

***Personnel Support
Activity
Detachment
Pearl Harbor***



***PASS LIAISON
REPRESENTATIVE
HANDBOOK***

(Rev: Feb 2003)

REVISED: FEB 2003

WELCOME TO THE TEAM

Congratulations! You have been assigned as your Command PASS Liaison Representative (PLR). You are now an integral part of the "Team". Team members include you and all personnel assigned to the Personnel Support Activity Detachment who are charged with the responsibility of maintenance and accountability of your command's personnel and pay records.

Our responsibility is to provide the members of your command with pay, personnel, passenger transportation, educational services, and other related support.

As the Command PLR, you are one of the most important people at your command. What you do and how you do it will have a definite impact on the morale of your shipmates. As the "on-site" representative of PASS, it is your responsibility to ensure vital paperwork is properly completed and sent to the right people and on time.

During this course, we will teach you what paperwork you will encounter, how to process it and what it accomplishes. Your shipmates rely on this Team effort. Your presence here indicates that your Commanding Officer has confidence in your abilities to perform these vital duties. We will help you in every aspect. With your help, we will accomplish our mission and ensure our customers are provided prompt, courteous and accurate service.

BACKGROUND INFORMATION

The PASS concept was established to provide a consolidated military personnel office for all shore commands in a given geographical location. This consolidation included collocating personnel offices with military pay and official passenger transportation offices, thereby offering the customer one-stop shopping. When you hear the term PASS Office or PSD, it simply means your Pay and Personnel Office.

PASS ORGANIZATION

PASS is organized into two parts: Personnel Support Activity (PSA) and Personnel Support Activity Detachment (PSD). The Commanding Officer of the PSA is charged with managing the overall administration of the PSDs within a designated

geographical area. The Officer in Charge of the PSD reports to the Commanding Officer of PSA and is charged with the responsibilities of maintaining your pay and personnel record, as well as providing passenger transportation services and other related support. The Department of the Navy Pay/Personnel Administrative Support System Management Manual (PASSMAN) delineates the specific duties and responsibilities of the team.

THE PLR'S ROLE

Your role is to work closely with your shipmates and PSD to ensure all aspects of pay and personnel support are accomplished. Through close liaison with your PSD, you will be kept informed of policy changes that impact on the pay, personnel and transportation entitlements of your shipmates, thereby greatly enhancing the quality of service we can all provide to our shipmates. During this course, you will become familiar with each aspect of PASS customer service in order to make you an effective PLR.

RECOMMENDED READING

You are not expected to be an expert in all areas of pay and personnel administration. However, familiarity with certain directives and manuals will increase your awareness, as well as your effectiveness. During this course, we will touch on each publication you need to be familiar with in order to quickly solve personnel and pay issues. We recommend you become familiar with the PASSMAN, Naval Military Personnel Manual (MILPERSMAN), Advancement Manual (ADVMAN), Enlisted/Officer Transfer Manuals and the Passenger Transportation Manual. Familiarity with these publications will put you well on your way to success, and may even help on your personal advancement exams.

THE PLR COURSE

This course is designed to briefly expose you to the subjects that are necessary to build a foundation for effective customer service. It will acquaint you with the various topics of pay and personnel administration and define your role as PLR and our "pivot point". Upon completion of this course, you will be familiar with not only your responsibilities, but also those of your PSD. You will have an appreciation for the importance of prompt and efficient service and how it impacts greatly on the individual service member. It's important that we all do it right and on time.

From this point on, the reference to "we" includes you and each member of your servicing PSD.

COURSE CONTENT

This course includes instruction in the various aspects of pay and personnel administration. We will identify potential problems a Navy member could face (from personnel and/or pay point of view). We will see how the team works together to solve these problems. Included are various exhibits, samples and governing directives that will help you understand exactly what you and your command must do and when to do it. Remember, the bottom line objective of our combined efforts is a satisfied customer. We will take a look at procedures that apply to passenger transportation, pay and personnel support, educational services, processing legal actions and identifying and resolving potential emergencies. We recognize that procedural differences caused by geographic separation and/or unique relationships between certain PSDs/customer commands exist. To address these procedural differences, your supporting Detachment may develop a supplemental section to this handbook.

This handbook includes a Table of Contents, List of Abbreviations and Exhibits to help reduce your research and enable you to see how the final product should look.

Remember, if you don't understand something, just ask; there is an entire PSD available to help and answer your questions. When you ask, you make both our jobs easier.

REFERENCES

Each subject we talk about during this course has a reference listed at the top of the page. It is the directive, which governs the subject and sets forth the Navy's policy and will answer all questions about that subject. If you do not have all the manuals or publications (and changes) on hand, they are available at your PSD or respective Administrative Office.

POINT OF CONTACT

The Point of Contact listed on each page identifies the Section(s) within the PSD charged with responsibility for that particular subject. This section will provide you with the information required, procedures to follow and required actions. Never hesitate to enlist the help of the PSD point of contact for pay and personnel issues.

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(CH-2, 19SEP03)
PLR/PSD MATRIX

Note: This MATRIX is provided to help customers identify the INITIAL point of contact when service is needed. Customers should ask themselves, "Do I need to go to PSD for this?"

Subject	PSD	CMD/PLR
Advance Pay (Permanent Change of Station)		X
E-2/3 Advancements, Navy-Wide Advancement Exam		X
Advancements, Change in Rate/Rating		X
Allotments		X
Annual Training (AT)/Active Duty for Training (ADT)		X
Annual Training (AT)/Active Duty for Training (ADT)-Travel		X
Armed Forces Reserve Medal (Active Duty)	X	
Armed Forces Reserve Medal (Reserves)	X	
ASTB Testing (Aviation Selection Test Battery)	X	
ASVAB Retesting	X	
Aviation Career Incentive Pay (ACIP)		X
Basic Allowance for Housing (BAH)		X
Career Sea Pay		X
Career Status Bonus		X
Command Sponsored Family Members		X
Consecutive Overseas Tour (COT) Travel	X	
Cost of Living Allowance (COLA)		X
Dependency Applications/Record of Emergency Data (Page 2)	X	
Deployment/Detachments		X
Dislocation Allowance (DLA)		X

Diver Designation		X
Diving Duty Pay		X
DLAB Testing	X	
Early Return of Command Sponsored Family Members and Household Goods (HHGs)		X
Electronic Fund Transfer (EFT)		X
Employment Verification		X
Enlisted Distribution and Verification Report (EDVR)		X
Enlisted Evaluations		X
Extensions		X
Evaluation of Military Educational Experiences in the Armed Forces		X
Family Separation Allowance (FSA)		X
Family SGLI		X
Fleet Reserve/Retirement		X
Frocking Enlisted		X
Frocking Officers		X
Funded Emergency Leave		X
Good Conduct Awards		X
Hazardous Duty Pay		X
Identification Cards	X	
Leave (Except Funded Emergency Leave)		X
Limited Duty (LIMDU) Personnel		X
Maternity Clothing Allowance		X
Military Decorations		X
Mobilization - (Reserve)		X
Montgomery GI Bill (Additional)		X
Name Change Application		X

Naval Reserve Meritorious Service Medal		X
Navy Enlisted Classification (NEC) Request (Active)		X
Navy Enlisted Classification Request (NEC) (Reserve)		X
Navy Enlisted/Officer Point Capture System (NEOPS)		X
Navy Standard Integrated Personnel System (NSIPS)	X	
Nonjudicial Punishments/Courts-Martial		X
Non-Resident Certificate (Hawaii Only)		X
Nuclear Qualified Officer Extending Period of Active Service (Nuclear Officer Continuation Pay)		X
Officer and Other Special Programs		X
Officer Distribution Control Report (ODCR)		X
Officer Commissioning		X
Officer Promotions		X
Overseas Screening		X
Partial Pay		X
Passenger Transportation		X
Passport/Visa		X
PCS Travel Advances		X
Projected Rotation Date (PRD) Adjustments		X
Recall to Active Duty Processing (Reserve)		X
Receipts		X
Reenlistment		X
Reserve Montgomery GI Bill		X
Retirement (Reserve)		X
Retirement Pay Information System		X

Security Deposit Waiver		X
Separate Rations (RATSEP)	X CH-2, 19SEP03	
Separation/Discharge		X
Separation/Retirement Leave		X
Separation Travel Advances	X	
Service Record Entries - Page 4		X
Special Duty Assignment Pay		X
Striker Identification		X
Submarine Designation		X
Submarine Disqualification		X
Submarine Duty Incentive Pay		X
Temporary Additional Duty Travel Orders		X
Temporary Lodging Allowance (TLA)	X	
Temporary Lodging Expense (TLE)		X CH-2, 19SEP03
Thrift Savings Plan (TSP)		X
Transfers/Check-Out Procedures		X
Travel Claims		X
Travel Claims-Family Member PCS Travel		X
Tuition Assistance		X
Unauthorized Absence (UA)		X
Unauthorized Absence (Deserters)		X
Unit Awards		X
Waiver of Indebtedness	X	

LIST OF COMMONLY USED ABBREVIATIONS

AAP	Accelerated Advancement Program
ADT	Active Duty for Training (formerly ACDUTRA)
ACIP	Aviation Career Incentive Pay
ADSW	Active Duty for Special Work Program (Reserve)
AEL	Advancement Eligibility List
AESR	Advancement Eligibility Status Report
AMD	Activity Manpower Document
ARPR	Annual Retirement Point Capture Report (Reserve)
ASTB	Aviation Selection Test Battery
ASVAB	Armed Services Vocational Aptitude Battery
AT	Annual Training
AWOL	Absence without Leave (UMIDS-DJMS term used for UA - Unauthorized Absence)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
BEQ	Bachelor Enlisted Quarters
BMR	Basic Military Requirements
BOOST	Broadened Opportunity for Officer Selection and Training

BUMED	Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel (formerly Commander, Naval Military Personnel Command)
CAC	Common Access Card
CANTRAC	Catalog of Navy Training Courses
CAP	Command Advancement Program
CAT	Category
CHAMPUS	Civilian Health and Medical Program for the Uniformed Services
CCC	Command Career Counselor
CHNAVPERS	Chief of Naval Personnel
CNAVRES	Chief of Naval Reserve
CNET	Chief of Naval Education and Training
CONUS	Continental United States
COMNAVREG	Commander Navy Region
COLA	Cost of Living Allowance
COMNAVRESFOR	Commander Naval Reserve Force
CONSUBPAY	Continuous Submarine Pay
CSP	Career Sea Pay
CSB	Career Status Bonus
CTO	Commercial Travel Office
DD or DOD	Department of Defense
DDS	Direct Deposit System (Referred to as EFT - Electronic Fund Transfer under DJMS)

DEERS/RAPIDS	Defense Enrollment Eligibility Reporting System/Real-time Automated Personnel Identification System
DFAS-CL	Defense Finance and Accounting Service - Cleveland Center
DIO	Disposition of Offenses
DJMS PTG	Defense Joint Military Pay System Procedures Training Guide
DLA	Dislocation Allowance
DMRS	Diary Message Reporting System
DODFMR	Department of Defense Financial Management Regulation
DON	Department of the Navy
EAOS	Expiration of Active Obligated Service (Referred to as ETS - Expiration of Time in Service Under DJMS)
ECC	Enlisted Correspondence Course
ECP	Enlisted Commissioning Program
EDVR	Enlisted Distribution Verification Report
EEAP	Enlisted Educational Advancement Program
EFT	Electronic Fund Transfer (DJMS/DOD term for DDS - Direct Deposit System)
ENCORE	Enlisted Navy Career Options for Reenlistment
ENLTRANSMAN	Enlisted Transfer Manual

EPAD	Enlisted Personnel Action Document
EPMAC	Enlisted Personnel Management Center Detachment, Transient Monitoring Unit, New Orleans
ESO	Educational Services Office
ESVR	Exam Status Verification Report
ETS	Expiration of time in Service (Same as EAOS)
FID	Format Identification (Field Input Transaction to DFAS)
FITW	Federal Income Tax Withholding
FLTRES	Fleet Reserve
FMDP	Family Member Dental Plan
FSA	Family Separation Allowance
FSGLI	Family Serviceman's Group Life Insurance
FY	Fiscal Year
GCA	Good Conduct Award
GTR	Government Transportation Request
HHG	Household Goods
HYT	High Year Tenure
IATS	Integrated Automated Travel System
IRR	Individual Ready Reserve
ISIC	Immediate Superior in Command
JAGMAN	Judge Advocate General Manual
JFTR	Joint Federal Travel Regulations

LACMOB	Local Area Coordinator for Mobilization
LAN	Leave Authorization Number
LES	Leave and Earnings Statement
LIMDU	Limited Duty
LSL	Lump Sum Leave
MAC	Military Airlift Command
MALT	Monetary Allowance in Lieu of Transportation
MAPTIS	Manpower and Personnel Training Information System
MAS	Manpower Availability Status
MCM	Manual for Courts-Martial
MILPAY	Military Pay
MILPERS	Military Personnel
MILPERSMAN	Naval Military Personnel Manual
MMPA	Master Military Pay Account
MPA	Military Pay Advisory
MSC	Medical Service Corps
MTA	MAC Transportation Authorization
MTF	Medical Treatment Facility
NAVCOMPT (NC)	Navy Comptroller of the Navy
NETPDTC	Naval Education and Training Program Development Testing Center
NAVPTO	Navy Passenger Transportation

	Office
NAVSUP	Navy Supply
NEC	Navy Enlisted Classification Code
NEOPS	Navy Enlisted/Officer Point Capture System
NFAA	Navy Family Allowance Activity
NJP	Non-Judicial Punishment
NLT	No Later Than
NMPS	Navy Mobilization Processing Site
NOBE	Notice of Basic Eligibility (Reserve GI Bill) Certificate
NOE	Notice of Eligibility (Reserve Retirement)
NOK	Next of Kin
NON-OBLIGOR	Voluntary Drilling Naval Reservist
NRA	Naval Reserve Activity
NROTC	Naval Reserve Officer Training Corps
NSC	Naval Supply Center
NSIPS	Navy Standard Integrated Personnel System
NSLI	National Serviceman's Life Insurance
OBLIGOR	Reservist with Mandatory Drilling Obligation
OCC	Officer's Correspondence Course
ODCR	Officer Distribution Control Report

