



# NEWS-PAY-PERS

U. S. Navy Personnel Support Activity Detachment, Diego Garcia

**OCTOBER 2003**

***This newsletter update is designed to keep you, our valued customers informed of news affecting pay and personnel policies and procedures. We hope you will find it informative and useful.***



**OIC'S CORNER  
PNCM (AW/SW) ESCAJEDA  
370-3550**

Please take time to read this edition as it contains information pertaining to pay and personnel benefits. If you have any questions or concerns, please feel free to contact the PSD's Customer Service Desk at 370-3656 or email [dgcustomer@psapac.navy.mil](mailto:dgcustomer@psapac.navy.mil).

## **HISPANIC HERITAGE MONTH**

Per NAVADMIN 244/03, all commands are encouraged to celebrate Hispanic Heritage month thru educational programs, exhibits, publications and participation in military and community events that recognize the profound contributions of Hispanic Americans to this great Navy and to the nation. The theme for this year's observance is "Hispanic Americans: Honoring our past, surpassing our present, and leading our future." More than 26 million people in the United States are of Hispanic origin, and some

39,300 serve in the U.S. Navy. Everyday, and in every facet of Naval operations, these talented sailors work, serve and sacrifice for their country and it's citizens. They bring to the fight unique talents and experience that both enrich our service culture and improve our ability to give the President options. They have done so throughout our Navy's history.

**ESO  
PNC(SW/AW) JENKS  
370- 3651**

## **NAVY-WIDE SELECTION BOARD FOR ACTIVE DUTY ADVANCEMENT TO SCPO/MCPO**

Per NAVADMIN 219/03, the next board for advancement to SCPO/MCPO for active duty personnel will convene 29MAR04 for E-9 and 12APR04 for E-8. Candidates must meet eligibility requirements per BUPERSINST 1430.16E not later than 01NOV03. E7's must have attended LTC by 01NOV03 as Chief or have a waiver IAW NAVADMIN 201/99. Terminal eligibility date for this cycle is 01OCT04. Those with a time-in-rate date of 01OCT01 or earlier will be time-in-rate eligible. A request for transfer to the Fleet Reserve renders you ineligible for selection board consideration and advancement. Final approval of the request is not required. The exception is, if you are at or beyond HYT and have an approved or pending Fleet Reserve application, you can be considered by the selection board if you have your Fleet Reserve application cancelled before 01FEB04. Candidates may communicate with the Selection Board President. Correspondence must be postmarked not later than 09JAN04 for both boards. Correspondence to the Selection

Board President may only be submitted by the candidate. Communication of specific achievements (awards, quals, etc) after 09JAN04 may be forwarded by Commanding Officer via message to PERS-811. All messages to the board must be received prior to the board convening date. Once Selection Board convenes, supplemental correspondence and messages will not be given to the board for review. For questions and inquiries, please see or call, PNC(SW/AW) Jenks at 370- 3651.

## **E7 JANUARY 2004 NAVY-WIDE ADVANCEMENT EXAM**

Reminder to all CPO candidates. If you are eligible to take the exam and you are transferring PCS or going TAD in the month of January 2004, get in touch with PSD ESO to arrange forwarding of your exam to your next duty station or TAD address. For more details, call PNC(SW/AW) Jenks at 370-3651. Note: The NAVADMIN for the CPO exam has not yet been published as of press time.

**MILPERS DIVO  
PNC(SW/AW) MERU  
370-3658**

## **NAVY PERSONNEL COMMAND PHONE NUMBER CONSOLIDATION**

Per NAVADMIN 203/03, Navy Personnel Command will consolidate 30 existing customer support telephone numbers into a single toll free number. That number is 1-866-U-ASK-NPC (1-866-827-5672). This number will allow you to access all other NPC customer service activities except for the Inspector General, Casualty Assistance, Help Desk and Equal Opportunity. The consolidation aims to provide more timely responses and improve ease of access.

