUND**

The assignment of a different designator within the same or a different competitive category is as follows:

(1) The designation of a regular permanent officer in the line of the Navy in a different line competitive category; or the designation of a regular permanent officer in a staff corps of the Navy as a line officer or a different staff corps category.

(2) The appointment of a regular temporary officer in the line of the Navy as a regular permanent officer, and the designation of that officer so appointed in a different line competitive category; or the appointment of a regular temporary officer in a staff corps as a regular permanent officer in that staff corps.

## **INFORMATION**

The Chief of Naval Personnel (CHNAVPERS) assigns a designator for administrative purposes to each officer at the time of appointment in the Navy to reflect in what area the officer is qualified to perform. A board to consider applications from active duty officers for lateral transfer between the unrestricted line, restricted line, and staff corps meets semi-annually in April and October. All changes of designator and lateral transfer of inactive duty officers are administratively done, without board action, by CHNAVPERS (Pers-912).

Transfer/Redesignation Board results are announced by NAVADMIN. Individual notification is not made. Officers selected for transfer/redesignation are required to notify CHNAVPERS if they decline the regular Navy appointment or redesignation by the date indicated in the NAVADMIN. A transfer that includes a simultaneous change of designator means that an individual must accept a regular appointment in conjunction with the change of designator.

The NAVADMIN authorizing the delivery of regular appointments may be issued several months after the selection is announced.

### **PLR RESPONSIBILITY**

- Maintain a tickler of requests.
- Review NAVADMIN containing selection board results and notify all applicants of results.
- Notify PERSUPP DET of individuals selected for change of designator, including NAVADMIN announcing selection.
- Prepare NAVPERS 1421/7 as necessary for the appointee.
- All officers transferring from the reserve to regular Navy must enroll in DDS if not already a participant.

### **PERSUPP DET RESPONSIBILITY**

- Prepare DD-214 for personnel augmenting.
- File copy of NAVPERS 1421/7 in the service record.
- Process DDS enrollment form.

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## **OFFICER PROMOTIONS**

### **REFERENCE(S)**

MILPERSMAN

OPNAVINST 1000.23B (PASSMAN)

SECNAVINST 1400.1A

SECNAVINST 1401.1A

SECNAVINST 1412.8

SECNAVINST 1420.1A

SECNAVINST 1421.3G

SECNAVINST 1427.2A

## **DOCUMENT(S) REQUIRED**

Temporary/Permanent Appointment (NAVPERS 1421/7)

## **BACKGROUND**

Officer promotions are usually the result of selection boards convened by Secretary of the Navy, the results of which must be approved by the Senate and the President. The results of selection boards are usually announced by ALNAV and are also available through BUPERS Access.

The ALNAV announcing selection is not authorization to deliver appointments. Lieutenant and Chief Warrant Officer (W-3/W-4) selectees may be frocked upon receipt of the ALNAV announcing selection. Chief Warrant Officers selected for appointment to Limited Duty Officer (LDO) may be frocked upon receipt of the ALNAV announcing selection. Frocking authorizations for LCDR and above are issued in subsequent ALNAV's after Senate confirmation of the nominees. This may occur several months after selection board results are released. Frocking to LCDR, CDR and CAPT are authorized only in certain cases.

Promotions are distributed throughout the fiscal year and authorized in NAVADMIN's issued monthly and effective the first of each month. The majority of promotions occur during the latter months of the year.

## **PLR RESPONSIBILITY**

- Prepare all promotion (including frocking), and selection notifications and related acceptance documents. Instructions are provided in the ALNAV/NAVADMIN.
- Distribute appointment documents appropriately, including copies to PERSUPP DET.

## **PERSUPP DET RESPONSIBILITY**

- File copy of promotion document in service record, providing disbursing officer copies to the Military Pay Division.
- Process identification card application(s).

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## **OVERSEAS HOUSING ALLOWANCE (OHA)**

### **REFERENCES**

DJMS PROCEDURE TRAINING GUIDE

Joint Federal Travel Regulations Volume I (U9100)

### **DOCUMENT(S) REQUIRED**

Overseas Housing Allowance Worksheet

Individual Overseas Housing Allowance (OHA) Report (DD 2367)

Move-in Housing Allowance Claim Form (DD 2356)

Copy of Rental/Lease Agreement

Authorization to move off-base for single E-5 and below

BEQ/BOQ or GQ termination sheet

## **GENERAL INFORMATION**

Purpose: OHA is authorized to assist a member in defraying the excess housing cost incurred incident to assignment to a PDS outside the United States. All members authorized to live in privately leased/owned quarters are entitled to OHA, provided an Individual Overseas Housing Allowance Report (DD 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. an up-front, lump-sum MIHA for those who qualify and
2. a monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" cost for members. The monthly OHA is based on comparing the rent, up to a rental ceiling at PDS, plus the utility/recurring maintenance allowance, with the member's BAH-II or FSH, as applicable.

Rental ceiling for each pay grade based on the locality code can be accessed through web site [www.dtic.mil/perdiem](http://www.dtic.mil/perdiem). Okinawa Japan locality code is JA027.

Maximum rental ceilings are designed to fully cover the rental expenses for 80 percent of the members with dependents assigned to an area. The ceiling for members without dependents is determined by prescribing an amount equal to 90 percent of the prescribed members with dependents ceiling, unless otherwise indicated in appendix K, Table I, JFTR, Vol I.

### **Move-In Housing Allowance (MIHA)**

The purpose of MIHA is to help defray some of the move-in expenses associated with occupying privately leased or purchased quarters which are presently not covered by the monthly OHA entitlement. In order to be entitled to MIHA, a member must be eligible for OHA (even though the OHA computation may equal zero) on or after 1 September 1990. MIHA consists of three equal components:

- (1) MIHA/Miscellaneous. Covers average expenditures made by members to purchase household necessities for their residence, which sometimes are not provided in overseas dwelling. Supplemental payments will be made after the DD 2367 is received by the Disbursing Officer. Receipts are not required.
- (2) MIHA/Rent. Covers all rent-related expenses. These expenses are fixed, one-time, non-refundable charges levied by the landlord, the landlord's agent or a foreign government which the member must pay before or upon occupying quarters. Receipts are required before payment is made.
- (3) MIHA/Security. Security related expenses for members assigned to designated area where quarters must be modified to minimize exposure to a terrorist threat (doors, bars, locks, lights, and alarm systems, etc.) The qualifying areas for MIHA/Security will be provided in the JFTR. Such things as personal security guards or dogs are not allowable expenses under MIHA. Receipts are required before payment is made. All security payments must be approved by the senior officer in the country.

### **Advance Payment of Housing Allowances**

The member will submit a written request to the commanding officer for the advance payment of station housing allowance. The request will be filed prior to signing or within 90 days after signing the rental/lease agreement and/or initial expenses incident to occupying non-government quarters. The request will specify:

- The reason for the advance.

- The amount of advance requested. Normally, the amount advanced will be repaid in 12 equal monthly installments commencing the first day of the month following the month in which the advance was paid. If the repayment is delayed, the member's request will also specify, as applicable;

(1) the repayment period, in months, if greater than one year but not to exceed the member's tour of duty at the duty station concerned.

(2) the repayment start date, if other than the month following payment. This date will always be the first of the month. The member must provide a copy of housing expense supporting documents before the request is approved. These supporting documents will be filed in the disbursing officer's retained files.

Documentation. Member's request must be submitted with the following documentation to support the member's actual housing expenses:

- Copy of rental/lease agreement,
- Utility Company Statement(s), and
- Any other pertinent documentation that will help determine the actual cost.

Action by the Commanding Officer. The commanding officer will review the member's request and, if approved, forward it to the disbursing officer. If the request is disapproved, it will be returned to the member.

#### OHA ANNUAL RECERTIFICATION

Annual re-certification is no longer required effective 01May2000 (PSAFE Inst.), however, command must provide a BEQ/BOQ listing to PSD Quarterly.

#### **PLR RESPONSIBILITIES**

- Counsel member concerning general entitlement.
- Verify that member has required documents prior to reporting

to PERSUPP DET.

- Coordinate annual OHA Re-Certification including collecting supporting documents (DD 2367) and forwarding to PERSUPP DET.

- Provide BEQ/BOQ listing to PERSUPP DET

#### **PERSUPP DET RESPONSIBILITIES**

- Ensure DD 2367, DD 2556 and a briefing sheet are completed by every member who becomes entitled to OHA and MIHA.

- Verify the DD 2367 and DD 2556 information with the NAVPERS 1070/602; i.e., address of dependents and copies of supporting documents.

- OHA Worksheet (original and one copy), Or MMPA "JPEO" Print out

(1) for every member living off base in an overseas housing allowance area, a worksheet must be prepared.

(2) the member's signature is not required for rate changes or pay grade changes.

(3) the member's signature is required on the initial entitlement or when the rental expenses change. The member will sign and date the document certifying accuracy of the reported rent and utilities allowance;

- file original OHA worksheet

- report change in dependent(s) location or number on overseas station allowance input change action.

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# **OVERSEAS TOUR EXTENSION INCENTIVE PROGRAM (OTEIP)**

## **REFERENCE(S)**

Enlisted Transfer Manual Chapter 4

DODFMR VOL 7A

OPNAVINST 1000.23B

OPNAVINST 1306.1

OPNAVINST 4600.16E

NAVMILPERSCOMINST 4650.2

## **DOCUMENT(S) REQUIRED**

Enlisted Personnel Action Request (NAVPERS 1306/7)

Administrative Remarks (NAVPERS 1070/613)

Immediate Reenlistment Contract (NAVPERS 1070/601)

Agreement to Extend Enlistment (NAVPERS 1070/621)

Assignment to and Extension of Active Duty (NAVPERS 1070/622)

## **BACKGROUND**

The purpose of providing incentives to selected enlisted personnel is to encourage such personnel to volunteer to extend their overseas tour. In most instances, in addition to receiving one of three incentives, enlisted personnel whose extension requests are approved will benefit by being able to enjoy longer tours in personally chosen locations while delaying the personal turbulence associated with PCS back to the 48 contiguous states.

## **INFORMATION**

The incentives described below starting on the date the extension becomes operative (which for this program, is the first day of the month following the member's prescribed PRD), i.e., PRD adjustment to Jul 96 starts 01Aug95 and ends 31Jul96. Upon approval of the extension, the service member is entitled to elect one of the following incentives:

(a) \$80 per month special pay for each month of the extension period, or

(b) Thirty days R&R or

(c) Fifteen days R&R plus round-trip transportation at government expense from the location of the extended tour of duty to the nearest port in the contiguous 48 states and return.