OFFTRANSMAN	Officer Transfer Manual
OJT	On-the-Job Training
OPINS/NES	Officer Personnel Information System/Navy Enlisted System
OPSUBPAY	Operational Submarine Pay
OPNAV or CNO	Chief of Naval Operations
PA	Physician's Assistant
PASS	Pay/Personnel Administrative Support System
PASSMAN	Pay/Personnel Administrative Support System Manual
PCS	Permanent Change of Station
PLR	PASS Liaison Representative
POC	Point of Contact
POD/POW	Plan of the Day/Plan of the Week
POV	Privately Owned Vehicle
PRD	Projected Rotation Date
PSA	Personnel Support Activity
PSD	Personnel Support Activity Detachment
PTM	Passenger Transportation Manual
RATSLV	Leave Rations
RCA	Rating Change Authorization
RIK	Rations-in-Kind
RMGIB	Reserve Montgomery GI Bill

RRMIIP	Ready Reserve Mobilization Income Insurance Plan
RRB	Regular Reenlistment Bonus
RSTARS	Reserve Standard Training and Readiness Reporting System
RTB	Reserve Transition Benefits
RTM/NCRR	Rate Training Manual
RTSS	Reserve Training Support System
SBP	Survivor Benefit Plan
SDAP	Special Duty Assignment Pay
SECNAV	Secretary of the Navy
SELRES	Selected Reserve
SEPRATS	Separate Rations (COMRATS)
SEPROS	Separation Processing
SF	Standard Form
SGLI	Serviceman's Group Life Insurance
SRB	Selected Reenlistment Bonus
STO	Standard Transfer Order
TA	Tuition Assistance
TAD or TEMADD	Temporary Additional Duty
TAFMS	Total Active Federal Military Service
TCP	Travel Control Point
TDRL	Temporary Disability Retired List
TED	Terminal Eligibility Date

TEMDU or TDY	Temporary Duty
TEMDUINS	Temporary Duty Under Instruction
TIR	Time in Rate
TOSS	Total Operational Submarine Service
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TSP	Thrift Savings Plan
UA	Unauthorized Absence (Referred to as AWOL - Absence without leave Under DJMS)
UCMJ	Uniform Code of Military Justice
UIC	Unit Identification Code
ULTDUSTA	Ultimate Duty Station
UMIDS	Uniform Microcomputer Disbursing System
VA	Veterans Administration
VEAP	Veterans Educational Assistance Program
VGLI	Veterans Group Life Insurance
VTU	Voluntary Training Unit (Naval Reserve)

LIST OF COMMONLY USED FORMS

NAVPERS

<u>FORM NO.</u>	<u>NAME</u>	<u>PURPOSE</u>
1070/601	Immediate Reenlistment Contract	Reenlistment
1070/602	Dependency Application/ Record of Emergency Data	Lists Family Members and Next of Kin
1070/604	Enlisted Qualifications History	Chronological history of Occupational and training related quals, awards and commendations
1070/605	History of Assignments	Record of duty stations
1070/606	Record of Unauthorized Absences	Record of UA time
1070/607	Court Memorandum	Record of Captain's Mast/Courts-Martial
1070/613	Administrative Remarks	Record of admin remarks
1070/621	Agreement to Extend Enlistment	Extension execution
1070/622	Agreement to recall or extend active duty	Agreement to remain on active duty for USNR, USN-FR and Retired

		personnel
1221/1	Navy Enlisted Classification Code Change Request	Request for NEC changes
1300/16	Report of Suitability for Overseas Assignment	Reports member and family member suitability for overseas duty
1306/7	Enlisted Personnel Action Request	Requests admission in special programs
1320/16	Travel Orders	Assigns member to TAD, emergency leave
1336/3	Special Request Chit	Documents member's special requests
1421/7	Temporary/Permanent Appointment	Documents promotion of officers
1430/2	Recommendation for Advancement in Rate or Change of rating	Documents eligibility for advancement exam - Examination Worksheet
1616/26	Fitness Report and Counseling Record (E7-06) Evaluation Report and Counseling Record (E1-E6) evaluation	Documents/ record performance evaluation

1626/7	Report and Disposition of Offenses - Report Chit	Documents legal changes
1650/59	Spouse Certificate of Appreciation	Certificate of appreciation for the spouse's contribution in support of the Navy during the service member's career
1830/1	Fleet Reserve Application Transfer	Request to the Fleet Reserve
1830/3	Certificate of Transfer to Fleet Reserve	Certificate transfers member to Fleet Reserve
1911/26	Release from Active Duty & Transfer to Inactive Duty on the Retired List of the USN Reserve	Release member from active duty in class F6 Fleet Reserve

NAVCOMPT

2120	AT Pay Voucher	Pay voucher for Reservists on AT
2272	Navy Retired Retainer Pay Data Form	Projects member's retirement pay
2274	Pre-retirement Pay Information	Request computation of Retirement pay

DD FORMS

214	Certificate of Release or Discharge from Active Duty	Record of Discharges
215	Correction to DD-214, Certificate of Release or Discharge from Active Duty	Correction to DD-214
295	Application for the Evaluation of Learning Experiences in the Military	Evaluate training
363N	Certificate of Retirement	Furnished by BUPERS
458	Charge Sheet	Records charges for violating UCMJ (courts-martial only)
553	Deserter/Absentee Wanted by the Armed Forces of Absentee/Deserter status	Notify BUPERS
884	Application for Requests Transportation of Dependents	Transportation for family members
1056	Authorization to Apply for a "No-Fee" Passport and/or Visa Request	Passport/Visa Application
1172	Application for Uniformed Services ID Card/DEERS Enrollment	Apply for Active Family Member ID Card and Establish DEERS Enrollment

1173	Uniformed Services ID and Privilege Card.	Family member ID and Privilege Card. Identify personnel eligible for benefits of the Armed Forces
1351	Travel Voucher	Obtain travel Advance
1351-2	Travel Voucher or Subvoucher	Travel claim coversheet/ claim family member travel and dislocation/ trailer allowance
1610	TDY Travel Orders for Civilians	Authorizes civilians family members permanent change of station travel
1614	PCS Travel Orders for Civilians and Dependents	Authorizes civilians/ family members permanent change of station travel
1934	Geneva Convention Card	Identifies medical, dental and religious preferences
2057	Contributory Education Assistance Program	VEAP applications to/not to contribute

COMMAND/PLR RESPONSIBILITY (Effective 09 JUN 2003)

Type NAVPERS 1070/613 indicating acceptance/declination to live off base required for E7 and above personnel ashore and E6 and above afloat.

2104	SBD Form United States Series EE Savings Bond	Start/Stop/ Change Amount Savings Bond Allotment
2366	Veterans Educational Assistance Act of 1984	VEAP enrollment/ disenrollment form (GI Bill)
2558	Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel	Start/Stop/ Change Amount of Allotment
2560	Advance Pay Certification/ Authorization	Request for Advance Pay

NAVEDTRA FORMS

1510/1	Correspondence Course Enrollment Application/ Change Request	Order correspondence courses
1560/6	Navy Campus Functional Skills Program Class Roster/Grade Report	Record of class attendance

VA FORMS

22-1990A	Information and Instructions Completion of Servicemen Application to Educational Benefits	Apply for educational benefits
22-1995	Request for Change of Program or Place of Training	Request to change college of training
4-5281	Application for Refund of Education Contributions	Obtain refund of VEAP contributions

4-8821	Application for Educational Assistance	Apply for VEAP
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PSA PACIFIC FORMS

1400/1 (3/00)	Service Record Page Four Entry Request	PLR Action Request Form
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INTERNAL REVENUE SERVICE FORMS

IRS W-4	Employees Withholding Allowance Certificate	Indicates number of exemptions for federal tax withholding
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COMMANDER, NAVAL RESERVE FORCE

1571/5	Active Duty For Training Orders	Orders Reservists to AT
1550/1	Correspondence Course Satisfactory Completion Certificate	Documents completion of Navy Correspondence courses

STANDARD FORM (SF)

1199A	Direct Deposit Form	Starts Direct Deposit or a "Savings" allotment
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NAVSUP FORM

29	Inventory of Personal Effects	List of member's personal effects
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DFAS FORM

702

Leave and Earnings Statement

Record of
income and
allotments

ADVANCE PAY (PERMANENT CHANGE OF STATION)

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

PLR Point of Contact: Transfer Section

Document(s) Required: (1) PCS Orders (Original)
(2) Advance Pay Certification/Authorization

Exhibit(s): A. Advance Pay Certification/Authorization
DD Form 2560, Mar 90

BACKGROUND

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

INFORMATION

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

Justification is required for all E-3 and below and for all E-4 and above, if the service member requests advance pay outside the normal parameters of one month's basic pay less deductions, a 12-month repayment schedule, and eligibility of 30 days before departing and 60 days after reporting. Justification must illustrate extenuating circumstances, severe hardships or unusually large expenses that require an extension of the normal parameters and shall be provided in writing to the member's Commanding Officer in the following cases:

Members requesting two or three months advance pay must provide justification which clearly indicates out-of-pocket PCS expenses that meet the amount of advance requested as follows:

1. A list of anticipated expenses.

2. An explanation of individual circumstances when greater than normal expenses will be incurred because the member is unable to rent or sell the house at the old duty station, for down payment on purchase of a house or excess household goods shipment charges.

A member requesting a repayment schedule in excess of 12 months must justify and demonstrate that severe hardship would result from a liquidation schedule of only 12 months. Extended repayment schedules are clearly exceptional cases and should only be authorized at the discretion of the Commanding Officer or designated representative and only when fully justified by compelling reasons of hardship (e.g., outstanding debts that significantly reduce the member's discretionary income, the need to support a large number of family members, the member's financial situation that might indicate a severe hardship in repaying the advance in the normal 12-month period).

A member requesting advance pay outside the eligibility window of 30 days (but not more than 90 days) before detaching, and 60 days (but not more than 180 days) after reporting must indicate or justify the reasons for an early or later payment of advance pay. Some of these reasons are:

1. Early departure or late arrival of family members

2. An extended delay in acquiring permanent housing. When extenuating circumstances warrant and when justified by the member, the Commanding Officer, or a designated representative, may authorize/approve the following:

- a. Advance of pay up to three months' basic pay.

b. Payment of the advance more than 30 days but not more than 90 days before detaching and more than 60 days but not more than 180 days after reporting.

c. Advance pay for E-3 and below.

COMMAND/PLR RESPONSIBILITY

- Ensure member is aware of the opportunity to draw advance pay and repayment schedules.
- If applicable, annotate on DD Form 2560, Mar 90 (Exhibit A) the number of months advance pay is desired and the repayment schedule.
- Ensure PSAFE Form 7220/25 accompanies the Transfer Information Sheet to PSD for processing.

PSD RESPONSIBILITY

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

E-2/3 ADVANCEMENTS - NAVY-WIDE ADVANCEMENT EXAM

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

PSD Point of Contact: ESO

Document(s) Required: (1) Advancement Eligibility List (AEL)

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

Sequential PSD - Command/PLR responsibilities are delineated below:

Command/PLR

PSD

E-2 - E-3 ADVANCEMENTS

Verify AEL. Notify PSD no later than the 15th of the

Forward AEL to Customer Command.

month prior to the month in which the advancement is to be effected. Annotate if member is/is not recommended for advancement.

Add names of personnel omitted (new receipts, etc.). Obtain signature of verifying officer and return document to PSD. Note: The enlisted performance evaluation is the sole means to recommend a member for advancement.

Withdrawing recommendation for Advancement. Provide a copy of Administrative Remarks (NAVPERS 1070/613) signed by the Commanding Officer (by direction is not acceptable). Prepare an Enlisted Performance Evaluation with an "x" in Blk 43 per BUPERSINST 1610.10. Report to COMNAVPERSCOM (PERS 852) by message (Info PSD PH) all personnel who are not recommended for advancement.

Notify command personnel of advancement date. Notify personnel not recommended for advancement. The Commanding Officer may reinstate members to paygrades E-2 and E-3 any time after reduction in rate, without referral to a higher authority.

E1 and E2 personnel who were Reduced in rate must submit a special request chit to be advanced to the next (E2/E3) higher paygrade.

On the 16th of the month, advance eligible candidates. Retain signed/verified copy of AEL for 2 years. Make service record entries.

File Administrative Remarks (NAVPERS 1070/613) and Enlisted Performance Evaluation Report with an "x" in block 43 in member's service record.

Verify eligibility and process NSIPS document to advance member. Prepare Page-4 service record entries.

NAVY-WIDE ADVANCEMENT EXAM

E-4 - CPO Exam

PLR RESPONSIBILITY

Personnel who will be testing at NCTAMS Wahiawa and MCBH Kaneohe Bay will administer the E-4 through E-7 examinations. Forward answer sheets to NETPDTC Pensacola within 24 hours from the exam date, destroy used and unused exam booklets and forward exam worksheets to PSD PEARL HARBOR, ESO. Provide testing site and examination proctors.

PSD RESPONSIBILITY

Transfer examination worksheets, booklets and answer sheets to NCTAMS Wahiawa and MCBH Kaneohe Bay Exam Administrator. Submit awards/performance mark average answer sheets correction to NETPDTC Pensacola.

Provide testing site with sufficient space for administration of tests.

Print and submit the TIR Listing to reflect advancement recommendations.

Note: One (1) year TIR may be waived by the Commanding Officer for E5 and E6 with an "Early Promote" on his/her most recent Observed periodic evaluation for exam participation.

Prepare an Enlisted Performance Evaluation Report with an "x" in block 43 per BUPERSINST. Report to COMNAVPERSCOM (PERS 811) by message (Info PSD PH) all personnel whose advancement were withdrawn.

Counsel members to ensure missing eligibility requirements are completed prior to established cut-off date.