**ARGUS CARER MILESTONE TRACKING SYSTEM**

Per NAVADMIN 239/03, ARGUS, a retention survey system is designed to improve our understanding of key factors that influence retention decisions such as working conditions, military culture, leadership, training, pay and benefits. Results help the Chief of Naval Operations assess the impact of policies and programs, and focus resources on the areas of great concern. While survey participation is voluntary, Commanding Officers are encouraged to ensure sailors answer the questionnaire at key career milestone transition points (see OPNAVINST 5300.8B). Sailors should take the survey upon return to active duty, advancement, reenlistment, extensions of obligated service, execution of permanent change of station orders, retirement, change of status to/from limited duty, and separation. Officers should take the survey upon return to active duty, promotion, execution of PCS orders, retirement, change of status to/from limited duty, and separation. The ARGUS survey is at [www.staynavy.navy.mil](http://www.staynavy.navy.mil). POC at NPC is LCDR Eric Williams at (901) 874-3462/DSN 882-3462.

**OFFICIAL MILITARY PERSONNEL FILE ON CD**

Navy Personnel Command now provides official military personnel files on compact disks. This CD replaces microfiche records and permits sailors to view and print their entire record from any PC with Microsoft internet explorer 5.5 or higher. In addition to service record documents, the CD includes tools and information to help sailors update and correct their records, as well as links to important web sites. Multiple records can be added to a single CD. Deployed units (those not having field service records on board) can order a multi-member CD to assist Commanding Officers in day-to-day personnel management. CDs created in this format will exclude officer fitness reports and privileged information. There is no change to policy or procedures for ordering records. Commands will continue to request

records per MILPERSMAN 1070-150. Individual requests may be submitted by mail, fax or via BUPERS ACCESS at <https://www.bupersaccess.navy.mil>. Allow 4-6 weeks for delivery during the first few months of this new service. PERS-313C POC is Jim Lauder milk or Jim Giger at (901) 874-3406/3407.

**TRANSFERS/SEPARATION SECTION SUPVSR  
PN2 NICOLESCU 370-3605**

**CRITICAL HOUSING AREAS (CHA)**

NAVADMIN 199/03 provides an updated listing of Critical Housing Areas (CHA). Members separated from their dependents and assigned to a Permanent Duty Station (PDS) within a Military Housing Area (MHA) designated as a CHA may request to draw Basic Allowance for Housing (BAH) based on current permanent residence location of dependents vice the location of the member's PDS. The following locations no longer meet Critical Housing Area criteria: Ventura County, CA; Everett, WA (E-1 to E-6 only); Whidbey Island, WA; Jacksonville/Mayport, FL (E1 to E3 only); Mechanicsburg, PA and Pascagoula, MS. Servicemembers with approved CHA benefits based on assignment to these locations may retain the benefits until 17SEP03 or until their dependents establish a residence at the member's duty station whichever comes first. Any pending requests for CHA benefits based on assignment to these locations will not be approved. Waiver requests will be submitted to PERS-454 and will be handled on case-by-case basis. See NAVADMIN 199/03 for complete list of designated Critical Housing Areas. For OUTCONUS activities (except Hawaii and Alaska), CHA designation does not pertain. Payment of CONUS BAH is authorized when the Primary Dependent establishes a residence or resides INCONUS incident to a member's transfer in an unaccompanied status in an OCONUS Permanent Duty Station. Additional information on Family

Housing is located at [www.housing.navy.mil](http://www.housing.navy.mil).

**TRANSPORTATION SUPVSR  
Ms. TESS VENGANO  
370-3661**

**ATTENTION KOREA BOUND PASSENGERS**

Effective 01 September 2003, the Korea Customs Service had imposed a ruling requesting airlines to provide Mandatory Advanced Passenger Passport Information for all passengers arriving in Korea. Airlines will be fined \$5,000.00 per passenger, if they do not submit complete passport information. Commercial Transportation Offices (CTO) are mandated to make sure passport information inputs are complete and accurate on the Advanced Passenger Information System (APIS). For questions, please call Korean Air at 6534-2111 or see Ms Tess Vengano, PSD Transportation Office.



**DISBURSING OFFICER  
DKC(SW) NAVAL  
370-3649**

**SECONDARY DEPENDENCY CLAIMS PROCEDURES**

Military Pay Advisory (MPA) 90/03 updates information regarding Secondary Dependents claim procedures. Documents needed for dependent parent recertification is the DD Form 137-3; for college student dependents ages 21-23 is NAVPERS 1070/602 (page 2) and

DD Form 1172 with the following statement in block 89 "Name of dependent, enrolled in a full time course of study in an institution of higher education and is dependent on the member for more than one-half of his/her support", and a letter from the school registrar certifying full-time course of study leading to an associates degree or higher and anticipated graduation date. Retired members will need to provide the same documentation for their Secondary Dependents as active duty members with the exception of the NAVPERS 1070/602 (page 2). Statement of dependency for Ward is DD Form 137-7. POC is Dependent Claim Division (216) 522-5567/5568, DSN 580-5567 or 580-5568

**Thursdays.** Personnel needing Common Access Cards are encouraged to call Ms Angie Garcia or DKS(SW) Kimball at 370-3644/3656 for requirements.