- These incentives shall be in addition to any other leave or transportation to which the member may be entitled.
- Extension requests must be for a minimum of 12 months beyond the member's prescribed PRD.
- A member assigned a dependent restricted tour location (12 month tour length) may elect either the OTEIP or Consecutive Overseas Tour (COT) leave travel. This is the only circumstance when a member has a choice. COT leave travel is earned when a member is assigned a complete DOD or SECNAV follow-on tour.
- Personnel wishing to change their option must submit a special request chit via chain of command signed by the Commanding Officer, with justification why Option B or C was not used. This usually must be due to operational commitments where no opportunity was given to take any R&R or leave. You may not change your option outside of the PRD window without PERS-461E approval.
- Personnel who elect an OTEIP option and then acquire a dependent and request to have PRD adjusted for an accompanied tour and must incur obligated service to PRD adjustment, may not use OTEIP obligated service towards an accompanied tour requirement. Depending on how many times a person may have extended, they may need to reenlist to fulfill this requirement. However, if a person has elected an OTEIP, and acquires a dependent, he may cancel the OTEIP option, provided no portion of the option has been utilized, and use that extension for command sponsorship or he may elect to use the OTEIP, and extend an additional year provided no portion of the OTEIP has been used.

#### **PLR RESPONSIBILITY**

- Submit request to BUPERS (Pers 461E) not more than 12 months or less than 8 months prior to current PRD.
- Provide Command Career Counselor (CCC) copy of request, and stay in contact with CCC who should track the request.
- For OTEIP Option "B", submit regular leave papers with "OTEIP Option B" stated as reason for leave.
- For elected incentive option "C," when member determines the approximate date of travel, request appropriate accounting data (not earlier than 45 days or less than 30 days prior to commencement of travel) from BUPERS (Pers 021) via message.
- Prepare appropriate TAD travel orders and coordinate round trip transportation with Transportation Division at PERSUPP DET after completion of travel orders.

#### **PERSUPP DET RESPONSIBILITY**

- Prepare appropriate administrative remarks (NAVPERS 1070/613).
- Have member sign appropriate documents.
- Prepare agreement to extend enlistment and/or assignment to and extension of active duty to ensure obligated service until PRD (if applicable).

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## **ENLISTED QUALIFICATIONS HISTORY and SERVICE RECORD ENTRIES**

### **REFERENCE(S)**

**DOCUMENT(S) REQUIRED**

Grade report/transcript/certificate

Copy of award letter/citation

Report of course completion

Enlisted Qualifications History (NAVPERS 1070/604)

**INFORMATION**

Enlisted Qualifications History, for USN and USNR enlisted members is a chronological history of their occupational and training related qualifications and their awards and commendations.

The Personnel Qualification Standards (PQS) section of the Page 4 has been approved for automation. The electronic and preprinted pages are interchangeable and integrated into the form.

**PLR RESPONSIBILITY**

- Forward reports/substantiating document(s) as appropriate to PERSUPP DET as events occur.
- Request for service record entries may be submitted via electronic mail. Supported documents may be scanned and sent as attachment.

**PERSUPP DET RESPONSIBILITY**

- Make entries as events occur/notified of events occurring.
- Prepare a new page whenever one section becomes filled with entries and additional entries except for Section 1, Educational Experience Level.
- File appropriate supporting documents in service record, return others to PLR.

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**DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA**

**REFERENCE(S)**

Naval Military Personnel Manual 1070-270

DODFMR VOL 7A

**DOCUMENT(S) REQUIRED**

Marriage Certificate

Birth Certificate

Divorce Decree

Court Order (Ward)

Affidavit of Paternity

## **BACKGROUND**

The Dependency Application/Record of Emergency Data (NAVPERS 1070/602), is commonly known as the page 2 of the service record (officer and enlisted). It serves as the record for dependency, provides names and addresses of individuals to be contacted in case of emergency or casualty reporting, and identifies the primary and secondary next-of-kin. This is a very important document.

The page 2 may establish or support changes in entitlement to various station allowances, other pay entitlements (i.e., BAQD, travel, etc.), and dependent identification cards (which support entitlement to medical care, commissary privileges, etc.).

This document supports the following determinations (as required):

- person(s) to receive death gratuity.
- person(s) to receive unpaid pay and allowances if member dies.
- person(s) to receive allotment of pay if member is missing or unable to transmit funds.
- what commercial insurance companies to notify if member dies.

## **INFORMATION**

The page 2 must be verified by each member:

- when detaching or reporting on PCS orders.
- prior to unit deployment.
- prior to applying for Dependents Uniformed Services Identification and Privilege Card (DD Form 1173).
- when submitting an application for government family housing.
- upon reenlistment
- moving on and off base (with dependents)
- early return of dependents
- when claiming reimbursement for dependent travel.
- prior to transfer to the Fleet Reserve or retirement.

The member is responsible for ensuring all information is complete and current. Required supporting documents must be provided as directed.

Updating the page two does not confer command sponsorship nor dependency status without NAVCOMPT 3072 from DFAS Cleveland in the case of parents or in-laws. If supporting documents are not submitted at time of page 2 update, they will need to be submitted to DFAS via PSD within 60 days or dependency status and pay automatically terminates.

Annual renewal of dependency (secondary family members) status is the member's responsibility. Termination of the dependency relationship by DFAS-Cleveland will result in immediate termination of benefits and allowances, and the member (sponsor) will be required to turn in all ID cards to PERSUPPDET.

### **PLR RESPONSIBILITY**

- Advise members of the importance of updating their page two as changes occur. This may be accomplished through plan of the day/week notes and/or training sessions.
- Ensure members are aware of the need to provide substantiating documents, e.g. marriage, birth certificates; divorce, adoption decrees; commercial insurance company names and policy number. Pay entitlements may be delayed due to failure to properly update the official record.

### **PERSUPP DET RESPONSIBILITY**

- Assist the member in updating/changing the page two.
- Prepare a new page two for the members signature.
- Verify station allowance entitlements and prepare documents to change and/or terminate as appropriate.

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## **PAY DAYS**

### **REFERENCE(S)**

OPNAVINST 1000.23B

DFAS Pay/Personnel Procedures Manual (Navy) Volume II

### **DOCUMENT(S) REQUIRED**

None

### **BACKGROUND**

Regularly scheduled paydays will be held twice monthly, based on two pay periods a month. The first pay period covers the 1st through the 15th day of the month, while the second covers the 16th through the last day of the month. All regular paydays will normally be held on the 15th for the first pay period and the 1st of the following month for the second pay period. However, if payday falls on a Saturday, Sunday, or a legal federal holiday, payment is authorized on the preceding workday, but not more than three days before the scheduled payday, with the member being paid for the entire pay period.

### **PLR RESPONSIBILITY**

- Command representatives (designated in writing by their CO, copy to OIC, PERSUPP DET) are authorized to receive and distribute LESs and W-2 forms.
- Sort LESs and W-2 forms for distribution.

## PERSUPP DET RESPONSIBILITY

- Maintain an undeliverable check file per DOD Financial Management Regulation, Volume 5 (DOD 7000.I4-R).
- Maintain master listing of customer command personnel authorized to pick up LE'S.

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## **PROJECTED ROTATION DATE (PRD) ADJUSTMENTS**

### **REFERENCE(S)**

Enlisted Transfer Manual

Officer Transfer Manual

OPNAVINST 1000.23B

### **DOCUMENT(S) REQUIRED**

Enlisted Personnel Action Request (NAVPERS 1306/7)

### **BACKGROUND**

Establishment of PRDs is the responsibility of the assignment officer/detailer. A PRD is generated when assigned to a duty station and represents the month and year in which the next rotation is planned.

### **INFORMATION**

Approving authority for PRD adjustments for officers, rated and designated enlisted personnel is BUPERS, and for non-designated enlisted personnel is EPMAC.

### **PLR RESPONSIBILITY**

- Verify eligibility, interview and counsel member.
- Prepare and submit NAVPERS 1306/7 (enlisted) or letter request (officers).
- Retain copy for tickler file and provide copy to PERSUPP DET.
- Upon return of request, notify PERSUPP DET of any changes to member's status.

### **PERSUPP DET RESPONSIBILITY**

- File copy of request in service record.
- Upon receipt of Enlisted Personnel Action Document (EPAD) or formal correspondence, notify customer command PLR of action taken.

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# **PERSONNEL RELIABILITY PROGRAM (PRP)**

## **REFERENCE(S)**

OPNAVINST 1000.23B

OPNAVINST 5510.1H

OPNAVINST 5510.162

## **DOCUMENT(S) REQUIRED**

Personnel Reliability Program Screening and Evaluation Record (NAVPERS 5510/3)

Record Identifier for Personnel Reliability Program (NAVPERS 5510/1)

## **BACKGROUND**

The PRP is a peacetime program applicable to DON military and civilian personnel assigned to nuclear capable ships, units or activities who have access to, or control access to, war reserve nuclear weapons, nuclear weapon systems, nuclear components, sealed authenticators or those who engage in training thereto. These duties are designated as critical or controlled positions as defined in OPNAVINST 5510.162.

It is DOD and DON policy to ensure that nuclear weapons are not subject to loss, theft, sabotage, unauthorized use, unauthorized access, destruction, accidental damage, or jettison.

The national security and welfare require, therefore, that only those personnel who have demonstrated unswerving loyalty, integrity, trustworthiness, and discretion of the highest order will be employed in nuclear weapon positions.

## **INFORMATION**

Commanding officers and commanders are responsible for the integrity and effectiveness of the PRP within the command. Sound judgment, leadership and continual monitoring in the day-to-day application of the PRP will lead to successful implementation of the PRP.

## **COMMAND RESPONSIBILITY**

- Conduct pre-certification screening including obtaining medical examinations.
- Complete PRP certification form and forward to PERSUPP DET.
- Conduct required prescreenings and recertifications and updates certification form as required.
- Complete action required for termination from program and informs PERSUPP DET.

## **PERSUPP DET ACTION**

- Files PRP certification form in service record and ensures record contains NAVPERS 5510/1 ("pink identifier").
- Prepares service record entries on termination of eligibility for PRP.
- Supports inspections by making service records available for review per paragraph 403c(3), OPNAVINST 1000.23B.
- Ensures record of PRP actions is contained in service record on transfer or separation. Removes

NAVPERS 5510/1 ("pink identifier") prior to transfer.