Coordinate testing site with host command. Publish dates, time, and place(s) exams will be administered and requirement for participation.

Prepare worksheets. Ensure Worksheets are signed by members prior to exam date. Notify customer command of proctors required, uniform

Ensure assigned personnel sign worksheets on dates established by PSD. Advise PSD of Officers/CPO to be appointed to the examining board, identify proctors, and ensure all personnel are notified of the date, time, place, and uniform requirement for the exam.

requirements, etc. Request designation of CPO for enlisted examining board.

Upon verification of ESVR/RCA, determine if advancement recommendations remain valid. Notify PSD if recommendations have been withdrawn. Prepare evaluations on those to be advanced, if required. Prepare frocking letters.

Administer exam. Forward answer sheets and destroy used and unused exams booklets. Verify ESVR and correct any discrepancies.

Forward Rate Change Authorization (RCA) to Customer Command if requested RCA can be downloaded online.

Upon downloading of exam profile sheet online, deliver to member.

Update NSIPS record, file Performance Evaluation Report and Page 13. Retain worksheets for one year.

NOTES: (1) Except for Fleet Reservists recalled to active duty, E-6, E-7 and E-8 service members who have submitted formal written requests for transfer to the Fleet Reserve are ineligible for further advancement consideration.

(2) Completion of Leadership Training Course (LTC) is required to participate in the E6 and E7 advancement examinations. It is also required in the E8/E9 advancement cycle. Waiver for leadership training may be granted by the Flag Officer in member's chain of command.

(3) Exam profile and ESVR can be downloaded from the website.

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

To qualify, personnel must be in the top 10% of "A" School graduates, five years of obligated service required (must extend 12 months), four months

Upon receipt of CO's authority to advance, verify member's eligibility. Verify required Page 13 entry authorizing accelerated

minimum time observation period from the date of reporting to the Command, complete all requirements, i.e., PO Indoc, as required. Submit Request chit approved by the Command CO.

advancement is in service record.

If necessary, have member execute extension of enlistment to meet required OBLISERV of five or six years as appropriate.

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

ACCELERATED ADVANCEMENT OF RECRUIT TRAINING & CLASS "A" SCHOOL GRADUATES

Must be top 10 percent "A" School graduate for AAP program

5 years obligated service required (must extend for 12 months)

4 months minimum time (not to exceed 10 months) observation period is required **from date of reporting to parent command**

Complete requirement: Petty Officer Indoctrination

Submit request chit approved by the CO to ESO

ADVANCED ELECTRONICS FIELD, ADVANCED TECHNICAL FIELD & NUCLEAR FIELDS PROGRAMS

6 years obligated service required (must extend 24 months)

"A" School for any rating in the AEF/ATF/NF Program

Be an E3 to be advanced to E4 on the 16th day of the month

TIR is 6 months from E3 to E4, meet requirements: PO Indoc and 24-month extension if required

Submit request chit approved by the CO to ESO

SELECTIVE TRAINING AND REENLISTMENT PROGRAM (STAR)

Reenlistment period depends on the rating and initial enlistment terms and reenlistment contract stipulates: "STAR career designated under MILPERSMAN 1160-100".

Attended class "C" School listed under CSL Listing

Have served 1 year in E4 paygrade from effective date of advancement also star approval.

Recommended by CO. Invalidation of exam (via message to NETPDTC) is required if member is a selectee from previous exam cycle

COMMAND ADVANCEMENT PROGRAM (CAP)

Customer command prepares and submits worksheet for candidates based on quotas assigned

The date CO signs the worksheet will be the effective date of advancement. Must meet TIR requirements i.e., E3 to E4 (6 mos), E4 to E5 (1 yr), E5 to E6 (3 yrs)

Final note: Customer commands must ensure to thoroughly check member's service record before submitting advancement documents. This action will help to avoid delays in advancement processing. Time in Rate waiver can not be granted under the CAP program.

ADVANCEMENT CHANGE IN RATE/RATING

Reference(s): (a) MILPERSMAN 1440-010
(b) BUPERSINST 1430.16E

PLR Point of Contact: ESO

Document(s) Required: (1) Special Request Chit (NAVPERS 1336/3)
(2) Enlisted Personnel Request (NAVPERS 1306/7)

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

- Member must be a petty officer first class or below.
- Member must have less than 12 years of active service.
- Request shall be for a rating that is undermanned and appears on the "rating list" (CREO Groups 1 or 2 only) as defined in OPNAVINST 1160.4.
- Member must meet eligibility requirements for the rating requested.
- Member must be eligible in all respects for transfer.
- Member must have served a minimum of 24 months in present rating before eligible for conversion to another rating.
- USNR(TAR) must have served a minimum of 18 months on board current duty station.
- Member must be recommended by Commanding Officer.

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

COMMAND/PLR RESPONSIBILITIES

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

PSD RESPONSIBILITY

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

ALLOTMENTS

Reference(s): (a) DODFMR, Part 6
(b) DJMS PTG, Part 6

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) Authorization to Start, Stop or Change an Allotment for Active Duty (DD Form 2558)
(2) Direct Deposit Form (SF 1199a)
(3) United States Series EE Savings Bonds (SBD Form 2104)
(4) Savings Bond Allotment Authorization (DD 2559)

Exhibit(s): B. DD Form 2558, Sep 2002
C. DD Form 2559, Mar 90

BACKGROUND

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

INFORMATION

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

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

- Commercial Life Insurance premiums on member or family members.
- Payment to family member or relative (EFT Only).
- Deposits to financial institutions.
- Payment of car loans.
- Payment of mortgage or rent.
- Payment of a loan to repay consumer debt.

Non-Discretionary Allotments - These allotments are limited to:

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

COMMAND/PLR RESPONSIBILITY

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

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

- Since all allotments to financial institutions are transmitted through EFT, the ACH routing number for the financial institution must be provided in order to register the allotment.
- Ensure that the allotment request is received in PSD no later than the 17th of the month to start the deduction the following month. Example: DD 2558 (Exhibit 2558) (Start Allotment) received on 17 July. Half of the deduction will be taken from the 15 August payday and the other half from the 1 September payday. A check (or DDS payment) will be sent to payee by DFAS-Cleveland on 1 September. If DD 2558 (Stop Allotment) is received on 17 July, the last check will be mailed on 1 August.

PSD RESPONSIBILITY

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

ANNUAL TRAINING (AT)/ACTIVE DUTY FOR TRAINING (ADT)

Reference(s): (a) BUPERSINST 1001.39C
(b) BUPERINST 1610.10
(e) NAVADMIN 049/97

PLR Point of Contact: ACDUTRA Section

Document(s) Required: (1) Copy of endorsed original orders
(2) Receipts of Expenses (Final Lodging,
Final rental car)
(3) Travel voucher DD 1351-2 (signed)
(4) Record of Emergency Data (Page 2)
(5) Flight Itinerary
(6) Court order of child support
(BAH-DIFF)
(7) Certificate of Non-availability
(8) Electronic Fund Transfer information
sheet

Exhibit:(s) None

BACKGROUND

Upon reporting for Active Annual Training (AT), all documents affecting pay and allowances are completed by the member and turn into PSD by the PLR.

INFORMATION

PSD will verify and process all paperwork of the service member reporting for Annual Training. Official orders support the member's entitlement to pay and allowances. Entitlement of Incentive and Special pays must be specified in the orders for entitlement. The date of arrival, date of detachment, availability of messing and quarters will be endorsed on the original and copies of the orders.

COMMAND/PLR RESPONSIBILITY

- Endorse member's original orders to reflect time and date of reporting and detachment. Also endorse the availability of government quarters and messing. If no endorsement was made to the orders then government messing and quarters will be paid.
- All personnel performing annual training duty when both government quarter and messing are directed on orders, no per diem entitlement is allowed. Only reimbursement of actual lodging cost is paid, according to JFTR U7150. When a member misses 1 or 2 meals per day due to work schedule, member could be entitled to the proportional meals rate. To reimburse the proportional meal rate (PMR), member must provide a letterhead statement from their local command explaining the reasons of authorizing the member PMR.
- Provide PSD with 2 packages of orders and all supporting documents within 3 days of member reporting for Annual Training.
- Provide certified updated copy of Page 2.
- Review travel voucher (DD-1351-2) is completed and signed.
- Assist member during check-in procedures in obtaining access to the "MY PAY" system for printing of LES and travel voucher.

PSD RESPONSIBILITY

- Verify and compute pay and allowances.
- Reimburse travel and miscellaneous expenses as per the Joint Federal Travel Regulations (JFTR) Manual.
- Contact PLR of any discrepancies.

ARMED FORCES RESERVE MEDAL (ACTIVE DUTY)

Reference: (a) SECNAVINST 1650.1G

PLR Point of Contact: Service Record Maintenance Section

Document(s) Required: None

Exhibit(s): None

BACKGROUND

The Armed Forces Reserve Medal (AFRM) is issued to any officer or enlisted member or former member of the Reserve components of the Armed Forces of the United States who completes or has completed a total of 10 years of honorable satisfactory service after 12 September 1958.

INFORMATION

Eligibility requirements for the AFRM are:

- The required 10 years must have been performed within a period of 12 consecutive years and must be honorable.
- Such service shall not include service in a regular component of the armed forces including the Coast Guard; however, any period of time during which reserve service is interrupted by service in a regular component of the armed forces shall not be considered a break in the 12-consecutive year requirement but will not count as qualified service.
- Authorized periods excluded for reasons per reference (a).
- Each reservist must accumulate during each of his/her anniversary years at least 50 retirement points by either drills, active duty, annual training or correspondence course completion. (Fifteen gratuitous points).
- Naval Reserve personnel who, prior to 12 September 1958, were eligible to receive the Naval Reserve Medal may, at their election, be awarded in lieu thereof the AFRM, provided they have

met the requirements of reference (a). Both medals shall not be awarded for the same period of service.

COMMAND/PLR RESPONSIBILITY

- Review/verify AFRM eligibility listing provided by the PSD. Ensure each individual listed has at least 50 points each anniversary year for 10 years in a reserve component of the armed forces.
- Return the AFRM eligibility listing to the PSD no later than 30 days prior to issuance date.
- Make arrangements for presentation of the award to eligible personnel.

PSD RESPONSIBILITY

- Verify AFRM award eligibility date from service record during receipt/check-in processing and enter start date in NSIPS.
- Provide monthly NSIPS AFRM award eligibility listing to PLR of personnel eligible at least 30 days prior to eligibility ending date.
- Type Page 4 entry.
- Update NSIPS with new eligibility commencement date.

ARMED FORCES RESERVE MEDAL (RESERVES)

Reference: (a) SECNAVINST 1650.1G

PLR Point of Contact: Reserve Section

Document(s) Required: None

Exhibit(s): None

BACKGROUND

The Armed Forces Reserve Medal (AFRM) is issued to any officer or enlisted member or former member of the Reserve components of the Armed Forces of the United States who completes or has completed a total of 10 years of honorable satisfactory service after 12 September 1958.

INFORMATION

Eligibility requirements for the AFRM are:

- The required 10 years must have been performed within a period of 12 consecutive years and must be honorable.
- Such service shall not include service in a regular component of the armed forces including the Coast Guard; however, any period of time during which reserve service is interrupted by service in a regular component of the armed forces shall not be considered a break in the 12-consecutive year requirement but will not count as qualified service.
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- Naval Reserve personnel who, prior to 12 September 1958, were eligible to receive the Naval Reserve Medal may, at their election, be awarded in lieu thereof the AFRM, provided they have

met the requirements of reference (a). Both medals shall not be awarded for the same period of service.

COMMAND/PLR RESPONSIBILITY

- Make arrangements for presentation of the award to eligible personnel.

(RESERVE) PSD RESPONSIBILITY

- Verify AFRM award eligibility date from service record during receipt/check-in processing. Verify Annual Retirement Point Capture Statement on BUPERS online and enter start date in NSIPS.

- Retrieve monthly NSIPS AFRM award eligibility listing.

- Review/verify AFRM eligibility listing. Ensure each individual listed has at least 50 points each anniversary year for 10 years in a reserve component of the armed forces.

- Type Page 4 entry.

- Update NSIPS with new eligibility commencement date.

ASTB TESTING
(AVIATION SELECTION TEST BATTERY)

Reference(s): (a) NAVOPMEDINST

PLR Point of Contact: PSD Classifier

Document(s) Required: (1) Special Request Chit (NAVPERS 1336/3)
(2) Enlisted Service Record

Exhibit(s): None

BACKGROUND

The Aviation Selection Test Battery is designed primarily for administration to select personnel for all U.S. Navy, Marine Corps, and Coast Guard aviation programs and other officer programs. The first RETEST shall occur only after 30 full calendar days have elapsed between the date of the first test and the date of the retest. The SECOND AND SUBSEQUENT RETESTING shall occur only after 180 full calendar days have elapsed between the date of the second or subsequent test and the date of the retest. Before submitting requests for a test or retest, commands shall ensure that the member has improved his or her ability through study offered by public or private institutions and/or courses provided through the Navy.

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

(If authorized classification test site)

The Enlisted Classifier will:

- Review the service record for eligibility and notify the requesting command of the time/date of the retest, if approved.

- Administer and forward ASTB test to NAMI Pensacola for scoring. Email Ms. Moore for the test results and provide a copy to the member.
- Record in Section II of the NP 1070/604, Enlisted Qualifications History, the new ASTB score and place in member's service record, and Page 13.

ASVAB RETESTING
(ARMED SERVICES VOCATIONAL APTITUDE BATTERY)

Reference(s): (a) MILPERSMAN 1200-050
(b) ENLTRANSMAN, Chapter 7

PLR Point of Contact: PSD Classifier

Document(s) Required: (1) Special Request Chit (NAVPERS 1336/3)
(2) Enlisted Service Record
(3) Certificate of Completion (FASTRACK)

Exhibit(s): None

BACKGROUND

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

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

(If authorized classification test site)

The Enlisted Classifier will:

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

AVIATION CAREER INCENTIVE PAY (ACIP)

Reference(s): (a) Department of Defense Financial Management
Regulations (DODFMR) Part 2, Chapter 22

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) Officer Flight Orders

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- Verify and forward document to establish ACIP.