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TELL US HOW WE'RE DOING!!  
 HERE'S YOUR CHANCE TO REALLY  
 MAKE A DIFFERENCE IN YOUR PSD  
 EXPERIENCE!! ANY QUESTIONS,  
 CONCERNS OR COMMENTS ARE  
 GLADLY WELCOMED AT  
[WWW.ICE.DISA.MIL](http://WWW.ICE.DISA.MIL) JUST FIND  
 DIEGO GARCIA ON THE  
 DEMOGRAPHICAL MAP AND CLICK  
 ON THE APPROPRIATE SECTION (i.e.  
 Travel & Transportation, money/finance,  
 or Personnel Services)

FOR MORE INFORMATION ON  
 CURRENT PAY AND PERSONNEL  
 ISSUES, PLEASE VISIT  
 PERSONNEL SUPPORT ACTIVITY  
 PACIFIC'S WEBSITE AT  
[www.psapac.navy.mil](http://www.psapac.navy.mil)

**PSD DIEGO GARCIA'S DUTY  
 BEEPER 370-7474 extn 107**

**IMPORANT CONTACT  
 NUMBERS FOR  
 PERSUPPET DIEGO  
 GARCIA**

OIC .....370-3550  
 DEPUTY DISBO.....370-3649  
 MILPERS DIVO.....370-3658  
 SENIOR ENLISTED ADVISOR.370-3660  
 TRANSFER SECTION..... 370-3605  
 RECEIPTS SECTION..... 370-3653  
 ESO..... 370-3651  
 FISCAL .....370-3646  
 TRAVEL CLAIMS.....370-3657  
 TRANSPORTATION.....370-3661  
 SQUADRON DKs.....370-3654  
 SERVICE RECORD VAULT....370-3654  
 CUSTOMER SERVICE DESK..370-3656  
 CUSTOMER SERVICE DESK.370-3644  
 FAX .....370-3650

**CUSTOMER SERVICE/ID LAB  
 MS ANGIE GARCIA/  
 DKS(SW) KIMBALL  
 370-3644**

**APPOINTMENT SYSTEM FOR  
 THE ISSUANCE OF COMMON  
 ACCESS CARD (CAC)**

Personnel needing Command Access Cards (CAC) are reminded to get in touch with their respective Pass Liaison Representatives (PLR) before proceeding to the PSD ID lab. Appointments in the issuance of CACs have been implemented to avoid losing man-hours from work for our tenant commands due to the length of time needed to issue just one Common Access Card. The average time for processing one CAC is 45 minutes, sometimes longer. To make individual appointments, call 370-3644. Take note that there would be no appointments taken between the hours of 1000-1100 everyday due to Systems Maintenance (by DRAC Korea). PSD's ID lab is open for issuance of Identification Cards and Defense Enrollment Eligibility Reporting System (DEERS) update from 0800 to 1500 Mondays, Tuesdays, Wednesdays and Fridays, and **0800-1400** on

**HOT ISSUE!!!**

**PERSONNEL ANTICIPATING  
 PARTICIPATION IN THE  
 UPCOMING SEPT 2003 LATE  
 EXAMS (SUBSTITUTE EXAMS)  
 PLEASE  
 GET IN TOUCH WITH PSD  
 ESO A.S.A.P.**



**PSD DIEGO GARCIA'S  
 HOURS OF  
 OPERATION**

**Mon, Tue, Wed, Fri 0730 -  
 1600  
 Thursdays 0730 - 1500**

**Please be in the Uniform of the  
 Day when transacting business**

**HAVE A NICE DAY  
 GO NAVY!**

REMINDER  
**PLR MEETING  
 0900, 25SEP2003  
 @  
 NSF ADMIN CONFERENCE  
 ROOM  
 For questions please call  
 PN2 NICOLESCU  
 at 370-3605**