- Screens service records for previously approved clearances when requested.

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## **RECEIPTS**

### **REFERENCE(S)**

Enlisted Transfer Manual

Officer Transfer Manual

DJMS Procedure Training Guide

DFAS Pay/Personnel Procedures Manual (Navy) Volume II

SDS Procedures Manual, Volume II

Navy Travel Instructions

Joint Federal Travel Regulations, Volume I

OPNAVINST 1000.23B

OPNAVINST 1751.1

### **DOCUMENT(S) REQUIRED**

Service and Pay Records

Original Orders and all endorsements/modifications

Copies of all transportation documents (e.g., plane tickets)

Receipt for expenses in excess of \$75

Pay and Allowances Briefing Sheet

Overseas Station Allowances Briefing Sheet

### **BACKGROUND**

Check-in procedures should be simplified to reduce to an absolute minimum the number of offices to report to when checking in. The need for careful and complete processing is important. To assist in tasks, check lists have been developed.

### **INFORMATION**

Policies and regulations pertinent to receipts are contained in a variety of manuals and instructions. There may be times when an advance copy of orders is not received. However, the EDVR and ODCR should indicate those personnel due to report.

### **PLR RESPONSIBILITY**

- Ensure each member due to report for duty has a sponsor assigned and arrange an appointment for a check-in with PSD.
- Ensure each member reports to PERSUPP DET within three working days of arriving on island between 1000 and 1500 to complete receipt processing. The individual's sponsor should accompany the member to PERSUPP DET. The member must bring service record, original orders including all detaching and reporting endorsements, port call instructions, plane tickets and receipts for reimbursable expenses.
- Ensure member reports to the Immigration Office, located to the right outside of KAB Gate 2 with passports of all dependents to obtain a SOFA stamp. This is a mandatory requirement to remain in Okinawa.
- Verify accuracy of NECs, BSCs, security clearances, etc.. Report discrepancies to PERSUPP DET.

### **PERSUPP DET RESPONSIBILITY**

- Initiate required correspondence regarding individuals reporting without records and prepare temporary records.
- Initiate required reports on personnel who fail to report for duty or temporary duty (TEMDU) if communication with member's previous duty station determines failure to report is not a result of order modification/cancellation.
- Liaison with the customer command and initiate required reports to member's previous duty station/transferring PERSUPP DET on personnel who report without fully complying with the transfer directive.
- Ensure that either the required transfer evaluation or Performance Information Memorandum (PIM) is on file. If not, initiate action to obtain missing information.
- Assist reporting personnel in preparing permanent change of station (PCS) travel claims for dependents travel and dislocation allowance.
- Brief eligible personnel on overseas station allowances and have them sign statements of understanding.
- Verify service and pay records (i.e., name, social security number, etc.)
- Update EML data base and DEERS.
- Provide overseas station allowances briefing sheet to all TLA eligible personnel.
- Have eligible members complete Variable Housing Allowance (VHA) Certification (PSAFE Form 7220/1) and request for Temporary Lodging Allowance (TLA) Worksheet (PSAFE Form 7220/4).
- Complete all service record entries, process travel claim, and transmit all NSIPS events.

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## **REENLISTMENT**

### **REFERENCE(S)**

Naval Military Personnel Manual

Enlisted Transfer Manual  
DOD Military Pay and Allowances Entitlements Manual  
DFAS Pay/Personnel Procedures Manual (Navy) Volume II  
SDS Procedures Manual Volume I & II  
Diary Message Reporting System Manual  
OPNAVINST 1000.23B

### **DOCUMENT(S) REQUIRED**

Special Request Chit  
ENCORE Worksheet (PSAFE Form 1080/9)  
Reenlistment Check-Off Sheet (PSAFE Form 1100/1)  
Prospective Reenlistment Data Sheet (PSAFE Form 1100/2)  
Notification of Expiration of Active Obligated Service (EAOS) (PSAFE Form 1100/3)  
Physical Examination Notification (PSAFE form 6000/1)  
Immediate Reenlistment Contract (NavPers 1070/601)  
Dependency Application/Record of Emergency Data (NavPers 1070/602)  
Enlisted Qualifications History (NavPers 1070/604)  
History of Assignments (NavPers 1070/605)  
Administrative Remarks (NavPers 1070/613)  
Agreement to and Extension of Active Duty (NavPers 1070/622)

### **INFORMATION**

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

### **PLR RESPONSIBILITY**

- Verify eligibility and ensure Command Career Counselor interviews and brief member concerning requirements for reenlistment.
- When required -- ensure Command Career Counselor prepares rough ENCORE message format contained in Diary Message Reporting System Manual (DMRSMAN), section 12. Currently, the ENCORE program is suspended.
- No later than 45 days prior to EAOS or desired reenlistment date, notify PERSUPP DET of member's intentions.
- Ensure appropriate authority is obtained from NPC if required.
- If applicable -- prepare rough Selective Reenlistment Bonus (SRB) message in format contained in the

Diary Message Reporting System (DMRSMAN), Section 24.

- If applicable -- prepare and submit GUARD or assignment requests.
- Schedule reenlistment physical and ensure completion prior to date of discharge (day prior to reenlistment).
- Assist member in completing retention questionnaire and forward per current directives.
- Prepare applicable certificates. Ensure Command Career Counselor arranges and conducts appropriate ceremony, if applicable.

### **PERSUPP DET RESPONSIBILITY**

- Interview member to obtain required information.
- If applicable, when suspension of ENCORE processing is lifted, verify ENCORE message format and release ENCORE request. Provide customer command with copy and file a copy in the service record.
- Send SRB message request via OPINS, a computer program linked to NPC and DFAS.
- Track SRB request for approval/disapproval.
- Ensure reenlistment entitlements, i.e. SRB, leave sell-back, are posted in member's account.
- Complete reenlistment administrative processing three working days prior to reenlistment.
- Ensure that new reenlistment contract and page 13s are available for pickup by the customer command one working day prior to reenlistment.
- After reenlistment, close-out service record and mail to NPC.

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## **SPECIAL DUTY SCREENING**

### **REFERENCE(S):**

Enlisted Transfer Manual

Officer Transfer Manual

Naval Military Personnel Manual

OPNAVINST 1000.23B

### **DOCUMENT(S) REQUIRED:**

Administrative Remarks (NavPers 1070/613)

Report of Suitability for Overseas Assignment (NavPers 1300/16)

DON Dependent Care Certificate (OPNAV 1740/1)

## **BACKGROUND**

In order to provide for the ever increasing complexity of the Navy's mission, it is frequently necessary to establish special programs requiring skills not identified.

The commanding officer is responsible to carefully screen those personnel under consideration for assignment overseas and special programs, and to provide a recommendation for determination of suitability for the assignment. Candidates may be identified either through nomination messages or assignment directives, depending on the program involved. The commanding officer is required to respond within ten working days, providing any requested information and a recommendation of suitability.

Failure to adequately screen personnel at the command level may result in gapped priority billets, loss of training quotas, loss of scarce PCS and training funds and embarrassment to the Navy. When such failure to screen is apparent, the case will be referred to the commanding officer for comment via the ISIC (immediate superior in chain of command).

## **PLR RESPONSIBILITY**

- Coordinate interview/screening.
- Ensure medical/dental screening is completed.
- Upon commanding officer eligibility/non-eligibility determination for member and family, completes screening form and forwards to PERSUPP DET.
- Sends interim status and final certification/non-certification message as required.

## **PERSUPP DET RESPONSIBILITY**

- Screens service record for eligibility upon receipt of orders.
- Forwards copy of orders and screening forms to customer command.
- Tracks screening process.
- Ensures completed by required due date.
- Review returned forms/paperwork to verify completeness and accuracy.
- When screening is complete and report is received, documents on Administrative Remarks (NAVPERS 1070/613).

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# **Navy Standard Integrated Personnel System (NSIPS)**

## **REFERENCE**

None (at this time)

## **DOCUMENT(S) REQUIRED**

None

## **BACKGROUND**

The Navy Standard Integrated Personnel System (NSIPS) is an automated information system providing direct assistance to personnel offices, through the combination of data processing and communications facilities, NSIPS supports field personnel management in three ways:

- (1) By helping the field prepare and send necessary data to headquarters in reduced timeframes with increased accuracy.
- (2) By giving the field an opportunity to receive timely feedback information from BUPERS and
- (3) By providing a variety of data storage and retrieval capabilities to support the local information needs of the field offices and their customers.

As a result of NSIPS, the Navy is:

- (1) Improve the distribution of Navy members and the manning of Navy activities;
- (2) Realize efficiencies in the management of Military Pay Navy (MPN) appropriation;
- (3) Improve planning and management of Navy end strength and recruiting goals, and;
- (6) Improve personnel services to every Navy member. Navy men and women serving in PASS offices, Naval Reserve activities, and shipboard personnel and disbursing offices are part of a large Navy team dedicated to the improvement of personnel support. NSIPS is a tool to aid these men and women and provide them with an opportunity to enhance their pride and professionalism and contribute directly to the realization of many comprehensive Navy-wide benefits.

## **INFORMATION**

The NSIPS design recognizes the interdependence of personnel matters. NSIPS is a standard system which will be installed Navy-wide to support both active and reserve forces, afloat and ashore.

A data base is stored on the computer which supports each PERSUPP DET, geographically separated site (GSS) or shipboard office. This automated database, known as the NVY1 (PPS UIC), has a record for each Navy member for which the PERSUPP DET, GSS, or ship is responsible. This database contains personnel information and is linked electronically to the headquarters site (BUPERS/DFAS - Cleveland Center), permitting the field and headquarters to exchange information rapidly. The database contains data elements which the field users can access to prepare input to headquarters or to retrieve information for themselves or their customers.

## **PLR RESPONSIBILITY**

- Verify monthly reports.
- Submit requests for changing data elements (include copies of source documents).
- Submit special report requirements including data required, necessary fields, duration of report, and report usage.

## **PERSUPP DET RESPONSIBILITY**

- Maintain accurate data base.
- Provide reports identified in SDSPROMAN Volume I, Part 4 to customer command and staff for periods indicated.
- Provide customer specific reports as approved by SDS Site Manager and Officer in Charge.
- Ensure all special (ADHOC) report requirements are revalidated annually by PERSUPP DET and

customer command to determine continued validity/necessity and applicability (if recurring special report period exceeds one year).