PSD RESPONSIBILITY

- Submit UMIDS FID to start payment.

(CH-2, 01OCT03)

BASIC ALLOWANCE FOR HOUSING (BAH)

Reference(s): (a) DODFMR, Vol 7A, Chapter 26
(b) DJMS PTG, Part 3, Chapter 2 and 8
(c) COMNAVREG Hawaii Instruction 11103.3

PLR Point of Contact: Customer Service Section

Document(s) Required:

(a) Member with Dependents:

- (1) NAVPERS 1070/602
- (2) Termination of Government Quarters if formerly occupying

(b) Members without Dependents E7 and above stationed ashore and E6 and above stationed afloat:

- (1) NAVPERS 1070/613 which record the election to draw BAH in lieu of assignment to government quarters.

(c) Members without Dependents E6 and below on shore duty and E5 and E4 over 4 years of service stationed afloat:

- (1) Special Request Chit, NAVPERS 1336/3
- (2) BAH Endorsement Letter, HI Region CBH Form 01-003
- (3) CBH Guest Information Form - Check out or Non Residency Certificate

Exhibit(s): NONE

BACKGROUND

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

INFORMATION

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

Single enlisted personnel E7 and above (ashore) and E6 and above (afloat) may elect to live off base and draw BAH, regardless of quarters availability.

Members in paygrades E6 and below (ashore) and members in paygrades E5 and E4 over 4 years (afloat) are required to turn in an approved request chit for BAH at the without dependents rate, signed by his/her Commanding Officer and a BAH approval letter from the installation command exercising control over the unaccompanied Bachelor Quarters. All other personnel assigned on shore duty may be entitled to BAH provided that the 95 percent occupancy of the facility is reached and the member is the first person on the BAH waiting list.

BAH-I is not payable to a Reservist on AT of less than 20 weeks. Entitlement to BAH-II (BAQ only) will be determined based on eligibility.

The effective date for the BAH without dependents for members in paygrades E6 and below (ashore) and members in paygrades E5 and E4 over 4 years (afloat) is the date of approval to draw BAH from the CBH officer or the date member vacated Government Quarters whichever is later.

For Single enlisted personnel E7 and above (ashore) and E6 and above (afloat) the effective date to draw BAH is the date they elected to draw the entitlement in lieu of assignment to Government Quarters as indicated on NAVPERS 1070/613.

COMMAND/PLR RESPONSIBILITY

- Advise all members to promptly report any changes affecting the gain or loss of family members, or movement into or out of government quarters to PSD. Prompt action and follow-up will provide maximum avoidance of financial hardship due to overpayment. POD notes are strongly encouraged to remind Sailors and their Chain of Command to monitor BAH entitlement.

- Advise all members E-5 and below (Ashore)/E-5 and E4 over 4 years of service (Afloat) of the requirement to obtain prior authorization to reside off base to be entitled to BAH. This

consists of command-approved special request chit, Installation Commander's BAH Approval letter, and official BEQ checkout memo.

PSD RESPONSIBILITY

- Prepare/update Page 2 and Address and Phone Number (NSIPS) to reflect dependency/address changes; forward substantiating documents as required.
- Prepare FID 35/68, as appropriate, to start/stop BAH entitlement.
- File Page 2 and/or Enlisted Member's page 13 in respective service record.
- File Officer's page 13 in Customer Service

(CH-2, 19SEP03)
CAREER SEA PAY

Reference(s): (a) DODFMR, Part 1, Chapter 18
(b) SECNAVINST 7220.77D
(c) DJMS PTG Part 1, Chapter 7, Section A

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) TAD Orders
(2) Sea Duty Certificate

Exhibit(s): None

BACKGROUND

For entitlement to Career Sea Pay (CSP), sea duty is defined as time spent performing assigned duties aboard a U. S. Navy vessel underway while member is permanently or temporarily assigned for duty to that vessel.

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. A member serving in a CAT B vessel may only be entitled to CSP for every day the vessel is at sea or in port at least 50 miles away from homeport while in port or underway. The sea duty counter will continue to accrue.

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

INFORMATION

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

Effective 01 October 2001, E1 and E3 personnel and officers with less than 3 years of sea duty are entitled to career sea pay.

Enlisted

E-1 to E-9: No cumulative sea time required.

Warrant Officers: W-1 to W-4 - no cumulative sea time required.

Commissioned Officers: O-1 to O-6 - no cumulative sea time required.

O-7 and above: Not entitled to career sea pay.

Career Sea Pay Premium (CSPP): Effective 01 October 2001, E5 and E9 personnel with more than 36 months of consecutive sea duty will receive CSPP as a separate payment through the seventh year of sea duty.

COMMAND/PLR RESPONSIBILITY (Effective Change 09 Jun 2003)

- When a member departs TAD aboard a ship/submarine, prepare the TAD orders and Sea Duty Certification Sheet (see illustrations 1-7-3 and 1-7-4 of reference (c). The member will return the certification sheet to the command at the end of each month.
- Send the orders and certification sheet to PSD at the end of each month.
- BASIC ALLOWANCE FOR HOUSING (BAH) - Command/PLR responsibility to type NAVPERS 1070/613 indicating acceptance/declination to live off base for E7 and above personnel ashore and E6 and above personnel afloat.

PSD RESPONSIBILITY

For TAD Personnel:

- At the end of each month, compute the constructive period of TAD qualifying for CSP.

- Verify entitlement and cumulative sea time for CSP eligible personnel.

For PCS Personnel reporting to Submarine:

- When a member reports PCS aboard a submarine, Receipts will automatically start CSP and CSP Premium if eligible.
- Prepare necessary DMO FIDS events.

CAREER STATUS BONUS (CSB)

Reference(s): NAVADMIN 020/01

PLR Point of Contact: CCC

Document(s) Required: Election Form DD 2839

Exhibit: Election Form DD 2839 (FEB/01)

BACKGROUND

If your DIEMS date is before 8 September 1980, you are under the "Final Pay" retirement system. It provides for retirement compensation based on the amount of your final base pay and increases annually through cost of living adjustments (COLA) equal to the Consumer Price Index (CPI). The formula provides an amount equal to 50 percent at 20 years of active duty service and an additional 2.5 percent for each additional year up to 75 percent.

If your DIEMS date is on or after 8 September 1980, you are under the "HIGH THREE" retirement system. Retired pay is equal to the average of the high 36 months of basic pay times a multiplier equal to 2.5 percent times your years of active duty service. "HIGH THREE" retired pay increases annually through COLA equal to CPI. By law, a temporary officer transferring to the fleet reserve will receive retired pay equal to the average of the high 36 months of basic pay that would have been received in the permanent enlisted rank times a multiplier equal to 2.5 percent times the years of active duty service. The law also states that under certain conditions you may be placed under the "FINAL PAY" retirement system if you are reduced in rank due to disciplinary action during your final 36 months.

If your DIEMS date is on or after 1 August 1986, you are under the "REDUX" retirement system. If you elect the CSB, your REDUX retired pay will be computed for 20 years of service using 40 percent of the 36 month average with an additional 3.5 percent for each additional year of service up to 75 percent. Retired pay increase annually through COLA equal to CPI (1 percent point less than CPI-1). At age 62, two adjustments are made. First, there is a one-time adjustment to the amount of retired pay to the value at what it would have been if full COLAS were provided. After this adjustment, annual cost of living adjustment will go back to CPI. The second adjustment at age 62 is retired pay will be recalculated under a new formula that restores the value of the first 20 years of service to be worth 50 percent of the "HIGH

THREE" average. For each additional year of service, retired pay is increased by 2.5 percent to a maximum of 75 percent.

INFORMATION

A member of the Navy is eligible to make a 15 year CSB/REDUX election only if the member:

1. Is serving on active duty
2. First became a member of a uniformed service on or after 1 August 1986
(IE.the member's date of initial entry to military/uniformed service (DIEMS) is 1 August 1986 or later). Active duty members DIEMS date is the first day the member was appointed, enlisted, or conscripted into the uniformed service. This includes the first date of enlistment in the regular component, delayed entry program (DEP), reserve affiliation in the senior Reserve Officer Training Corps (ROTC) Program, entrance as a scholarship cadet or midshipmen or the date of entrance as a cadet or midshipmen at one of the service military academies. Uniformed services include the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic, Atmospheric, Administration and Public Health Service.
3. Completes 15 years of active duty in the uniformed services.
4. Is otherwise eligible, as determined by the secretary of the Navy, to continue on active duty until the completion of 20 years of active duty service.

COMMAND/CAREER COUNSELOR RESPONSIBILITY

1. Upon receipt of the message from BUPERS, member must be informed of the advantage/disadvantage for electing or not electing CSB/REDUX.
2. Member must elect to receive or not receive no later than the 15 year anniversary of their active duty commencement date.
3. Assist member in completing the Election form DD 2839, verify member's service record for accuracy.
2. Information must be process to OPINS and original election form is mail to Bupers and copy is file in service record.

COMMAND-SPONSORED FAMILY MEMBERS

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

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) Marriage Certificate
(2) Divorce Decree (if spouse previously married)
(3) Birth Certificate of Children
(4) Approved request chit or letter to have Family Members command sponsored; chopped by PSD

Exhibit(s): None

BACKGROUND

A Family Member is defined as: spouse, legitimate children, step/adopted/illegitimate children, parents and parents-in-law. A command sponsored Family Member is a Family Member:

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

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

**Note: Dependent entry approval may be required (contact PSD for details).

A non-command sponsored Family Member is a Family Member present in the overseas area that does not qualify for or has not been recognized as command-sponsored. Non-command-sponsored Family Members are not eligible to receive family member transportation to or from the overseas area at government expense. Members may not receive the station allowance at the "with dependent" rate. Non-command-sponsored Family Members shall be furnished medical service as provided by law.

INFORMATION

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

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

COMMAND/PLR RESPONSIBILITY

- Verify eligibility and send the member to PSD with all required documents.

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

PSD RESPONSIBILITY

- Verify information.
- Prepare new Dependency Data (Page 2).
- Prepare DEERS enrollment/ID card application.
- Prepare pay documents for family member station allowance.
- Prepare Page 13 command-sponsorship entry.

CONSECUTIVE OVERSEAS TOUR (COT) TRAVEL

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

PLR Point of Contact: Transfer/Customer Service Sections

Document (s) Required: (1) Copy of member's permanent change of station (PCS) orders

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

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

Deferred COT Travel - Normally, COT travel is taken during PCS leave between duty stations. COT travel may be deferred for up to one year after the service member reports to the new PDS. COT travel may not be deferred without prior approval from BUPERS for the service member and/or eligible dependents if they traverse the continental United States for leave, travel time, or TDY in conjunction with the PCS orders. An exception to this is if the member's home of record is OUTCONUS.

Authorized COT Travel Locations - The service member is authorized transportation and travel allowances from the PDS to the member's home of record and back, or to old and new OUTCONUS duty stations via the home of record. The service member may select an alternate location for COT travel. If the cost of transportation to the service member's desired location exceeds the cost to the home of record, the service member will be responsible for paying the

difference in cost. If the service member's PDS and home of record are in the same geographic location, the member may request authorization from BUPERS for COT travel to an alternate location. If authorized, the service member does not bear any cost for transportation. **It is the responsibility of the service member's command to send a message to BUPERS (PERS40CC) requesting the authorization.**

Tour Length Requirements - In order to qualify for COT travel, the service member must fulfill the DOD Tour Length requirements. When the member serves two tours within the same geographic location, the member will be eligible if the total of the tours equals the DOD Tour Length requirement for two tours. In Hawaii, the DOD Tour Length is 3 years. A service member serving two consecutive tours in Hawaii will be eligible if the total of the tours equals 6 years. In the case of a service member serving consecutive overseas tours in different geographic locations, the member must serve the required DOD tour length at both the old and new Permanent Duty Stations (PDS).

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

Requesting COT Travel - Deferred COT Travel - Normally, COT travel is taken during PCS leave between duty stations. COT travel may be deferred up to the day before detachment from the PDS on expiration of PRD or as extended - this is a change from the 12 month limit. The COT entitlement will expire if not used prior to detachment unless the member is unable to travel before completing the new tour of duty in connection with a contingency operation. COT travel may not be deferred without prior approval from BUPERS for the service member and/or eligible dependents if they traverse the continental United States for leave, travel time, or TDY in conjunction with the PCS orders. An exception to this is if the member's home of record is OUTCONUS.

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

COMMAND/PLR RESPONSIBILITY

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

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

- Ensure members properly fill out and sign the Passenger Travel Request form(s) (PSD PH HI 4650/1 and/or DD Form 884).

PSD RESPONSIBILITY

- Verify COT entitlement and make appropriate endorsement on member's PCS orders.
- Ensure Page 13 (NAVPERS 1070/613) is signed for COT entitlement and deferment.
- Verify Passenger Travel Request form(s) and process travel request through NAVPTO/SATO.

COST OF LIVING ALLOWANCE (COLA)

Reference(s): (a) JFTR Chapter 9 Paragraph U9100

PLR Point of Contact: Customer Service Section

Document(s) Required: Dependency Data (Page 2)

Exhibit(s): None

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

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

COMMAND/PLR RESPONSIBILITY

- Make member aware that changes in dependency status and/or physical location will affect COLA.
- When family members temporarily depart the member's duty station for a period in excess of 30 days, notify PSD so COLA can be adjusted.
- Notify Sailors to review for accuracy the COLA information printed on their LES: JFTR (COLA location) should read HI009; Dep should reflect the number of command-sponsored dependents on station. The member is not included in this count.
- Single members should see the Dep number "0" if assigned to quarters and authorized BAS or if assigned aboard ship but authorized to reside on the economy. Single/unaccompanied members should see the number "9" if assigned to quarters and not authorized BAS.

PSD RESPONSIBILITY

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

(CH-2, 19SEP03)

DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA

Reference(s): (a) MILPERSMAN 1070-270

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) Marriage Certificate
(2) Birth Certificate
(3) Divorce Decree
(4) Paternity Statement (male members only)
(5) Adoption papers

Exhibit(s): None

BACKGROUND

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

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

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

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

INFORMATION

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

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

- Verify information provided by member.
- Enter/Update Dependency Data File onto NSIPS.
- Prepare other related documents as appropriate, i.e., DEERS enrollment, dependent ID card, start BAH, etc.

DEPLOYMENTS/DETACHMENTS

Reference(s): (a) DODFMR, Volume TA
(b) OPNAVINST 1000.23

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) Travel Orders, NAVPERS 1320/16

Exhibit(s): None

BACKGROUND

Prior to departing on deployment, members are responsible for ensuring their family members have all the necessary information to confront problems in their absence. Not only must the car and residence be cared for, but also the pay and service record. The permanent duty station is more familiar with the member's record, advancements and allowances than temporary deployment sites.

INFORMATION

It is recommended, that pay records be held at the permanent PSD. This ensures unique pay and allowances continue and unresolved problems can be corrected.

COMMAND/PLR RESPONSIBILITY

- Notify PSD of impending deployments/patrols as soon as possible and provide copies of TAD orders (where applicable).
- Schedule travel arrangements with PSD Passenger Transportation Division, when applicable.
- Arrange for PSD personnel to present pre-deployment and post-deployment briefs.
- Notify PSD of special pay entitlements, such as flight deck hazardous duty pay, etc.
- Provide copies of all documents affecting pay, such as advancement to E-2/E-3, reduction in rate, any disciplinary actions affecting pay, changes in dependency status, etc.
- Notify the PSD if TAD is extended or terminated/completed.

- Upon completion of deployment, the PLR will return the service records to PSD. This will minimize the possibility of any interruption in pay.

PSD RESPONSIBILITY

- Present pre-deployment and post-deployment briefs.

- Review and adjust entitlement to BAS and BAH.

NOTE: Single personnel on TAD orders who continue to maintain their residence while on deployment do not lose their single BAH. Start sea pay as applicable upon their departure.

- Credit FSA for members with family members and those who are married to another member without family members (if cohabiting prior to separation).

- Review and adjust entitlement to BAS, BAH, Career Sea Pay and Family Separation Allowance upon return.

NAVADMIN 101/98 requires each command to provide a monthly report of enlisted personnel temporarily assigned to sea or field duty. The report is used to compute BAS checkage amounts for meals available from a government mess during such duty, whether used or not. The checkage only applies to enlisted members entitled to full BAS or authorized to mess separately (SEPRATS) at their permanent duty station.

DISLOCATION ALLOWANCE (DLA)

Reference(s): (a) JFTR, Vol. 1, Chapter 5, Part G

PLR Point of Contact: Travel Section

Document(s) Required:

(Member w/Family Member): Copy of the following:

- (1) Travel Voucher (DD Form 1351)
- (2) Orders
- (3) NAVCOMPT 3072 for approved children (Annual Approval)
- (4) Certification of Intent to Relocate; if Government Bill of Lading or DITY-Move (DD Form 1299) is not available

(Member w/o Family Member): (1) Travel Voucher (DD Form 1351)
(2) Orders with required endorsement or statement regarding assignment of Government Quarters

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

When it is definitely known that family members will not move, an advance of dependents travel allowance or advance DLA as a member

with family members is not payable. However, the member in this situation when not assigned government quarters at the new PDS, may be eligible for an advance of DLA as a member without family members.

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

COMMAND/PLR RESPONSIBILITY

- When it is planned that family members will move, an advance of DLA will be provided upon request of the member and presentation of a copy of the executed Application for Shipment and/or Storage of Personal Property or executed Application for Shipment and/or Storage of Personal Property or (DITY Move) DD Form 1299. When the member does not have household effects to move, a standard certification, if appropriate, will be prepared on a separate sheet of paper and attached to the original orders:

"I certify that it is my intention to relocate my dependent spouse/dependent children (children's names) to (city, state), the place where they will establish a bona fide residence. I understand that, if my family members do not move, repayment of the advance is due immediately."

- Provide PSD required documents for advance payment of DLA in a timely manner. Advance DLA may be paid within 10 days of detachment.

PSD RESPONSIBILITY

- Upon receipt of required documents, Travel Section verifies entitlement and accuracy of documents.
- Verify Page 2 of members with family members.
- Process payment equal to the member's Basic Allowance for Quarters (BAQ) per JFTR Table U5G-1.
- The Disbursing Officer attaches voucher summary to original orders on advance payment of DLA.

DIVER DESIGNATION

Reference: (a) MILPERSMAN 1220-100

PLR Point of Contact: Service Record Maintenance/
Customer Service Sections

Document(s) Required: (1) Memorandum/Letter of Designation

Exhibit(s): None

BACKGROUND

Enlisted Diver, SEAL/SDV, EOD and UCT personnel are designated by Navy Enlisted Classification Codes (NEC) according to their qualifications. The NAVPERS 18068E, Manual of Naval Enlisted Manpower and Personnel Classifications and Occupational Standards, Section II, further describes each of the NECs.

INFORMATION

Commands with Diving SEAL/SDV, EOD or UCT personnel assigned shall verify each member's NEC by using the EPMAC Enlisted Distribution and Verification Report (EPMAC-EDVR-1080) and ensure the NEC(s) are recorded on the member's Navy Occupation/Training and Awards History. The member's NEC code will be retained as long as he or she is capable of re-qualifying for NEC duties, regardless of qualification lapses. The SCUBA diver NEC (5345) will be removed by the individual's Commanding Officer one year after the member's last qualification lapse date. NEC may be removed due to disciplinary/administrative action or voluntary request. Dive requalification is required every 6 months.

COMMAND/PLR RESPONSIBILITY

- Notify PSD in writing of completed qualification to initiate dive pay.
- Provide PSD, on a recurring basis, individual's diving qualifications and lapse date.
- Notify PSD of any diving disqualifications.

PSD RESPONSIBILITY

- Ensure proper entry is made on pages 4 and 13, Diver Qualifications/Requalification Chart.

- Process NEC change request, if applicable.
- Prepare UMIDS FID necessary to ensure payment of diving pay.
- Notify customer commands for verification of diver requalifications.
- Dive Pay will be stopped one month after non-receipt of Diver Requalification letter from the customer command.

DIVING DUTY PAY

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

PLR Point of Contact: Customer Service/Service Record
Maintenance Sections

Document(s) Required: (1) Competent orders to diving duty

Exhibit(s): None

BACKGROUND

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

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

COMMAND/PLR RESPONSIBILITY

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

Diver qualifications have lapsed

The assigned diver designation has been removed; and/or

The member has been assigned permanent duty other than that involving the performance of diving duty.

PSD RESPONSIBILITY

- Initiate Diving Duty Pay UMIDS transaction for those personnel ordered by competent authority to duty involving diving.
- When notified in writing by the member's command that he/she is no longer entitled to Diving Duty Pay, prepare the UMIDS FID 2102 to stop special pay for diving duty.
- For drilling reservists, dive pay is monitored and pay processing completed by the local Naval Reserve Activity. Ensure current dive qualifications are entered in member's service record.
- If transferred PCS to another diving duty billet, endorse the loss event accordingly to ensure dive pay continues while en route.
- Record dive qualification lapse dates in the service record and track (using member's local master) to ensure qualifications are current for continued dive pay eligibility.

DLAB TESTING **(DEFENSE LANGUAGE APTITUDE BATTERY)**

Reference(s): (a) CNETINST 1550.9D

PLR Point of Contact: PSD Classifier

Document(s) Required: (1) Special Request Chit (NAVPERS 1336/3)
(2) Enlisted Service Record

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

Personnel desiring to retake the test, must either wait 6 months or obtain a waiver from CNO(N13F). A test administration statement should be signed by each examinee stating that he/she has not taken a DLAB test within the past 6 months. The statement should be retained for one year in the examinees service record.

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

(If authorized classification test site)

The Enlisted Classifier will:

- Review the service record for eligibility and notify the requesting command of the time/date of the test, if approved.
- Administer, grade, and score DLAB test.
- Record in Section II of the NP 1070/604, Enlisted Qualifications History, the new DLAB test scores and place in member's service record.
- Prepare Page 13 entry indicating scores achieved on the test and file original copy to the member's service record.
- Forward test results to the command to which the service member is attached, with a copy to:
 - (a) Navy Personnel Command (NAVPERSCOM) Officer Qualification Section
 - (b) NAVPERSCOM Records Management and Operations Section
 - (c) Defense Language Institute, Foreign Language Center (DLIFLC)
 - (d) Chief of Naval Operations (CNO) N13F

**EARLY RETURN OF COMMAND-SPONSORED FAMILY MEMBERS AND HOUSEHOLD
GOODS (HHGs)**

Reference(s): (a) JFTR, U5240, U5370, U5900, U5905, U5910
(b) NMPCINST 4650.2A

PLR Point of Contact: NAVPTO PH/Customer Service/Travel Section

Document(s) Required: (1) Approved Commanding Officer's letter
issued in accordance with OPNAVINST
4650.15
(2) Member's letter

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

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

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

Members who are not eligible are those:

- In receipt of PCS orders relieving the member from the overseas station, which includes retirement orders or transfer to the Fleet Reserve;

- within six months of EAOS who indicated that they will not reenlist;
- requesting transportation for the sole purpose of convenience of the member or family members (e.g., to spend time with family in CONUS while the member is on deployment, to ship household goods in excess of authorized allowances);
- for student family members to attend school;
- for lack of adequate educational facilities unless the situation occurred after the arrival of family members in the overseas area. Absence of college in the case of high school seniors does not meet this requirement.

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

COMMAND/PLR RESPONSIBILITY

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

- It must be determined that the problem or situation occurred **after arrival at the overseas station.**
- *Require, as a minimum, mandatory counseling by Family Services Center, Legal, Chaplain or medical personnel to confirm that early return of family members and household effects are required.*
- Obtain approval from PERS-332 if travel is within six months of PRD and PCS orders have not been issued.
- For members within 9 months of PRD without PCS orders, request BUPERS issue orders as soon as possible rather than use early return provisions.
- Ensure family members can commence travel prior to receipt of PCS orders.
- Approval authority for request must be 0-5 or above.

Upon approval of early return of family members:

- Assist member with request and attach appropriate supporting documents.

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

PSD RESPONSIBILITY

- NAVPTO: Arrange required transportation to the authorized designated place of command sponsored family members.
- Customer Service: Update Dependency Data and submit corresponding pay and allowances.
- Travel Section: Process Travel Claim.

ELECTRONIC FUNDS TRANSFER (EFT)

Reference(s): (a) SECNAVINST 7200.17D
(b) DJMS PTG Part 4 Chapter 3

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) SF 1199A, Direct Deposit Sign-Up Form
(2) EFT/DDS Briefing Sheet

Exhibit(s): V. SF 1199A, Direct Deposit Sign-Up Form

BACKGROUND

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

INFORMATION

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

Enrollment in EFT is accomplished by completing the Direct Deposit Sign-Up Form, SF 1199A (Exhibit V), at the financial institution of his/her choice. An EFT member also has the ability to change his/her designated financial institution without having to disenroll from the program. Members under EFT can also continue to have their pay forwarded to their financial institution when they change duty stations.

Start EFT - SF 1199A must be processed by the PSD by the 5th of the month for mid-month payday and the 20th of the month for end-of-month payday. SF 1199A need not be filled out by the designated financial institution provided the member can provide a copy of any authorized document, such as a cancelled check, deposit slip, etc., bearing electronic routing and account numbers.

Stop EFT - Member must notify PSD MILPAY Division by written memo of his/her desire to terminate EFT. Since the Commanding Officer

is required to review and approve each request for payment by check, vice EFT, CO's endorsement should accompany request.

COMMAND/PLR RESPONSIBILITY

- Submit SF 1199A to PSD.
- Provide member with EFT Briefing Sheet for signature.

PSD RESPONSIBILITY

- Prepare FID event.

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

EMPLOYMENT VERIFICATION

Reference(s): (a) SECNAVINST 5211.5D
(b) SECNAVINST 5720.42E

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) Request for Employment Verification

Exhibit(s): E. Releasable Information

BACKGROUND

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

INFORMATION

Exhibit E details releasable information on military and civilian members, which is considered public record and not an invasion of one's privacy.

NOTE: Home addresses and phone numbers ARE NOT releasable information. Disclosure of information should be made by the activity with cognizance over the requested information. Commands may routinely verify that a member works at their command. Requests from public agencies must be submitted in writing.

COMMAND/PLR RESPONSIBILITY

- Respond to routine inquiries.
- Advise telephone inquiries to submit written employment verification requests.
- Verify member's signature authorizing release of information.
- Complete and return employment verification without delay.

ENLISTED DISTRIBUTION AND VERIFICATION REPORT (EDVR)

Reference: (a) EDVR Manual

PLR Point of Contact: Personnel Accounting Section

Document(s) Required: None

Exhibit(s): None

BACKGROUND

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

INFORMATION

The EDVR is organized into 11 sections as indicated below:

- Section 1 - Prospective Gain Information - contained in the SDS "Prospective Gain Report".
- Section 2 - Prospective Loss Information - contained in the SDS "Report of EAOS and Prospective Transfers to the Fleet Reserve/Retirement within 9 Months" and "Listing of PRD occurrence within 9 Months" reports.
- Section 3 - EDVR Facsimile Report, Personnel on board for Temporary Duty, in a Deserter Status or Administratively Dropped from Navy Strengths, followed by an alphabetical listing of all members assigned to the activity regardless of duty status.
- Section 4 - Total personnel on board in distribution (Rating and NEC) communities sequence.
- Section 5 - Personnel Status Summary.
- Section 6 - Chief of Naval Operations (CNO) Billets Authorized Revision Number XXXXXX dated YR/MO/DA.
- Section 7 - NEC Billet/Personnel Inventory.