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## **SEPARATION/DISCHARGE**

### **REFERENCE(S)**

Naval Military Personnel Manual

Enlisted Transfer Manual

Officer Transfer Manual

DOD Military Pay and Allowances Entitlements Manual

DFAS Pay/Personnel Procedures Manual (Navy) Volume II

Diary Message Reporting System Manual

OPNAVINST 1000.23B (PASSMAN)

OPNAVINST 1900.2

SECNAVINST 1900.7G

BUPERSINST 1900.8

COMNAVFORJAPANINST 1910.1

### **DOCUMENT(S) REQUIRED**

Officer VSI and SSB Worksheet (PSAFE Form 1080/91)

Enlisted VSI and SSB Worksheet (PSAFE Form 1080/92)

Notification of Expiration of EAOS (PSAFE Form 1100/4)

PSD Check In/Out Card (PSAFE Form 1306/5)

Passenger Transportation Request (PSAFE Form 4650/5)

Physical Examination Notification (PSAFE Form 6000/1)

Travel Voucher (DD 1351)

Travel Voucher or Subvoucher (DD 1351-2)

Application for Transportation for Dependents (PSAFE Form 4650/9)

### **INFORMATION**

Unless enlisted members are voluntarily or involuntarily extended on active duty beyond their expiration of active obligated service (EAOS), they will normally be separated/discharged at EAOS. USNR personnel must be concurrently released from active duty and transferred to USNR (this requires travel

time to home of record/place from which ordered to active duty, not to exceed EAOS). For USN personnel who have remaining service obligation under Military Selective Service Act -- they will be released from active duty and transferred to Naval Reserve (no travel time entitlement). Those personnel completing their service obligation will be "discharged."

### **PLR RESPONSIBILITY**

- 90 days prior to EAOS, service member needs to see Command Career Counselor to determine career intention and notify PERSUPP DET.
- 6 months prior to separation , schedule separation physical and dental examination.
- 90 days prior to EAOS, ensure separating service member (officer and enlisted) has received required pre-separation counseling/transition assistance and is properly annotated in service record.
- Forward service record copy of performance evaluation to PERSUPP DET not later than five working days prior to member's separation or transfer for separation.
- Prepare applicable certificates.
- Arrange/coordinate appropriate ceremony, if applicable.
- PERSUPP DET Okinawa is not a designated separation activity. Local separation must be approved by Commander Fleet Activities, Okinawa. Recommendation for approval must be submitted by the member's Commanding Officer three months prior to the separation date. Approval by CFAO is granted only in situations as per the area commander directive. Refer to CNFJINST 1910 for additional details. Provide copy of authorization upon receipt to PERSUPP DET.
- Ensure member completes command check-out process two working days prior to EAOS/separation or transfer for separation date. Member must provide completed PSD Check In/Out Card (PSAFE Form 1306/5) to PERSUPP DET.
- Assist service member to fill out Separation/Discharge package.
- Ensure command check-out include AAFES, Telephone/Cable and PMO.

### **PERSUPP DET RESPONSIBILITY**

- Forward "Prospective EAOS" computer listing (SDS/OPIM) monthly to customer command and military pay division.
- Forward "Notification of Expiration of EAOS" (PSAFE Form 1100/3) to member via PLR for all personnel within three months of EAOS.
- Forward STIS (Separation Transfer Information Sheet) package to customer command.
- Complete "Passenger Transportation Request" to obtain transportation for member separating CONUS or other approved location (e.g., Guam, Hawaii, etc.).
- Complete "Passenger Transportation Request" and PSAFE Form 4650/9 to obtain transportation for family members to desired location (cost not to exceed entitlement).
- Prepare orders and submit with transportation request to obtain transportation for member and/or family.
- Provide service member with PSD Check out Sheet (PSAFE Form 1306/5)
- Provide required Military Pay documentation 30 days prior to EAOS/separation or transfer for separation date.

- Verify and package all records, orders, and transportation documents and give to member.

## **BACK to TOC**

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## **SEPARATION/RETIREMENT LEAVE**

### **REFERENCE(S)**

Naval Military Personnel Manual

DFAS Pay/Personnel Procedures Manual (Navy) Volume II

BUPERSINST 1050.IIE

SECNAVINST 7220.63D

SECNAVINST 7220.81

OPNAVINST 1000.23B

### **DOCUMENT(S) REQUIRED**

Special Request Chit

Leave Request/Authorization (NAVCOMPT Form 3065)

Armed Forces Identification Card (DD 2N (Res))

Armed Forces Identification Card (DD 2N (Ret))

Application for Uniformed Services Identification and Privilege Card (DD 1172)

Administrative Remarks (NAVPERS 1070/613)

### **BACKGROUND**

Separation leave is granted by the member's commanding officer according to the command's leave program. Separation leave shall not delay separation. Separation leave is ordinary leave and shall consist of accrued and advance leave, not to exceed the amount of leave to be earned by actual date of separation.

### **INFORMATION**

- Separation leave shall not be granted for members who are being administratively discharged.
- When separation processing has been completed and the member has departed on leave, such leave may be voluntarily terminated only if the member returns to the command or separation activity maintaining the member's records. Travel to the member's command or the separation activity will be at the member's own expense.
- Leave to be taken en-route to the separation activity shall be authorized in the member's transfer orders.
- Members shall be transferred to the appropriate separation activity for separation processing and subsequent granting of separation leave.

### **PLR RESPONSIBILITY**

- Complete all requirements for separation.
- Counsel member to submit Leave Request/Authorization (NAV-COMPT 3065) at least 30 days prior to leave/absence commencement date indicating number of days separation/retirement leave desired, leaving blocks 14 and 15 blank, and indicate in block 24 any other authorized absence approved in addition (i.e., Permissive Temporary Duty (PDTY), etc.). Forward approved request to PERSUPP DET without assigning Leave Accounting Number (LAN) unless approved for local separation.
- Complete requirements contained MILPERSMAN 3020250.2b.

### **PERSUPP DET RESPONSIBILITY**

- Complete separation processing in sufficient time to allow member to take separation/retirement leave and any other absences approved.
- Ensure dependent's identification card(s) will not be valid beyond the expiration date of the member's active duty.

- - - APPROVED LOCAL SEPARATION - - -

- Ensure member's and dependent's identification card(s) will not be valid beyond the expiration date of the members active duty. Provide the member with an addressed, prepaid envelope and instruct the member to return the ID card(s) to the separation activity upon termination of separation leave.
- If the member has a continuous obligation to serve in the Naval Reserve, issue the member an Armed Forces Identification Card (DD 2N (Res)).
- Provide the member forms for filing the dependent's travel claim and enough copies of orders or travel certificate to support shipment of household goods and dependent's travel claim.
- For Retiree - Retrieve active duty identification card from the member. Issue Armed Forces of the United States Identification Card (DD 2N (Ret)). Ensure dependent's current identification card(s) expire one day prior to effective date of retirement. Counsel sponsor and dependent(s) on identification card entitlement and process with for after retirement.

### **BACK to TOC**

## **SERVICE RECORD**

### **REFERENCE(S)**

Naval Military Personnel Manual

OPNAVINST 1000.23B

### **DOCUMENT(S) REQUIRED**

Record of Disclosure/Officer Service Record (PSAFE Form 1070/2)

Record of Disclosure/Enlisted Service Record (PSAFE Form 1070/4)

Service Record Check out Card

### **INFORMATION**

Service Record Accountability

(1) Personnel service records are Navy property, not the property of the individual concerned. Assigned service records are to be strictly accounted for so that the location of any record can be accurately determined at all times. A service record check-out system will be used to identify the destination of records leaving the PERSUPP DET. Checked-out records will be returned to the PERSUPP DET within 5 working days, unless prior arrangements are made. Records returned to the PERSUPP DET shall be checked into the files prior to redistribution.

(2) CO's/OIC's of supported commands and activities shall provide the PERSUPP DET OIC with a list of individuals authorized to check out service records for that command/activity and ensure the list is kept up-to-date. The list may include generic groups, which are identifiable such as "all officers" or "all chief petty officers." However, authorized "all personnel assigned to Admin," for example is not acceptable since, in most cases, those personnel are not readily identifiable. Normally, members will not be authorized to check out their own records without individual written authority from the member's command. As an exception to this policy, members may be authorized to carry their records with them during the check-in process for review by the member's command and other interested parties who require service record information. A member may also be authorized to carry his/her service record, if required, when assigned to perform Temporary Additional Duty (TAD) outside of Okinawa.

(3) Service records will be made available for review by representatives from commands in a supported commands'/activities' chain of command, by members of teams conducting inspections, audits, or reviews of supported commands/activities, and by members of investigative agencies, for the purpose of determining school completions, qualifications, prior assignments, or obtaining other information which may be resident in the member's service record. However, comments concerning the condition of service records, including completeness, accuracy of entries which are the sole responsibility of the PERSUPP DET, etc., may not be included in any formal or informal reports of the supported command/activity or individuals. Instead, discrepancies found should be brought to the attention of the PERSUPP DET OIC who bears sole responsibility for proper service record maintenance.

#### **SPECIFIC POLICIES**

- Service records will not be placed into guard mail. They must be hand carried to and from PERSUPP DET. If records are mailed for any reason, they must be sent via registered mail.
- Customer command provide the PERSUPP DET with a letter/memorandum of intent when checking out service records for periods beyond 5 days. This letter/memorandum should tentatively establish a return date for tickler purposes.

#### **PLR RESPONSIBILITY**

- Maintain command/activity service record access listing.
- Ensure only personnel with "need to know" access and view the service record.
- Comply with Privacy Act of 1974.
- Notify PERSUPP DET by phone of service records checked-out over 5 working days.

#### **PERSUPP DET RESPONSIBILITY**

- Maintain a tickler (manual/automated) of all records checked out, providing a weekly report to customer commands identifying those records checked out over 5 working days or 5 days past the tentative due date established by correspondence/ memorandum.
- Maintain officer and enlisted service records for personnel assigned to commands and activities supported.
- Make entries to service record pages and file documents in the service record per applicable directives.

- Keep the record accurate and current at all times and verify records at times prescribed by the MILPERSMAN.
- Provide information and extracts from service records to authorized personnel.
- Affix a computer barcode to each service record. This computer barcode is comprised of six numerical digits. The barcode is entered in the automated Service Record Tracking System to track and account for all service records checked-in and out.
- Issue Service Record Access Card (Barcode) to personnel authorized to check-out service records.