- Section 8 - NEC Inventory Section.
- Section 9 - OFF/ENL Diary Message Summary.
- Section 10 - Duty Preference Listing.
- Section 11 - Security Data. (Also includes involuntary extension months, citizenship, PEBD, TIR, advancement effective date).

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

- Take appropriate action to update/correct/revise any changes/corrections submitted by the customer command.

(CH-2, 19SEP03)
ENLISTED EVALUATIONS

Reference: (a) BUPERSINST 1610.10

PLR Point of Contact: Service Record Maintenance Section

Document(s) Required: (1) Fitness Report and Counseling Record
(E7 - O6) NAVPERS 1616/26 (03-02)
(2) Evaluation Report and Counseling
Record (E1 - E6) NAVPERS 1616/26
(03-02)

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

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

For adverse evaluations:

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

All others:

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

PSD RESPONSIBILITY

- For newly gained enlisted personnel, the NSIPS Last Evaluation Block will be populated by Receipts Section. They will enter the ending date of the last evaluation found in the member's service record

- Thirty days after the due date of evaluations, PSD will forward a List of Enlisted Evaluation not submitted by the customer command.
- Evaluations received are verified for accuracy and continuity of reporting periods/date.
- Evaluations are forwarded to the service record vault for filing upon completion of data base update.
- Provide feedback to customer commands for non-receipt of evaluations thirty days after the end of the reporting period.

EVALUATION OF MILITARY EDUCATIONAL EXPERIENCES IN THE ARMED FORCES

Reference(s): Guide to the Evaluation of Educational Experiences in the Armed Services, Current Edition, OPNAVINST 1000.23B (PASSMAN)

PLR Point of Contact: ESO

Document(s) Required: (1) Sailor/Marine American Council on Education Registry Transcript (SMART)

BACKGROUND

Recently, there have been many changes to the Navy's educational system, and the Navy Campus (now called the Navy College Programs Office). One of these is an automated Verification of College Experience, called Sailor/Marine American Council on Education Registry Transcript (SMART). It has some similarities to the DD Form 295 that used to be used to request credit for non-traditional school, but has a lot of upgraded and enhanced features. Effective immediately, any member who completes a Navy course after 1 October 1999 will automatically receive a SMART showing what the recommended college credits for the course are, as well as all other training that the member has completed. For those who haven't completed a school for some time, they can obtain a SMART in one of two ways. The easiest is to obtain a form from the website, fill it out, and fax it in. NETPDTC will mail the transcript to the member within 2 to 3 working days of receipt of fax. The other option is to go to the Navy College Programs Office and request one in person. These forms can also be used as official transcripts and mailed directly to their college/university from NETPDTC. The SMART is intended to replace the cumbersome DD 295 process.

INFORMATION

Data for SMART comes from the official training databases and the American Council on Education (ACE). SMART contains American Council on Education (ACE) credit recommendations for military training courses completed, college-level exams taken at a military testing site (CLEP, DSST, ACT-PEP), and rating recommendations (for example, ACE recommends 24 semester hour credits for a PN1). Additionally, the SMART addendum lists college courses taken on active duty through Tuition Assistance (TA) or Program for Afloat College Education (PACE). The addendum called the Academic Institution Page is to assist members and their academic advisor in degree planning only.

Official transcripts from those colleges must still be requested in order to get credit from the classes they took with them. In the event there is missing information from the SMART transcript there is a correction sheet available from the website that can be used to correct any error or omissions. It takes approximately 10 working days to correct the information once it is received.

There is no cost for the SMART transcript and there is no limit to a certain number of requests a year. Each time a Navy course is completed a SMART will be auto-generated.

SMART will assist academic institutions in awarding credit for military occupational experience and training; by receiving credit for military experience, a member may reduce tuition expenses and complete their degree program more quickly; it will be continuously updated and available while they are in the service; and the SMART record will be archived and available for those who separate on or after 1 October 1999.

An Associates Degree is only 60 SH, AND A Bachelor's only 120 SH. With the military experience credits a member may currently have, they are well on their way to a degree.

COMMAND/PLR RESPONSIBILITY

- Advise members that it would be beneficial to visit the Navy College Program Office to request a SMART or obtain one from the internet site www.navycollege.navy.mil.

(CH2-19SEPT03)

EXTENSIONS

Reference(s): (a) MILPERSMAN 1160-040
(b) MILPERSMAN 1160-080
(c) MILPERSMAN 1070-250
(d) NSIPS Training Guide
(e) OPNAVINST 1160.5C
(f) DODFMR (NAVSO P-6048)
(g) NAVADMIN 208/02
(h) BUPERSINST 1001.39C

PLR Point of Contact: Reenlistment/Extension Section

Document(s) Required: (1) Authority for Extension
(2) Special Request Chit (NAVPERS 1336/3)
(3) Medical Officer's memorandum or copy
of SF 88

Exhibit(s): **Medical Officer's Memorandum**

BACKGROUND

The Agreement to Extend Enlistment (NAVPERS 1070/621) and the Assignment to/or Extension of Active Duty (NAVPERS 1070/622) are legal forms of agreement and an official agreement or personal assurance of intention to extend. Once signed, they cannot be withdrawn. **Extension of enlistment totaling 24 months or greater require a medical examination prior to the extension becoming operative.** Extensions cannot exceed a combined total of 48 months during a current enlistment period.

INFORMATION

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

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

E-1 and E-2 cannot reenlist/extend
E-3 - 8 years
E-4 - **8 years**

- E-4 - 10 but less than-11 years (for personnel reenlisting with ZONE B SRB)
- E-5 - 20 Years maximum
- E-6 - more than 20 years with BUPERS approval
- E-7 - 24 years
- E-8 - 26 years
- E-9 - 30 years

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

- To match EAOS with PRD (the most common extension).
- Special programs specified in ENLTRANSMAN and MILPERSMAN.
- Advancement to E-7, E-8 or E-9.
- To receive/obtain maternity care benefits for the wife/member.
- To meet requirement for Fleet Reserve Transfer with CNPC approval message
- For E3 and E4, to await examination results after participating Navy Wide Examination.

-
An EAOS that has already expired cannot be extended.
An approved extension of PRD is not an automatic extension of enlistment.

COMMAND/PLR RESPONSIBILITY

- Verify with the Command Career Counselor the following has been accomplished:
 - Special Request Chit Approved by Commanding Officer
- Submit SRB Pre-cert when an **executed** extension is 36 months or more (if applicable).
- **Extension eligibility is verified.**
- Member must be counseled concerning potential monetary loss (i.e., SRB).
- Member must obtain medical screening memorandum of medical qualifications or copy of SF 88 when extension or combination of extensions exceeding 24 months, is to become operative.

- Personnel with extensions to be made operative while on TEMADD/deployment, must report to PSD prior to TEMADD/deployment.
- For personnel scheduled for deployment and PRD will expire during period of deployment, recommend that PRD be extended at least 2 months beyond expected return date. Upon approval, member must report to PSD Pearl Harbor with CO's approved request chit to execute extension contract, sign required page 13, update ID/CAAC card and submit medical qualification if necessary.
- **For personnel in receipt of PCS orders and desires to extend to meet the obligated service requirements, report to TRANSFER SECTION immediately. Ensure that all requirements for extensions are met. Avoid transfer and execution of extension on the same date. Failure to comply causes future pay and/or SRB problem for eligible personnel.**

PSD RESPONSIBILITY

- Prepare NAVPERS 1070/621 and 1070/622 (Active Duty).
- For inactive Reservists who have completed their military service obligation, ensure entry required in reference (h), chapter E, subparagraph h is typed on extension.
- Reservists who extend beyond high year tenure must sign Page 13 listed in reference (d).

FAMILY SEPARATION ALLOWANCE (FSA)

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

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) TDY/TAD Orders (FSA Type II) (FSA-T only)

Exhibit(s): None

BACKGROUND

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

- FSA Type I/FSH (Family Separation for Housing) - The purpose of this FSA type is to pay a member for added housing expenses caused by forced separation from family members, who is assigned on permanent duty outside the United States or in Alaska and meets all of the following conditions:

1. Transportation of family members to the permanent duty station is not authorized at government expense;

2. Family members do not live at or near the permanent duty station; and

3. Adequate government quarters or housing facilities are not available for assignment to a member and inadequate government quarters or housing facilities are not assigned.

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

- FSA Type II - This FSA provides compensation for added expenses incurred because of a forced family separation under one of the conditions identified below. It is payable to qualified members serving inside or outside the United States. It is not authorized in time of war or national emergency declared by Congress or when a member performs duty at any station under permissive orders. FSA-II is payable to a member serving in any grade as a member with family members and members who are married to another member with family members and one of the following conditions exist:

1. Transportation of family members or spouse is not authorized at government expense and the family members do not live at or near the member's permanent duty station or homeport (FSA-R);

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

3. The member is on TDY (or temporary additional duty) away from the permanent station continuously for more than 30 days and the family members or spouse do not reside at or near the permanent duty station (FSA-T).

FSA Type II - Military Members married to Military members with no other Dependents

- Effective September 23, 1996, per DOD FY 97 Authorization Act, Military couples residing together that are separated by reason of execution of Military orders (PCS/TAD) will be entitled to FSA-II. The member in receipt of orders will receive FSA-II if the separation exceeds 30 Days.

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

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

FAMILY SGLI

Reference: (a) NAVADMIN 281/01

PLR Point of Contact: Customer Service Section

Document Required: SGLV Form 8286A

Exhibit: F. SGLV 8286A, Family Coverage Election Form

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

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

FLEET RESERVE/RETIREMENT

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

PLR Point of Contact: Separation/Fleet Reserve Section

Document(s) Required: (1) Enlisted Special Request Chit
(NAVPERS 1336/3)
requesting transfer to the Fleet Reserve
(2) Officer Copy of Letter submitted
to BUPERS by member for retirement
(3) DMRS Worksheet (attached)

Exhibit(s): G. DMRS Worksheet

BACKGROUND

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

INFORMATION

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

Fleet Reserve

All FLTRES transfers will be effective on the last day of the month. Members in receipt of PCS orders will be required to serve a period of two years on board his/her new duty station. Member ordered to an overseas tour will be required to do a DOD area tour. Requests should be submitted not less than six months and not more than eighteen months in advance of requested date. Per reference (e), waiver authority has been delegated to the Chief of Naval Personnel to permit transfer to the Fleet Reserve of those personnel who apply and who have completed more than one year in the new pay grade, but less than the required two years. Applications for transfer to the Fleet Reserve with request for waiver of obligated service will be reviewed on an individual basis. Consideration will be given to rating/skill manning and possible adverse impact on fleet/unit readiness. Personnel who have requested transfer to the FLTRES are not eligible to participate in Navy-wide advancement exams or any selection boards.

Retirement

All retirements will be effective on the first day of the month. Officers desiring voluntary retirement under 10 USC 6323 (with the exception of temporary officers with permanent enlisted status) should submit applications to the Secretary of the Navy, via their Commanding Officer (or ISIC, as appropriate) and BUPERS (PERS-823). Enlisted members, including temporary officers with permanent enlisted status, who desire retirement under USC 6326, should submit an official letter to the President of the United States, via their Commanding Officer, BUPERS (PERS-823) and the Secretary of the Navy. After the retirement letter is endorsed by the Commanding Officer, forward it to the PSD for electronic submission to PERS-822 nine to twelve months prior to the desired retirement date. The original letter with first endorsement is to be filed in the service record.

NOTE: Requests for Twilight Tour in conjunction with retirement must be submitted per ENLTRANSMAN, Chapter 13.

COMMAND/PLR RESPONSIBILITY

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

- Command Career Counselor has interviewed the member and determined the best date for the member to transfer to FLTRES or retire.
- Member meets criteria for transfer to FLTRES/Retired List.
- Special Request Chit requesting transfer to FLTRES or copy of retirement request forwarded to PSD, along with Command Career Counselor's service creditable worksheet. Annotate date physical exam completed or date future exam is scheduled. Also provide CC's email address and phone number.
- Member notified by PSD that FLTRES or retirement request has been approved.
- ESO ensure member's selection board eligibility is invalidated when the application to transfer to the Fleet Reserve is submitted.
- After member has obtained a retirement brief/seminar and the Command Career Counselor has briefed the member on the Survivor Benefit Plan, the DD Form 2656 will be completed 60 days prior to authorized retirement/transfer to the Fleet Reserve date or prior to commencement of retirement leave, whichever occurs first.
- Prepare all relevant paperwork for member's signature at least five working days prior to commencement of retirement leave or 30 days prior to retirement date/date authorized transfer to Fleet Reserve.
- Upon command approval of member's request, Command Career Counselor arranges for member to attend pre-retirement briefs/seminars.
- Member completes a FLTRES/retirement physical within six months (per MILPERSMAN, 3860160) of release from active duty, transfer to Fleet Reserve or placement on the Retired List.

- Command Career Counselor has briefed member on the Survivor Benefit Plan (SBP) per the Retention Team Manual and NAVMILPERSCOMINST 1750.2.

- Completion of Certificates of Transfer to the Fleet Reserve, Spouse Appreciation, as applicable, and Retirement. These documents are sent from BUPERS for your presentation.

PSD RESPONSIBILITY

For transfer to FLTRES:

- Verify eligibility and confirm member's TAFMS credit for final pay multiple as prepared by customer's command per Career Retention Team Manual, Chapter 16.

- Forward Fleet Reserve/Retirement request to PERS-8, via electronic submission, and file copy of request and DMRS/worksheet in service record.

FROCKING ENLISTED

Reference(s): (a) BUPERSINST 1430.16E
(b) MILPERSMAN 1420-060
(c) BUPERSINST 1610.10

PLR Point of Contact: ESO

Document(s) Required: (1) ESVR/RCA
(2) Frocking Letter
(3) Administrative Remarks, (NAVPERS 1070/613)
(4) Evaluation/Fitness Report

Exhibit(s): None

BACKGROUND

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

INFORMATION

At the consent of the member, frocking is authorized by the Commanding Officer to provide early recognition for Petty Officers Third Class and above who have been selected but not yet advanced to the next higher pay grade. Frocked members shall be entitled

to military identification cards and all privileges of the higher pay grade (e.g., clubs, messing, berthing, housing etc.); frocked members are not entitled to increased pay and allowances or other entitlement restricted by law.