## **BACK to TOC**

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## **SPECIAL DUTY SCREENING**

### **REFERENCE(S)**

Enlisted Transfer Manual

Officer Transfer Manual

Naval Military Personnel Manual

OPNAVINST 1000.23B

### **DOCUMENT(S) REQUIRED**

Administrative Remarks (NAVPERS 1070/613)

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

DON Dependent Care Certificate (OPNAV 1740/1)

### **BACKGROUND**

In order to provide for the ever increasing complexity of the Navy's mission, it is frequently necessary to establish special programs requiring skills not identified in available records.

The commanding officer is responsible to carefully screen those personnel under consideration for assignment overseas and special programs, and to provide a recommendation for determination of suitability for the assignment. Candidates may be identified either through nomination messages or assignment directives, depending on the program involved. The commanding officer is required to respond within ten working days, providing any requested information and a recommendation of suitability.

Failure to adequately screen personnel at the command level may result in gapped priority billets, loss of training quotas, loss of scarce PCS and training funds and embarrassment to the Navy. When such failure to screen is apparent, the case will be referred to the commanding officer for comment via the ISIC (immediate superior in chain of command).

### **PLR RESPONSIBILITY**

- Coordinate interview/screening.
- Ensure medical/dental screening is completed.

- Upon commanding officer eligibility/non-eligibility determination for member and family, complete screening form and forwards to PERSUPP DET.

- Send interim status and final certification/non-certification message as required.

#### **PERSUPP DET RESPONSIBILITY**

- Screen service record for eligibility upon receipt of orders.

- Forward copy of orders and screening forms to customer command.

- Track screening process.

- Ensure completed by required due date.

- Review returned forms/paperwork to verify completeness and accuracy.

- When screening is complete and report is received, document on Administrative Remarks (NAVPERS 1070/613).

### **BACK to TOC**

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## **SPECIAL PAYMENTS**

#### **REFERENCE(S)**

DJMS-PROCEDURE TRAINING GUIDE (Part 4)

#### **DOCUMENTS REQUIRED**

Special Request Chit

#### **DEFINITION AND APPLICABILITY**

Special pay is defined as a payment made to a member between regularly scheduled paydays. Special pay will be made to member but will be limited to extreme emergency or hardship cases.

#### **BACKGROUND**

Participation in the Electronic Funds Transfer (EFT) is mandated by the Department of Defense for all military members.

#### **APPROVAL**

The member's commanding officer/officer-in-charge will approve all requests for emergency or hardship special payments. In the event that this authority is delegated, the disbursing officer must be furnished a copy of the written delegation authority containing a sample signature for each official to whom approval authority has been delegated.

#### **PLR RESPONSIBILITY**

- Deliver approved request (usually a request chit) to PERSUPP DET immediately (this is an emergency/hardship payment).

#### **PERSUPP DET RESPONSIBILITY**

- Verify entitlement.
- Compute pay to date and make payment, adjust pay for next regular payday.
- The disbursing officer shall maintain a current file of payment authorization delegation issued by Commanding Officers/Officers-in-Charge.

## **BACK to TOC**

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# **NAVY CAMPUS**

### **REFERENCE(S):**

CNETINST 1560.3D

### **DOCUMENT REQUIRED(S):**

Special Request/Authorization (NAVPERS 1336/3)

Tuition Assistance Application (NAVEDTRA 1560/6)

### **BACKGROUND**

The Navy endorses and encourages the achievement of the following minimum educational goals:

- (1) A high school diploma (or its equivalent) for all non-high school graduates. This goal should be accomplished no later than the end of the member's first enlistment.
- (2) An associate degree for enlisted personnel.
- (3) A baccalaureate degree for all officers.
- (4) A graduate degree for those who so desire.

In consonance with these goals, as of 30 September 1991, active duty personnel participating in advancement exams who earn an associate or baccalaureate degree (or higher) from an institution recognized by the Council on Post-Secondary Accreditation (COPA) after entry into the service receive one competition point for associate degree completion and two competition points for baccalaureate degree or high completion. To qualify, personnel must be on active duty, complete the degree subsequent to their entry into the naval service, and complete the degree during off-duty hours (not as part of the member's normal duties.) The points awarded for a degree earned on active duty will become a permanent part of an individual's record and may be used for all subsequent exams. The maximum points level for educational achievement is two points.

The goals of Navy Campus are:

- (1) To enhance the professional development of all personnel.
- (2) To develop the managerial and leadership capabilities of all personnel.
- (3) To assist in the preparation of personnel for advancement/promotions in rate/rank.
- (4) To assist in the preparation of personnel for more complex training in an increasingly technical Navy.
- (5) To enhance the opportunity for upward mobility of enlisted personnel.

(6) To provide educational opportunities at all levels which encourage an individual's sense of personal worth and accomplishment.

(7) To support the Chief of Naval Operations' goal for pride, professionalism, and personal excellence.

#### **EDUCATIONAL SERVICES OFFICER (ESO) FUNCTIONS AND RESPONSIBILITIES.**

Regardless of command structure or size, the command educational services officers must be familiar with the following functions and responsibilities common to the administration of Navy Campus programs. The ESO should obtain NAVEDTRA 10460-A, Chapter 3, which addresses duties of the ESOs.

(1) Provide maximum publicity to command personnel concerning the educational opportunities available.

(2) Refer Navy personnel to the Navy Campus education specialist for assistance in determining educational levels, aptitudes, and objectives.

(3) In conjunction with the Navy Campus education specialist, determine requirements for command conducted programs to meet the educational needs of personnel.

(4) Maintain liaison with command career counselor personnel.

(5) Maintain data on participation in programs conducted by the command as required by pertinent directives.

#### **BASE/SHIP NEEDS ASSESSMENT AND EDUCATION PLAN**

An educational needs assessment consists of a survey of the educational goals, plans, and interests of the personnel attached to a base/ship for permanent duty. An in-depth analysis of an education needs assessment provides the information necessary to prepare the base/ship voluntary education plan, which describes the available/planned on-base or shipboard voluntary education programs. The Base/Ship Education plan is written to ensure that the educational needs of the personnel are being met.

The Off-Duty Educational Survey (CNET-GEN 1560/9) is developed specifically to conduct educational needs assessments and to develop the base/ship education plan. (See Exhibit I-A, CNETINST 1560.3D) This form is a sample and may assist in determining needs. Locally prepared instruments may be used. Where located, Navy Campus education specialists are available to provide technical advice and assistance in conducting educational needs assessments.

#### **APPLYING FOR CREDIT FOR MILITARY EXPERIENCE**

When no Navy Campus education specialist is available, the command ESO should assist and advise personnel to apply for academic credit for military experience. Reference should be made to the ACE Guide (available through DANTES) which provides a listing of credit recommendations for service schools and ratings. A recommendation of credit is no guarantee that the amount of credit will be granted. Neither the Navy nor ACE award academic credit. Academic credit for an individual's military educational experiences can only be awarded by the civilian school where the individual is seeking admission, or from a state department of education where the individual requests a high school diploma or equivalency certificate.

With the assistance of the ESO or custodian of military records, the service member will prepare and submit to the civilian school the Application for the Evaluation of Educational Experiences Duty Military Service (DD Form 295), the preparer should ensure it is addressed to the school where the applicant is seeking credit and that all military course titles, numbers, and locations have been verified. Complete information on this form is of the utmost importance.

#### **TUITION ASSISTANCE PROGRAM**

#### **INFORMATION**

The tuition assistance (TA) program provides financial assistance to eligible personnel who attend approved educational institutions in accordance with paragraph 303, CNETINST 1560.3D on an off-duty basis to earn a high school diploma, vocational certificate, or a college degree.

#### ELIGIBLE PERSONNEL

TA is available to Regular Navy personnel, Naval Reservists on continuous active duty, Naval Reservists ordered to active duty for 120 days or more, and members of the other U.S. military services assigned to duty with the Navy, excluding foreign military.

(1) Enlisted and officer personnel of the Regular Navy and Naval Reserve must be on active duty for the entire duration of the course(s). If sufficient active duty service time does not remain to complete a course, TA may be authorized for enlisted personnel upon presentation of approved extension or reenlistment authorization for officers, upon presentation of an approved extension from the appropriate community detailee, Bureau of Naval Personnel (BUPERS).

(2) Commissioned officers may obtain TA for undergraduate or graduate coursework. The graduate education does not have to relate to a subspecialty. Officers are not required to have special approval for the graduate education courses they take using TA. However, those officers who are pursuing graduate work in a sub-specialty-related area are advised to seek course approval from the Naval Postgraduate School (or the Naval Health Sciences Education and Training Command in case of the medical department officers) prior to enrollment to ensure that a sub-specialty will in fact be awarded. A listing of subspecialty sponsors is contained in NAVPERS Manual 15839F (Part E). Officers should discuss subspecialty education requirements with the Manager, Civilian Institutions Program at the following address:

Superintendent

Naval Postgraduate School

Code 031

Monterey, CA 93943-5000

AUTOVON/DSN: 878-2319

Commercial: (408) 646-2319

Officers of any branch of the Medical Department needing advice on any medical education and training issue, contact:

Commanding Officer

Code 2

Naval Health Science Education and Training Command (HSETC)

Bethesda, MD 20814-5022

All regular officers must agree to remain on active duty for at least two years following the end of the last course of instruction or have at least two years of service remaining prior to separation or retirement. Repayment of TA funds does not release the officer from this obligation.

Reserve officers on active duty are eligible for TA if they have 2 years active duty remaining upon completion of the last course.

The prospective student must have been counseled by a Navy Campus education specialist prior to authorization of TA. For first time TA users, a Navy Campus education file must be established.

TA applicants serviced by mail must be counseled by phone or mail and an education plan developed and held by the cognizant Navy Campus office.

Personnel of other U.S. military services (and members of the Coast Guard) who are attached to Navy commands must meet the eligibility criteria of their parent service when apply for Navy TA. However, TA authorized to members of other services will be paid at the rate of authorization for Navy personnel.

#### TUITION ASSISTANCE APPLICATION PROCEDURES

TA is intended as an advance for active duty Navy personnel to help defray out-of-pocket tuition expenses. Requests for TA must be submitted and approved before class convening dates except for mail-in requests which will be accepted for processing if received within 30 days after course start date. Applicants are responsible for prompt submission of properly completed Special Request/Authorizations (NAVPERS 1336/3) and TA Registration Forms (NAVEDTRA 1560/6) to the servicing Navy Campus office. All applicants are advised that until they are in receipt of a properly signed TA Authorization Form (NAVEDTRA 1560/5), approval of TA cannot be assumed.