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

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

b. Qualified E-7 selectees may not be frocked earlier than the first advancement increment, to allow them ample opportunity to complete the CPO Indoctrination course.

c. Qualified E-5/6 selectees may be frocked upon receipt of examination result via message.

d. Qualified E-4 selectees may be frocked upon receipt and verification of ESVR and upon completion of Petty Officer Indoctrination course.

COMMAND/PLR RESPONSIBILITY

- Prepare frocking letter and Page 13. Member will deliver copy of letter and original Page 13 to ID Card Section for issuance of ID Card.

- Ensure each member understands the entitlement of the frocking status.

- Forward indoctrination course completion certification to PSD for service record entry.

- Submit Evaluation/Fitness report, if required, per BUPERSINST 1610.10.

PSD RESPONSIBILITY

- Verify member is selected for advancement as indicated on ESVR/RCA.

- Advise customer command if member is ineligible for frocking.

- Verify completion of indoctrination course and make appropriate service record entries.

- Ensure member signs NAVPERS 1070/613 and file in service record.
- File copy of frocking letter in service record.
- Issue a new ID card.

FROCKING OFFICERS

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

PLR Point of Contact: Service Record Maintenance Section

Document(s) Required: (1) Frocking Letter

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

- Selection for promotion has been announced by an ALNAV.
- The Senate has confirmed the nomination for promotion to that grade (also announced by ALNAV - confirmation applies only to O-4 and above).
- Serving in or ordered to a billet for the higher grade.
- Billet meets one or more of the following criteria listed in order of precedence (officers may not be rotated to qualifying billets in the same command for the purpose of gaining frocking eligibility):

- Billets with the title of Commanding Officer, Commander, Chief, including billets with the title of Executive Officer when the selection for command is a prerequisite for assignment (commands where the XO "fleets up" to CO).

- Billets in direct support of the offices of the President and Vice President of the United States.

- Defense Attaches and other such overseas billets involving direct official representation of U. S. interests to foreign governments.

- Service School billets when the higher grade is a prerequisite for admission.

- Joint Staff billets.

- Other Joint Duty assignment list billets.

- Billets on the staff of the Office of the Secretary of Defense, including the Assistant Secretaries of Defense.

- Billets on the staff of the Office of the Secretary of the Navy or other Services, including the Assistant Secretaries of the Services.

- Acquisition Professional Major Program Manager billets.

- Other billets with the title of Executive Officer.

- Billets with the title of Officer in Charge.

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

- Officers who do not meet Navy weight or body fat standards.

- Officers considered for removal from a promotion list or whose promotion is being considered for delay or withdrawal under SECNAVINST 1420.1A or 1412.8.

- Officers eligible to be frocked who elect not to be frocked or decline promotion.

COMMAND/PLR RESPONSIBILITY

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

- Submit fitness report per BUPERSINST 1610.10.

PSD RESPONSIBILITY

- Issue new identification cards for newly advanced/frocked officers and eligible family members.

(CH-2, 19SEP03)

FUNDED EMERGENCY LEAVE

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

PLR Point of Contact: NAVPTO Pearl Harbor

Document(s) Required: (1) NAVPERS 1320/16 (TAD Orders

Exhibit(s): None

BACKGROUND

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

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

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

COMMAND/PLR RESPONSIBILITY

- Prepare funded TAD orders for emergency leave (transportation costs only). Family member/s accompanying member must be listed on NAVPERS 1320/16 TEMADD Orders. Family member/s traveling unaccompanied are issued DD Form 1610, Travel of DOD Personnel, or letter of authorization per Article 3020280.4 of reference (d).

- During normal working hours, contact Commercial Travel Office (CTO) at NAVPTO for travel arrangements, phone 422-0571. Provide NAVPTO with an original and two copies of TAD orders for issuance of tickets.

- After normal working hours, contact the PSD Duty Officer at 288-2056 (pager) for travel arrangements. Copy of travel order must be delivered or faxed to NAVPTO, 473-2318 by 0800 the following workday.

- When member returns, forward travel voucher to PSD Travel Section for appropriate leave accounting.

PSD RESPONSIBILITY

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

- Travel Section: Charge appropriate leave against travel voucher.

(CH-2, 19SEP03)
GOOD CONDUCT AWARDS

Reference(s): (a) SECNAVINST 1650.1F
(b) NAVADMIN 305/95

PLR Point of Contact: Service Record Maintenance Section

Document(s) Required: None

Exhibit(s): None

BACKGROUND

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

INFORMATION

Eligibility requirements for the Good Conduct Award are:

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

- Verify Good Conduct Award Eligibility Date from service record during receipt/check-in processing. Enter GCA eligibility date onto the database.
- Provide monthly Good Conduct Award eligibility list to command of personnel eligible for Good Conduct Awards in the forthcoming month.
- Update Page 4 service record entry.
- Update NSIPS database for new eligibility date and adjust awards point as required.

HAZARDOUS DUTY PAY

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

PLR Point of Contact: Customer Service Section

Document(s) Required: None

Exhibit(s): None

BACKGROUND

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

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

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

IDENTIFICATION CARDS (ACTIVE)

Reference(s): (a) BUPERSINST 1750.10A

PLR Point of Contact: ID Card Section

Document(s) required: (1) DD Form 1172-2
(2) Special Request Chit (NAVPERS 1336/3)

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

PSD Pearl Harbor ID Card Section currently requires appointments for regular business (i.e. frockees, advancements, promotions, reenlistments, extensions, expired ID cards) of active duty members and their family members.

Appointments should be made on our website: www.psdph.navy.mil
For customers without access to the web, they need to contact their command PLR/Yeoman for assistance.

"Walk-In" customers will be authorized for emergent needs only, (i.e. Lost/Stolen IDs, Mutilated, Reduction in Rate, DEERS Enrollment/Initial Issue, and Newly Reporting Personnel). Retirees and Reserves do not need to make appointments. (Note: "Walk-In" numbers are no longer issued after 1530).

COMMAND/PLR RESPONSIBILITY

- In the event of a lost or stolen ID Card (E6 and below), have the member fill out a Special Request Chit and take it to PSD for issuance of a new ID Card.

- Assist members that do not have access to the web in making appointments.

NOTE: A request chit is not required when a member is advanced (frockees bring signed Page 13) or reduced in grade. If the member does not have picture ID card, then they must be escorted by a member of the command to PSD for issuance of new ID card.

PSD RESPONSIBILITY

- Complete I.D. Application (DD Form 1172-2) Completed DD Form 1172-2 will be forwarded to Defense Manpower Data Center (DMDC) on a weekly basis.
- Verify information against DEERS database or service record if necessary.
- Update DEERS.
- Recover and destroy the card being replaced before issuing a new one, if not reported as lost or stolen.
- Issue CAC.

IDENTIFICATION CARDS (FAMILY MEMBERS)

Reference(s): (a) BUPERSINST 1750.10A

PLR Point of Contact: ID Card Section

Document(s) Required: (1) Application for Uniformed Services Identification and Privilege Card (DD Form 1172)
(2) Birth Certificate
(3) Marriage Certificate
(4) Divorce Decree
(5) Adoption Papers
(6) Letter Certifying Full-Time College Enrollment

Exhibit(s): H. Example letter from registrars' office

BACKGROUND

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

INFORMATION

A DD Form 1173 and 1173-1 may be obtained by a family member whose DD 1172 has been completed and signed by the sponsor. Verification of the DD 1172 is primarily accomplished through DEERS (Defense Enrollment Eligibility Reporting System). If the information is not available in DEERS, the sponsor's service record and/or other appropriate documents must be reviewed to satisfy the strict verification requirements of DEERS. As the custodian of the sponsor's service record, PSD is both the verifying and issuing office of the DD 1172. The sponsor is responsible to ensure proper use, care, renewal or surrender of the DD 1173 and 1173-1 if a family member later becomes ineligible (divorce, entry into the Armed Forces, etc.) Additionally,

sponsors are responsible for initiating requests to delete ineligible dependents or add new dependents into DEERS.

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

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

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

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

- Review the DD Form 1172 for completion and accuracy.
- Verify applicant's status with DEERS or service record and appropriate documents.
- Upon verification of DD 1172, prepare DD 1173 or 1173-1.
- Recover and destroy the card being replaced before issuing a new one, if not reported as lost or stolen.
- Update DEERS.
- Maintain audit trail report for two years. DD Form 1172 will be mailed to DEERS Support Office weekly for scanning.

IDENTIFICATION CARDS (SELECTED RESERVE)

Reference(s) : (a) BUPERSINST 1750.10A

PLR Point of Contact: ID Card Section

Document(s) required: (1) DD Form 1172-2
(2) Special Request Chit (Drilling Reserve)

Exhibit: None

BACKGROUND

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

INFORMATION

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

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

- If card is lost or stolen, verify remarks and required signatures on DD Form 1172-2.
- Destroy all cards surrendered.
- Issue Card.

IDENTIFICATION CARDS (DOD CIVILIANS/CONTRACTORS)

Reference(s) : (a) BUPERSINST 1750.10A

PLR Point of Contact: Pass and ID Office

Document(s) required: (1) DD Form 1172-2
(2) Signature Cards or Memo from
Authorizing Official

Exhibit(s) : None

BACKGROUND

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

INFORMATION

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

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

COMMAND/PLR RESPONSIBILITY

- Complete DD Form 1172-2.
- Provide signature card or memo from the base civilian personnel officer or designated contracting officer.
- Advise member to go to NAVSTA Pass and ID Office for CAC issuance.

PSD RESPONSIBILITY

- None

LEAVE (EXCEPT FUNDED EMERGENCY LEAVE)

Reference(s): (a) SECNAVINST 7220.81
(b) MILPERSMAN 1050-090
(c) DJMS Procedures Training Guide

PLR Point of Contact: Service Record Maintenance

Document(s) Required: (1) Leave Request/Authorization

Exhibit(s): I. Leave Request/Authorization (NAVCOMPT Form 3065)

BACKGROUND

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

INFORMATION

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

- The first two alpha digit source code of the LAN are assigned to each command by the PSD.

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

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

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

COMMAND/PLR RESPONSIBILITY

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

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

Leave papers **MUST** be turned in to PSD immediately after completion of leave. Members don't always take the entire amount of leave requested. Careful attention and promptness will prevent the member from getting overcharged.

PSD RESPONSIBILITY

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

LIMITED DUTY (LIMDU) PERSONNEL

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

PLR Point of Contact: Limited Duty Section

Document(s) Required: (1) Original Orders
(2) All endorsements
(3) Abbreviated Limited Duty Medical Board Report, NAVMED-6100/5 (Enlisted Personnel)
(4) Medical Board Report, NAVMED-6100/1 (Officer Pers)
(5) (PERS-821) Notification of MEDBD LIMDU Approval ICO Officer Personnel (Shore Duty)

Exhibits: None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

1. Designate command LIMDU coordinator to track and monitor personnel assigned to LIMDU. Provide copy to PSD.
2. Attend monthly LIMDU coordinator every 1st Monday of the month at Branch Medical Clinic, Makalapa.
3. Ensure LIMDU personnel remain available to receive follow-up care and reevaluation. They are not to be transferred out of the area of the medical treatment facility.

4. Notify the individual of the time and date of reevaluation appointment. (Reevaluation message from MTF and PSD's letter of notification).

5. Notify the PERSUPPDET LIMDU coordinator of results of all LIMDU reevaluation appointments (only the appointments in PSD letter sent to member) **within one working day** of their completion.

6. Ensure the member reports to PSD when required for status change, and/or submission of availability report, if indicated, i.e. found fit for duty.

6. Investigate instances where members fail to report for scheduled appointment, initiate disciplinary action where appropriate, and coordinate with PSD LIMDU Coordinator and the medical treatment facility in arranging an immediate make-up appointment.

PSD RESPONSIBILITY

- Designate the detachment LIMDU coordinator.

- Maintain a current list of the single POC at the MTF and the service commands that have LIMDU personnel assigned and provide a copy to PERS-821.

- Submit request to medical treatment facility not later than 90 days prior to expiration of the LIMDU period to schedule members for medical evaluation.

- When notified of reevaluation appointments made by the MTF, issue appointment letters to the LIMDU member(s), via the member's parent command, directing the member to report to the medical board section of the MTF's Patient Administration Office at least 30 minutes prior to the appointment with all appropriate medical records.

- Prepare for submission the Monthly Status Update of LIMDU Personnel message to COMNAVPERSCOM (PERS-821) with TMU, PSA, MTF, CSD Kaneohe Bay and CSD Wahiawa as info addressees.

- Track member's medical status until disposition is made (i.e. discharged, transferred,).

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

(CH -1, 04 JUNE 03)

MATERNITY CLOTHING ALLOWANCE

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

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) Doctor's Confirmation of Pregnancy
(2) Special Request Chit
(3) Page 13

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- Determine if member has received allowance in the past 36 months.
- Forward confirmation of pregnancy and approved request chit to PSD.
- Type NAVPERS 1070/613 indicating date of payment of the maternity allowance and file in service record.

PSD RESPONSIBILITY

- Submit FID 61 for maternity clothing allowance for central payment by DFAS.

MILITARY DECORATIONS

Reference(s): (a) SECNAVINST 1650.1F (Awards Manual)
(b) Applicable SECNAV 1650 Notices

PLR Point of Contact: Service Record Maintenance Section

Document(s) Required: (1) Award Citation

Exhibit(s): J. Service Record Page 4 Entries Request Form
PSAPAC Form 1400/1

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

- Make Page 4 entry.
- File a copy of the citation and/or letter in the service record.
- Return Exhibit J to customer command indicating action completed and forward to PLR/command.