TA for independent study is reimbursed after successful completion of studies. TA application procedures for independent study are covered in paragraph 310, CNETINST 1560.3D.

Command approval to enroll in off-duty education courses is required to use TA. A command approved Special Request/Authorization verifying that the applicant's projected duty schedule will allow for participation in, and completion of, the course(s) for which TA is requested will be submitted to the Navy Campus office or mail-in address (Exhibit III-A, CNETINST 1560.3D) when TA is requested. The Special Request/Authorization must be submitted to Navy Campus prior to course registration.

Prior to course registration, the applicant will also complete, sign and submit the TA Registration Form - in person - to the local Navy Campus office, or when no local office is available, by mail to the designated mail-in address:

Navy Campus Far East and Western Pacific Area Coordinator

Box 154

U.S. Naval Station (GUAM)

FPO San Francisco 96630

AUTOVON/DSN: 339-6117

The local Navy Campus office, or designated mail-in office, will process and approve the TA request when the Special Request/Authorization and TA Registration Form have been submitted, eligibility criteria are met, and appropriate counseling has occurred. Upon approval the TA Authorization Form will be printed in the approving Navy Campus office. The authorization will be signed by the applicant and the Navy Campus Education Specialist. TA Authorization Forms are not valid until properly signed by a Navy Campus authorizing official.

The original signed TA authorization Form will be returned to the applicant. This form will be submitted by the applicant to the school when registering for classes.

Any changes occurring at the time of registration must be immediately reported to the Navy Campus office authorizing the original TA. Under no circumstances will the applicant or the institution make any changes to the amount originally authorized. If the TA authorization is used to support a course other than the one(s) approved, the new course(s) must be acceptable as part of the applicant's planned educational goal previously approved by a Navy Campus Education Specialist.

TA will not normally be approved after the end of the institution's late registration deadline. However, waivers for late approval may be requested under circumstances other than failure of the applicant to

know or follow established procedures and when such circumstances are unforeseeable and beyond the applicant's control. Waiver requests must be received within 90 days of course completion. An applicant's waiver request must be in written form and fully describe the circumstances that justify waiver approval. The waiver request must include a command approved Special Request/Authorization form, a completed and signed TA Registration Form, and a grade report (if the course has been completed). Waiver requests will be addressed to the commanding officer of the appropriate NETSC via the applicant's commanding officer, the appropriate Navy Campus office and the Navy Campus Area Coordinator.

The appropriate NETSC will make the final determination of approval/disapproval for waiver requests for classroom courses. Applicants will be notified of action taken. If the waiver is approved, the NETSC will return the TA request to the servicing Navy Campus office for processing.

### **BACK to TOC**

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## **TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS**

### **REFERENCE(S)**

Naval Military Personnel Manual

Enlisted Transfer Manual

Officer Transfer Manual

Joint Federal Travel Regulations Volume I

DODFMR Volume 9

Navy Comptroller Manual Volume 2

OPNAVINST 1000.23B

OPNAVINST 4630.18E

NAVMILPERSCOMINST 4650.2A

NAVCOMPTINST 4650.7

OPNAVINST 4650.IIF

OPNAVINST 11101.21D

PERSONNEL SUPPORT ACTIVITY PACIFIC TRAVEL GUIDE

### **DOCUMENT (S) REQUIRED**

Temporary Additional Duty (TEMADD) Travel Orders (NAVPERS 1320/16)

Request and Approval for Attendance at Meetings (OPNAV 5050/II)

Authorization to Apply for a "No-Fee" Passport and/or Request for Visa (DD 1056)

Travel Voucher (DD 1351)

Mission Impact Statement Justifying Change of Port Call (PSAFE Form 4650/2)

Passenger Transportation Request (PSAFE Form 4650/3)

Certification for Unavailable/Lost Receipt (PSAFE Form 7220/7)

PERSUPP DET Okinawa TAD Travel Check Off List

### **AUTHORITY FOR ISSUING**

A. Enlisted Transfer Manual, Article 23.051 states "Commanding officers are authorized to issue TEMADD travel orders to places within and outside the continental limits of the United States for enlisted members of the Armed Forces under their jurisdiction, provided they are in receipt of allotments from appropriate funds to support the travel costs of orders, or have been specifically authorized in each case to charge the cost of travel to an appropriation which is administered by that activity issuing the authorization. It is mandatory that all commands authorized to issue TEMADD orders actively pursue minimization of monetary expenditures associated with such orders. In this regard the following restrictions are imposed:

- All proposed TEMADD Travel will be approved by an officer of flag rank or by the commanding officer of those order issuing activities not commanded by a flag officer.

- All DoD personnel shall be required to use the travel card for all expenses arising from official government travel, unless otherwise exempted. **Travel orders shall contain a statement notifying the traveler of the mandatory use of the card as required by the Travel and Transportation Reform Act(TTRA).**

- Government transportation (including government air), quarters and messing shall be utilized to the fullest extent practicable in the execution of all TEMADD orders.

In the past, higher authority has directed criticism at the various governmental agencies for permitting both civilian and military personnel to take leave in connection with TEMADD where it could be construed that the TEMADD was arranged, both as to time and place, in order to provide transportation of leave travel at government expense. Subject to these remarks, commanding officers/officers-in-charge are authorized to grant leave in connection with TEMADD orders issued to enlisted personnel as follows, provided no additional cost to the government is involved:

- Leave equal to earned leave plus advance leave, total not to exceed 30 days, regardless of duration of TEMADD ORDERS.

Strict compliance with MILPERSMAN 1810280 is directed in regards to reporting early for TEMADD.

This authority for issuing TEMADD orders is subject to such additional instructions and limitations as the command's administrative commander may prescribe."

B. Officer Transfer Manual, Article 2.081 states "DELEGATION OF AUTHORITY TO ISSUE TEMADD ORDERS. In accordance with MILPERSMAN 1810160, all CDRs, COs, and Officers-in-Charge, as well as their seniors in the chain of command, are hereby authorized to issue TEMADD travel orders to officers and midshipmen of the Armed Forces under their immediate military command, provided they are in receipt of appropriated funds to support the travel costs of such orders, or have been specifically authorized in each case to charge the cost of travel to an appropriation which is administered by the activity issuing the authorization. This delegated authority is subject to such additional instructions and limitations as each command's administrative commander may prescribe. As an administrative support function for those commands not having order writing authority, area coordinators are authorized to issue TEMADD orders to officers and midshipmen attached to commands physically located within their assigned areas. Authority to authorize "revisit permanent duty station" in TEMADD orders is not delegated."

C. Definition: Officer Transfer Manual, Article 2.08 defines temporary duty as follows:

- TEMADD orders assign a military member to temporary duty, in addition to present duties, and direct the member, upon completion of this TEMADD, to resume regular duty, temporary duty, or additional TEMADD. TEMADD orders are defined as travel away from the individual's duty station to one or more places, and a return journey to the duty station is normally directed in the orders.

- Except when specifically directed by CHNAVPERS.

- TEMADD orders automatically expire upon return to the individual's duty station.

-- Unless such return is incident to necessary change of plane or train enroute to the next TEMADD station and no unnecessary delay is taken in making such change.

-- Unless the individual returns for personal reasons. Personnel on TEMADD remain attached to the station from which they initially proceeded on TEMADD.

Special paragraphs for travel to certain foreign countries contained in FIGURE 2A, OFFTRANSMAN should be utilized when directing TEMADD travel to the countries indicated.

It is incumbent upon the cognizant commander or CO authorizing TEMADD and leave to ascertain the member's leave desires and ensure that the orders are written to preclude early reporting at the TEMADD station. Members shall be transferred to report not earlier than the day preceding the class convening date. It is the policy of the Department of Defense (DOD) that members shall not be paid per diem incident of reporting for TEMADD earlier than the date specified in orders.

#### **COMMAND RESPONSIBILITY**

- Prepare TEMADD travel orders, including computation of per diem, travel, and miscellaneous expenses. Computation procedures are contained in JFTR, chapter 4.

- Ensure officers' orders are signed by the CO or acting CO.

- Submit original and three copies of orders to PERSUPP DET Travel Section not later than five working days prior to departure for advance travel pay.

- Ensure that block 22a of 1351-2 for civilian travel claim is signed by authorized Approving Official.

- Ensure NAVY appropriation or line of accounting data (LOA) is correct.

- Advise PERSUPP DET if and what records will accompany member.

- If overseas travel is involved, prepare DD 1056 for passport/visa, if required, and forward to PERSUPP DET for processing as soon as travel requirements are known.

- Send visit request or area clearance request, as required.

- If member reports for TEMADD with service and/or pay records, direct member to PERSUPP DET for processing.

- If order modification required, send request to member's permanent duty station.

- Submit Passenger Transportation Request to PERSUPP DET Transportation Section thirty days prior to intended travel date. Less than fifteen days will require special handling.

- Forward original and three copies of travel orders, all endorsements, and completed travel claim to PERSUPP DET within five days of members return from TEMADD. Review for accuracy, including member's signature. Attach TAD travel check off list to claim.

- Notify PERSUPP DET immediately of any emergency/short fused situations, i.e., prior to submitting

orders for payment late.

- Deliver orders and tickets.

- Assist member in completing travel claim (DD 1351-2). Ensure travel claim is complete, supported by proper endorsements and receipts, and reimbursement claimed is reasonable.

- Ensure claim, original and three copies of orders, and receipts are submitted to PERSUPP DET within prescribed time period after member's return.

### **PERSUPP DET RESPONSIBILITY**

- Arrange transportation, compute and pay travel advances, endorse orders for any payments or transportation issued, and processes passport/visa application, if required.

- Prepare service record entries and detaching and/or reporting endorsements to orders if service and/or pay records accompany member.

- Return orders with any payments and transportation documents three working days prior to date of departure.

- Effect any order modification approved by member's permanent duty station.

- Make service record entries and prepares reporting endorsement for returning member if service and/or pay records accompany him/her.

- Process completed travel claim within prescribed Navy time period. Prepares military pay order to credit any leave taken while TEMADD and not credited on reporting endorsement.

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## **T**EMPORARY LODGING ALLOWANCE

### **REFERENCE(S)**

Joint Federal Travel Regulations Volume I

DMJS-PROCEDURE TRAINING GUIDE APPENDIX C (JTLA)

OPNAVINST 1000.23B

COMNAVFORJAPANINST 7220.1Q

PERSUPPDETOKIINST 7220.16D

### **DOCUMENT(S) REQUIRED**

Copy of PCS orders

Copy of Dependent Entry Approval

Lodging Receipt

Temporary Lodging Allowance (TLA) Briefing Sheet (PSAFE Form ;7220/17)

TLA Worksheet (PSAFE Form 7220/4)

## **BACKGROUND**

Temporary lodging allowances (TLA) are authorized to partially reimburse a member for the more than normal expenses incurred during occupancy of temporary lodgings and expenses of meals obtained as a direct result of use of temporary lodgings outside the continental United States (CONUS) which do not have facilities for preparing and consuming meals.

## **ELIGIBILITY**

Dependents must be command-sponsored and accompanied tour length requirements must be met. Dependency must exist prior to the effective date of orders.

Members without dependent(s) or unaccompanied by dependent(s) may be authorized TLA only if BEQ/BOQ stamps their original orders indicating non-availability of government quarters.

TLA will not be paid for any day a member is on leave away from the vicinity of the PDS or while on permissive TDY/TAD, except when one or more dependents remain in the vicinity of the PDS. Members must report to their duty station for duty, to begin entitlement to overseas station allowances, such as TLA, COLA, etc. They may make arrangements for annual leave upon reporting with their command.

## **ARRIVAL TLA**

- Member with family members - This initial entitlement to arrival TLA is based upon the member's arrival date on Okinawa while either awaiting assignment to government quarters or acquisition of private rental quarters.

- General period of entitlement upon reporting for duty is 60 days maximum. Any days in excess of 60 days must be approved by COMNAVFORJAPAN (N01 PERS)

- The individual is required to submit a claim for TLA in ten day increments, beginning on date of reporting. TLA in excess of 30 days must be requested by the member to his Commanding officer. The commanding officer is required to review the Housing Search Form prior to approving TLA Payments. TLA payments beyond 30 days will not be paid unless a sincere effort has been made to find a private rental unit.

- No TLA payment beyond 30 days will be made by PERSUPPDET OKINAWA without an approved request chit/memorandum and Housing Search Form from the member's Commanding Officer or designated representative.

- Request for extended entitlement of arrival TLA for period beyond 60 days must be initiated by the member to COMNAVFORJAPAN (N01 PERS) via his Commanding Officer/Officer in Charge, Joint Forces Housing Office, Kadena AB, and Officer in Charge PERSUPPDET Okinawa.

- TLA will not be paid until the member has completed check-in processing at the PERSUPP DET.

- If the ten day entitlement period occurs on a holiday or weekend, payment will be made on the first working day thereafter.

- Extensions will be in accordance with local area commander regulations.

- TLA in conjunction with non-concurrent travel of dependents may be authorized. Refer to CNFJINST 7220.1Q for specifics.

## **DEPARTURE TLA**

- Entitlement period is usually limited to that required to vacate quarters and complete inspection requirements (if applicable). The normal entitlement for Okinawa is SIX DAYS for on-base residents and TEN DAYS for off-base residents. Period will not usually exceed ten days.

## **PLR RESPONSIBILITY**

- Brief member on general entitlement, including prohibitions.
- Coordinate check-out with PERSUPP DET.

## **PERSUPP DET RESPONSIBILITY**

- Complete check-out process, establish TLA file for member, brief member on entitlement using TLA Briefing Sheet (PSAFE Form 7220/17), and obtain member's signature, sign as witness and date.
- Verify Dependency Application/Record of Emergency Data (NAVPERS 1070/602), verifying location and number of dependents, and their status (command/individually sponsored).
- Verify obligated service and tour requirements are met.
- Upon receipt of appropriate documents from member, complete TLA worksheet and claim for reimbursement, ensuring individual signs and dates appropriately, and submit to Military Pay Division for payment.

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# **T**TRANSFERS

## **REFERENCE(S)**

Enlisted Transfer Manual

Officer Transfer Manual

Joint Federal Travel Regulations Volume I

Navy Travel Instructions

DFAS Pay/Personnel Procedures Manual (Navy) Volume II

DOD Military Pay and Allowances Entitlements Manual

BUPERSINST 1320.6E

BUPERSINST 1430.16D

BUPERSINST 1616.9A

OPNAVINST I000.23B

OPNAVINST 1300.I4A

OPNAVINST 1300.I5

OPNAVINST 1300.I6

OPNAVINST 1300.17

OPNAVINST 1306.2A

## **DOCUMENTS REQUIRED(S)**

Transfers Check-Off Sheet (PSAFE Form 1306/3)

PSD Check In/Out Card (PSAFE Form 1306/5)

Transfer Information Sheet (PSAFE Form 1320/1)

Mission Impact Statement Justifying Change of Port Call (PERSUPPACT FAR EAST 4650/2)

Passenger Transportation Request (PSAFE Form 4650/3)

Certification Request for Advance Payment of PCS Travel Allowance (MBR & DEPN)/DLA (PSAFE 7200/1)

Temporary Lodging Allowance (TLA) Briefing Sheet (PSAFE 7220/17)

Advance Pay Certification/Authorization (PSAFE Form 7220/25)

Application for Transportation for Dependents (PSAFE FORM 4650/9)

Authorization to Apply for a "No-Fee" Passport and/or Request for Visa (DD Form I056)

## **BACKGROUND**

The system of reassigning personnel among the various types of duty is 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 needs of the Navy.

## **PLR RESPONSIBILITY**

- Provide PERSUPP DET the following information:

(1) Transfer date.

(2) Enlisted transfer evaluation (Minimum of 5 days prior to transfer).

(3) Suitability for overseas duty or special programs duty, if applicable.

(4) Desired number of copies of orders for household effects (HHE)/privately owned vehicle (POV) shipment, if applicable.

(5) Member's travel mode preference, desire for and approval of advance pay/travel pay.

(6) Member's desire for sponsor.

(7) When overseas travel is involved, provides information needed for entry request, port call, dependents' travel, passports, etc.

- Counsel member concerning requirements (including documents) to support clearance from housing (government and civilian). These documents must be presented to PERSUPP DET prior to submitting a claim for Temporary Lodging Allowance.

- Ensure member returns transfer information packet at least thirty days prior to requested/approved transfer date. Each transferring member should schedule a personal appointment with the transfer section to review the TIS and ensure all aspects of the transfer process are understood.

- Verify the Transfer Information Package and submit to PSD (Transfer Section).

## **PERSUPP DET RESPONSIBILITIES**

- Provide copies of orders as required.
- Assist member in preparing NAVPERS 1330/2 (sponsor form).
- For Continental United States (CONUS) travel, arrange commercial transportation for member and dependents, if requested.
- When overseas travel is involved, initiate request for dependent entry approval and no-fee passport (DD 1056), if required.
- Submit Passenger Transportation Request (PSAFE Form 4650/3) and Application for Transportation of Dependents (PSAFE FORM 4650/9 ) to NAVPTO or Transportation Office for member and dependents.
- Conduct DEERS check and make required service record entry and update Dependency Application/Record of Emergency Data (NAVPERS 1070/602).
- Receive port call from NAVPTO/Transportation Office and provides/coordinates appropriate transportation documents to the traveler. Briefs the traveler on the travel arrangements provided.
- Prepare service record entries, detaching endorsement, appends port call to orders when overseas travel involved, and assembles service, pay, health, and dental records.
- Ensure compliance with all instructions contained in the orders.
- Brief member per Enlisted Transfer Manual 23.013 (Briefing of member prior to transfer ).
- Prepare service record entries, if required; checks for accuracy and completeness of all records prior to check-out.
- Inform procedures for check-out at times outside normal working hours.

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## **UNAUTHORIZED ABSENCE**

### **REFERENCE(S)**

Navy Military Personnel Manual

DFAS Pay/Personnel Procedures Manual (Navy) Volume II

DOD Military Pay and Allowances Entitlements Manual

OPNAVINST 1000.23B

### **DOCUMENT (S) REQUIRED**

Daily List of Unauthorized Absentees

Record of Unauthorized Absence (NAVPERS 1070/606)

Administrative Remarks (NAVPERS 1070/613)

Deserter/Absentee Wanted by the Armed Forces (DD 553)

## **INFORMATION**

Unauthorized absence (UA) describes any member not classified administratively as a deserter who is absent without authority from a unit, organization, or other place of duty.

A Deserter, for the purpose of MILPERSMAN 1600-010, is an administrative term used to describe a UA member who the command believes has expressed an intent to remain away permanently. An absentee will be declared a deserter:

(1) Immediately, if the facts and circumstances of absence, without regard to the length of absence, indicate that the member may have committed the offense of desertion, as defined in article 85, of the Uniform Code of Military Justice (UCMJ) and Part IV of the MCM, 1984; or

(2) When the member has been absent without authority for 30 consecutive days; or

(3) Immediately, if the member is absent without authority, without regard to the length of absence, and has gone to, or shown intention of going to, any foreign country, or remains in any foreign country and requests or accepts any type of asylum or residence permit from that country or any of its government agencies.

Return to military control or jurisdiction is an administrative term used for the purpose of determining when the running of lost time stops. It does not establish the termination period of unauthorized absence for criminal purposes.

Termination of unauthorized absence is a legal term used for the purpose of defining the criminal aspect of when the absence stops. This termination date will form the basis of a later charge and specification under the UCMJ.

Commands are responsible for monitoring a member's status while confined or hospitalized. Absentees may not be declared deserters when the circumstances surrounding the absence are beyond their control, such as;

(1) Civil arrest and confinement;

(2) Hospitalization;

(3) Other unusual circumstances determined to be unintentional.

Any military installation manned by active duty members will receive absentees and deserters. Immediate action will be taken to transfer a member to the nearest installation of their branch of service having facilities to process absentees and deserters.

Disciplinary action must be prompt. It should be consistent, uniform, and according to prescribed standards. When a member has been declared a deserter erroneously, see MILPERSMAN 1600-090.

## **PLR RESPONSIBILITY**

- Utilize PERSUPPDETOKIINST 1626.1E to determine appropriation actions such as:

- Provide PERSUPP DET a "List of Unauthorized Absentees (UA's)" daily.

- Notify next-of-kin (NOK) by letter, providing a copy to staff chaplain at the appropriate Naval Reserve Readiness Activity within the geographical location of the addressee.

- Prepare deserter message and DD 553, if required. Forward copies to PERSUPP DET.
- Immediately notify PERSUPP DET upon return of UA/Deserter personnel. Notifies NOK/Reserve Chaplain, if applicable.
- Notify PERSUPP DET of administrative determination on how UA is to be charged.
- Prepare return deserter message, information copy to PERSUPP DET.

#### **PERSUPP DET RESPONSIBILITY**

- Prepare/complete NAVPERS 1070/606, if applicable, make service record entries, file copies of deserter message and DD 553.
- On 31st day of UA forward service, health, and financial records to NACIC.
- For personnel apprehended by Armed Forces Police, Shore Patrol, Military Police, or civilian law enforcement agencies who are UA from deployed ships or other non-local activities, send returned UA/Deserter declaration messages, technical arrest orders, (TAOs), etc.

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## **UNIT AWARDS**

#### **REFERENCE(S)**

OPNAVINST 1000.23B

SECNAVINST 1650.1F

Master List of Unit Awards and Campaign Medals

#### **BACKGROUND**

Unit awards are presented by the Secretary of the Navy to any ship, aircraft, squadron or military organizational element for recognition of outstanding performance of group effort. Unit awards are usually announced via OPNAVNOTE series 1650.

PERSUPP DET Okinawa holds copy of the Master List of Unit Awards and Campaign Medals.

#### **PLR RESPONSIBILITY**

- Prepare certificates/letters, as desired.
- Forward certificates/letters to entitled personnel who have detached.
- Obtain medals/ribbons, as required.
- Identify award recipients still on board to PERSUPP DET for service record entry.

#### **PERSUPP DET RESPONSIBILITY**

- Assists in researching/verification of awards.

- Assists in locating detached personnel.
- Makes service record entry.

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## **FEDERALLY LEGISLATED EDUCATIONAL BENEFITS**

### **REFERENCE(S)**

CNETINST 1560.3D

OPNAVINST 1780.3

### **DOCUMENT(S) REQUIRED**

Application for Education Benefits (VA 22-1990)

Enrollment Certification (VA 22-1999)

Application For Refund of Educational Contributions (VA 4-5281)

Application For Educational Assistance Test Program Benefits ;(Section 901, PL 96-342) (VA 22-8889)

Report of Casualty (DD I300)

DOD Loan Repayment Program (LRP) Annual Repayment Application (DD ;2475)

Montgomery GI Bill Act of 1984 (MGIB) (DD 2366)

Statement of Understanding Selected Reserve Educational Assistance ;Program (OPNAV 1780/1)

Selected Reserve Educational Assistance Program (GI BILL) Notice of ;Basic Eligibility (DD 2384)

### **GENERAL INFORMATION**

1. Currently, Department of Veterans Affairs (DVA) students are drawing benefits from several different education programs. Information on eligibility requirements for Federal Legislated Educational Benefits Programs is delineated in OPNAVINST 1780.3. Servicemembers who need further assistance should see their Navy College Office education specialist, career counselor, or ESO, who, if unable to provide a definite answer, may contact the Bureau of Naval Personnel (PERS-602), DSN: 224-5934/5935, commercial: (703) 614-5934/5935 or toll-free 1-800-962-1425.

2. Navy College Office education specialists do have certification authority for servicemembers applying for in-service use of VA educational assistance (VA Form 22-1990, Application for Education Benefits). When servicemembers do not have easy access to a Navy Campus office, command ESOs may perform this function.

3. For information on financial aid from the U.S. Department of Education and other sources, including grants, loans, and work-study programs, Navy College Office education specialists and ESO's can order the following publications from DANTES using the DANTES Material Request Form. The request form should be sent to DANTES, Code 43, Pensacola, FL 32509-7400, Commercial (904) 452-1082 or AUTOVON 922-1082.

Title;DANTES Stock #

The Student Guide;2405

Federal student aid programs and how to apply for them. Includes Pell Grants, Supplemental Educational Opportunity Grants (SEOG), College Work-Study (CWS), Perkins Loans, Guaranteed Student Loans (GSL), and PLUS Loans.

Need A Lift?

Provides information on educational aids, assistance, sources of scholarships, student employment and cooperative education.

Before taking any action regarding these programs, students should be cautioned to contact the Financial Aid Officer for their school. Procedures and required forms vary from school to school.

#### **COMMAND RESPONSIBILITY**

- Commanding officers or officers in charge will ensure that all eligible personnel in their commands are aware of the provisions of OPNAVINST 1780.3.

- Command educational services officers and command career counselors will become familiar with the provisions of OPNAVINST 1780.3 and provide counseling and assistance to members as necessary.

#### **PERSUPP DET RESPONSIBILITY**

- None.

NAVY COLLEGE OFFICE

- Provides counseling, guidance.

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## **BASIC ALLOWANCE FOR HOUSING TYPE I (BAH-I)**

### **REFERENCES**

DOD Financial Management Regulation Volume 7A (CHAP 26)

DJMS- Procedure Training Guide

### **DOCUMENT(S) REQUIRED**

Dependency Application/Record of Emergency Data (NAVPERS 1070/602)

### **BACKGROUND**

BAH Entitlements. In general, BAH provides to members a monthly allowances for housing and this allowance is authorized for members with and without dependents. Effective January 1, 1998, BAH

became effective and consist of BAH-I, BAH-II, BAH-Difference, Partial BAH, Family Separation Housing, BAH-I consists of the former allowances known as basic allowance for quarters (BAQ) and variable housing allowance (VHA), BAH-II replaced BAQ, and BAH difference is the difference between the with and without dependents rates of BAH-II. FSH is the former allowance known as family separation allowance (FSA) Type I.

- A. BAH is payable to members on active duty and will vary according to the grade in which serving or appointed for basic pay purposes, dependency status, and the permanent duty station (PDS) assigned.
- B. A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with the PCS orders.
- C. BAH is not payable to members who are assigned to quarters of the United States .

#### ESTABLISHMENTS OF BAH-I RATES

- 1. The SECDEF determines the costs of adequate housing in a Military Housing Area (MHA) for all members of the uniformed services entitled to BAH-I by location. The determination for housing allowances is based upon the costs of adequate housing for civilians with comparable income levels in the same area.
- 2. An adjustment in the rates of BAH-I as a result of the Secretary's redetermination of housing costs in a MHA takes effect on January 1 of every year.

BAH-I Rate Protection. The monthly BAH-I amount actually paid a member shall not be reduced as a result of changes in Housing costs in the MHA, changes in the national monthly cost of housing , or promotion of the member. A member's BAH-I rate protection at the current amount will cease on the date the member's eligibility or loses entitlement to BAH-I at the with dependents rate. The current BAH-I rate at the current duty location becomes the member's new protected BAH-I rate.

#### PLR RESPONSIBILITY

- Ensure member's re-certify the status of dependents upon arrival and update page two..

#### PERSUPP DET RESPONSIBILITY

- Update Record of Emergency Data (NAVPERS 1070/602).
- Stop BAH if member failed to re-certify dependent status
- Shall not pay BAH retroactive in the absence of member's C.O.

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## **WAIVER OF INDEBTEDNESS**

### **REFERENCE(S)**

DOD Financial Management Regulations Volume 7A, P

DJMS Procedure Training Guide, Part 7, Section H

SECNAVINST 7220.38E

OPNAVINST 1000.23B

## **DOCUMENT(S) REQUIRED**

Waiver/Remission Application (DD Form 2789)

Financial Statement (NAVPERS 7220/8)

## **BACKGROUND**

10 USC 6161 and 10 USC 2774 allow for remission/cancellation of indebtedness for members and waiver of claims arising from erroneous payments of pay and/or allowances. Each law has specific authority and criteria.

## **DEFINITIONS**

### **A. Remission**

The term "remission" identifies the authority of SECNAV, or a designee, to remit or cancel any part of an enlisted member's indebtedness to the Navy or Marine Corps, over which the Secretary has control, which remains unpaid before, or at the time of, the enlisted member's honorable discharge.

### **B. Waiver**

The term "waiver" identifies the authority of SECNAV, a designee, or the Comptroller General of the United States, to waive the claim of the Government arising from the erroneous payment of pay and/or allowances paid to, or on behalf of, members and former members of the naval service.

### **C. Indebtedness**

The term "indebtedness" includes any money due the Navy or Marine Corps from an enlisted member arising from any circumstance over which SECNAV has control. It includes, but is not limited to, pay and allowances, travel and per diem, charges for the excess weight of household goods, damage to or loss of Navy property, etc. For the purpose of SECNAVINST 7220.38E, it does not include the proper execution of fines and forfeitures ordered by a commanding officer's non-judicial punishment or court-martial.

### **D. Erroneous Payment**

The term "erroneous payment" means a payment of pay and/or allowances that was not legal or proper when made. It does not include a payment that was legal and proper when made, but for which a member became indebted, in whole or in part, because of circumstances thereafter occurring. Examples: (1) Advance leave which becomes excess leave because of a member's early release from active duty; or (2) A Reenlistment or Selective Reenlistment Bonus not fully earned at the time of a member's early release from active duty. An overpayment resulting from an inherent delay in processing a pay action is also not considered an erroneous payment.

### **E. Written Notification**

Written notification must be provided to members who are found to be indebted to the United States. Such notice must include the right to request waiver of the Government's claim under the referenced statutes.

## **GENERAL POLICY**

Any significant unexplained increases in, or failure to appropriately decrease pay or allowances which would cause reasonable members to inquire concerning their correctness ordinarily preclude favorable

action under either law when the recipient has failed to bring it to the attention of responsible officials. Even when members have notified an appropriate official of an error, and corrective action is not taken, they cannot, in good conscience, apply the money to their own use without reasonably expecting the overpayment to be recovered.

## **INFORMATION**

SECNAVINST 7220.38E provides specific procedures and examples of forms required. Strict compliance will ensure the individual's request is promptly acted upon. DFAS - Cleveland Center (FDB) or Comptroller General will approve/disapprove requests and comply with notification procedures.

## **PLR RESPONSIBILITY**

- Submits installment liquidation schedule to commanding officer with recommendations from chain of command for approval/disapproval, if required by DOD Military Pay and Allowances Entitlements Manual.
- Assists member in preparing waiver request.
- Coordinates completion of first endorsement and submission of request to commanding officer for final recommendation approval/ disapproval.

## **PERSUPP DET RESPONSIBILITY**

- Provide written notification to member and conduct interview.
- Disbursing Officer/Deputy Disbursing Officer completes second endorsement to waiver request and forwards.
- Monthly follow-up status of request with DFAS until resolved.

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# **END**

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***"A progress towards STRATEGIC PLAN"***

***BY: PSD Okinawa Staff***

***PLR eGuide-update maintain by: PERSUPPDET TEAM***

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