(CH-2, 19SEP03)
MOBILIZATION - (RESERVE)

Reference(s): (a) OPNAVINST 3060.7A
(b) BUPERSINST 1001.39C

PLR Point of Contact: Reserve Section/Financial Section

Document(s) Required: (1) Annual Screening Questionnaire (NRPC
1200/1, NAVPERS 1001/3 or NRPC 3060/2)
(2) PSD Pearl Harbor Receipt Package

Exhibit(s): O-X, PSD Pearl Harbor Receipt Package

BACKGROUND

The Naval Reserve is the primary source of units and personnel to expand the Navy beyond its active force capacity. The degree of expansion required will depend on the nature of the crisis or emergency and could range from individual selective mobilization to total mobilization, which expands beyond the present active and reserve force structure.

INFORMATION

The Navy mobilization assets consist of the Ready Reserve (Selected Reserve and IRR), Standby Reserve (S-1 and S-2), Fleet Reserve, USN and USNR retired personnel, and new accessions from volunteer and Selective Service draft categories.

The Navy's Selected Reserve is the principal source of trained units and personnel to augment the active forces in time of war or national emergency. It is comprised of personnel drilling with pay in structured units. Selected Reserve personnel, in most instances, will be mobilized in time of war or national emergency with their assigned units. On occasion, as during contingency operations, Reservists will be mobilized individually at the direction of CHNAVPERS (PERS 92). Additionally, Reservists may be mobilized for extended active duty under the Active Duty for Service Work (ADSW) program.

Ready Reservists from each of the categories above are annually screened to ensure their potential as a mobilization asset remains intact. On occasion, ready Reservists are recalled for one day to conduct this screening at the local Naval Reserve Activity (NRA). Screening of Reservists in drill pay units is the responsibility of the NRA.

COMMAND/PLR RESPONSIBILITY

- Naval Reservists are mobilized under the Navy Mobilization Processing Site (NMPS) Plan per reference (a), the Navy Manpower Mobilization Guide.
- For NRA's, follow Alert Notification by reviewing MAS (Manpower Availability Status) codes in NSIPS for annual screening requirement(s). Conduct annual screening per chapter 21 of reference (b).
- Apply "Screening, Exemption and Delay" criteria.
- Contact PSD Pearl Harbor Receipts Section to reserve a seat for Receipts processing 48 hours in advance of the Group Check-In Sessions held every Tuesday and Thursday at 0830 hours.
- Assist member in completing the PSD Pearl Harbor's Receipt Package prior to member's Group Check-In Session.
- Contact NMPS Local Area Coordinator for Mobilization (LACMOB) and inform of Reservist(s) anticipated arrival date.

PSD RESPONSIBILITY

- Under the Navy Manpower Mobilization Guide, Reservists are sent to 14 designated locations throughout the continental United States.
- Review/Verify orders and arrange transportation to NMPS site identified on member's mobilization recall orders.
- Verify receipt of Medical/Dental records and file with Service Record. Deliver orders, airline tickets and records to member.
- Ensure Reservist has sufficient obligated service, appropriate source documentation for pay (i.e., marriage, divorce and birth certificates, lease/mortgage agreement, etc.) and sanctuary screening was accomplished by the NRA.

LACMOB RESPONSIBILITY (Pearl Harbor HI)

The LACMOB Officer will be the focal point of contact by Reserve units or individual Reservists identified for mobilization recall. During contingency operations, BUPERS (Pers-92) will provide the

LACMOB a weekly status report of inbound units/persons. The LACMOB will:

- Provide overall command and control throughout the mobilization process for COMNAVREG Hawaii.
- Coordinate the arrival of inbound mobilized units/persons with Pers-92 and the local NRA.
- Ensure COMNAVREG medical, dental, supply/logistics & berthing, pay & personnel functions are modified to include screening and accommodating Reservists during mobilization.
- Provide weekly updates to Pers-92 as to the status of outbound/fully processed as well as the status of in processing units/persons on board COMNAVREG.
- Ensure Reservists are processed within the 72-hour mandated time frame.

LACMOB PSD RESPONSIBILITY

- Ensure Reservists are reported to Navy Strength via OPINS/NES and submit/release Gaining documents.
- Prepare and release FIDS to start BAQ/VHA/FSA/CLR/FITW/DDS and stop MGIB. Submit Emergency Data File (Page 2) event and make all dependency determinations.
- For contingency operations, verify MMPA and ensure all PSD released pay transactions have posted. Once posted, contact NAVPTO and obtain follow on transportation for the Reservist to the gaining command.
- Make routine contact with COMNAVREG LACMOB and provide mobilization status update(s).
- Keep "retain status" account on file by return date for demobilization processing.

MONTGOMERY GI BILL (ADDITIONAL)

Reference(s): (a) OPNAVINST 1780.2A

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) DD Form 2366

Exhibit(s): None

BACKGROUND

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

INFORMATION

Eligible members must:

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

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

- Agree to a \$100 per month deduction in pay for the first 12 full months of active duty. This \$1,200 is non-refundable.

- For additional MGIB, member agrees to a \$20.00 or more per month deduction of pay. The additional contribution is also non-refundable.

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

COMMAND/PLR RESPONSIBILITY

- Ensure members who are entitled are made aware of their educational benefits and procedures for obtaining these benefits.
- Refer personnel to Navy Campus for educational counseling services.
- Assist member in completing DD Form 2366 (Veterans Educational Assistance Act of 1984 (GI Bill)).

PSD RESPONSIBILITY

- Submit FID document.

NAME CHANGE APPLICATION

Reference(s): (a) MILPERSMAN 1000-130

PLR Point of Contact: Customer Service/ID Card Sections

Document(s) Required: (1) Document to support reason for name change, i.e., marriage certificate, divorce decree, birth certificate, court document, etc.

Exhibit(s): None

BACKGROUND

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

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

COMMAND/PLR RESPONSIBILITY

- Type letter with Commanding Officer's endorsement and mail to BUPERS (PERS-312).
- Upon receipt of correspondence approving name change, deliver copy to PSD, medical and dental.
- Advise member of the need to complete SSA 7008, Request for Correction of Earning and Record, and submit to the Social Security Administration to ensure recording of Federal Insurance Compensation Act (FICA) Wage credit deductions. This form is available from any Social Security Administration office.

PSD RESPONSIBILITY

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

NAVAL RESERVE MERITORIOUS SERVICE MEDAL

Reference(s): (a) SECNAVINST 1650.1G

PLR Point of Contact: Reserve Section

Document(s) Required: None

Exhibit(s): None

BACKGROUND

The Naval Reserve Meritorious Service Medal (NRMSM) is intended to provide enlisted Naval Reservists in a drilling status an award equivalent to the Good Conduct medal.

INFORMATION

Eligibility requirements for the NRMSM are:

- Initial date for computation of service was four consecutive years subsequent to 1 July 1958. This requirement was modified to three consecutive years effective 1 January 1996.
- Performs three periods of Annual Training or ADSW of not less than 12 consecutive days each, unless any period is waived by COMNAVRESFOR or his delegated authority for reasons not initiated by the individual Reservist.
- Member attends 85 percent of all scheduled drills each year for three consecutive years. Assignments to Records Review of six months or less for reasons not initiated by the individual Reservist may be counted toward eligibility for the award. Periods in excess of six months, whether initiated by the Reservist or not, will result in a new three-year period. Situations not covered in this article should be addressed to BUPERS (Pers 913).
- Subsequent to 31 December 1995, no mark below 2.0 in any trait. Prior to 1 January 1996 and after 31 August 1983, no mark below 3.0 in Military Knowledge/Performance, Reliability, Military Bearing, Personal Behavior and Directing.
- Active duty time credited toward the award of the Navy Good Conduct Medal may not be credited toward eligibility for the NRMSM. Active duty time not credited toward the award of the Navy Good Conduct Medal may be credited toward the NRMSM provided the member affiliates with the Selected Reserve within 90 days of

discharge/release from active duty and has met all other requirements for the Good Conduct Medal (this applies to Naval Reservists only, i.e., SAM/2YO/Ready Mariner, etc.)

COMMAND/PLR RESPONSIBILITY

- Type and forward NRMSM Award certificates from verified copy of NRMSM award eligibility listing.
- Obtain Commanding Officer's signature on NRMSM Certificate(s) and make arrangements for presentation of the award to eligible personnel.

PSD RESPONSIBILITY

- Verify NRMSM award eligibility date from service record during receipt/check-in processing.
- Retrieve monthly NSIPS NRMSM award eligibility listing.
- Review/verify NRMSM eligibility listing. Ensure each individual listed has performed at least 85 percent of drills scheduled and annual training performed by reviewing record and BUPERS online ARPR account.
- Type Page 4 entry.
- Update NSIPS with new eligibility commencement date.

NAVY ENLISTED CLASSIFICATION CODE (NEC) REQUEST - (ACTIVE)

Reference(s): (a) NEC Manual (NAVPERS 18068F Volume II)
(b) EDVR

PLR Point of Contact: Service Record Maintenance/Customer Service Sections

Document(s) Required: (1) Special Request Chit (NAVPERS 1336/3)
(2) NEC Change Request (EPMAC 1221/2)

Exhibit(s): K. NEC Change Request (EPMAC 1221/2)

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- Verify member's NECs upon reporting for duty.
- Prepare and submit NEC change request (EPMAC 1221/2) (Exhibit D) to assign/change/cancel a member's NEC. Justification such as completion of formal training or OJT or reason for cancellation must be included.
- Forward approved EPMAC 1221/2 to PSD Service Records Maintenance Section upon receipt.
- Notify PSD to start/change/stop any Special Pay due to NEC changes.

PSD RESPONSIBILITY

- Upon receipt of feedback reflecting NEC change, forward report to Service Record Maintenance for Page 4 entry.

- Upon receipt of EPMAC 1221/2 approving NEC change, enter appropriate Page 4 entry.

- Upon receipt of Customer Service Command's request to stop/start/change SDAP, Customer Service section will initiate change to Special Duty Assignment Pay (SDAP) by submitting NSIPS document, and preparing appropriate Page 13.

- Page 4 will be completed by Service Record Maintenance if necessary.

NAVY ENLISTED CLASSIFICATION CODE (NEC) REQUEST - (RESERVE)

Reference(s): (a) NEC Manual (NAVPERS 18068F - Volume II)

PLR Point of Contact: Reserve Section

Document(s) Required: (1) EPMAC 1221/2

Exhibit(s): K. NEC Change Request (EPMAC 1221/2)

BACKGROUND

NEC codes for Inactive Reservists ensure a highly trained force is maintained in the case of mobilization. Reservists who are properly coded assist the active forces during active duty augment for Special Operations and short-term billet assignments at sea. It is imperative Reserve Personnel in a drilling status receive NEC code attention in the same manner as their active duty counterparts.

INFORMATION

The NEC Manual outlines procedures for submitting NEC requests for Inactive Reservists to assign/change/remove a member's NEC. Commander, Naval Reserve Force is authorized to modify certain NEC requirements to allow completion via civilian training, education or experience on a case-by-case basis.

COMMAND/PLR RESPONSIBILITY

- Verify member's NECs upon assignment to a drill pay unit.
- Submit NEC Change Request on EPMAC 1221/2 with supporting documentation/justification.
- Forward copy of approved NEC Change Request(s) to PSD for Page 4 service record entry.
- NSIPS NEC code change input is managed and accomplished by NRPC. No field input in this data field is authorized.

PSD RESPONSIBILITY

- Upon receipt of approved NEC Change Request, make appropriate Page 4 service record entry.

NAVY ENLISTED/OFFICER POINT CAPTURE SYSTEM (NEOPS)

Reference(s): (a) BUPERSINST 1001.39D

PLR Point of Contact: Reserve Section

Document(s) Required: (1) NRPC 1570/9

Exhibit(s): None

BACKGROUND

The NEOPS system is used to provide Inactive Reserve officer and enlisted personnel in drill pay status an annual statement of retirement points earned each anniversary year.

INFORMATION

For initial enrollment, the service record holder completes the NEOPS form. It is essential each participating Reservist has this form on file. Officers are enrolled automatically. Enlisted personnel must have a NRPC 1570/9 completed by the service record holder.

Members with prior Naval Reserve service who were previously in NEOPS and who reenlist after broken service, require only updated documentation. Prepare an NRPC 1570/9 as prescribed in reference (a) and indicate "PRIOR NEOPS" on the form.

COMMAND/PLR RESPONSIBILITY (NAVRESCEN)

- Notify new affiliates to bring all supporting documentation of military service to the PSD. Documentation may include DD Form 214s, NAVPERS 1070/605s, AT orders, Drill attendance records, Statement of Service, Enlistment contract(s), etc.

PSD RESPONSIBILITY

- Prepare and submit NRPC 1570/9 per reference (a). Assist the member in retrieving prior service documentation that may be missing or incomplete by ordering microfiche/service record.
- Send Part 1 of each NRPC 1570/9, along with supporting documentation to NAVRESPERSCEN (Code N21). Part 2 will be filed in member's service record.

- ARPR can be retrieved at BUPERS online with members BOL account. Hard copies are no longer mailed to the member or Rescens.

NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS)

Reference: (a) PeopleSoft Folio Views 4.1

PLR Point of Contact: PSD Information Technology Manager

Document(s) Required: (1) Documentation to Support Changes
(2) Officer/Enlisted Service Records

Exhibit(s): None

BACKGROUND

The Navy Standard Integrated Personnel System (NSIPS) is an automated information system, which enables input and feedback capabilities to Pay and Personnel Administration Support System Offices (PASS) to complete their mission. Through the combination of data processing and communications facilities, NSIPS supports personnel management in three ways:

1. By giving local PSDs the ability to input and transmit necessary data to BUPERS/DFAS in a minimum amount of time with increased accuracy;
2. By providing local PSDs the ability to receive daily feedback from BUPERS; and
3. By providing a variety of data storage and retrieval capabilities to support the local information needs of the PSDs and their customer commands.

NONJUDICIAL PUNISHMENTS/COURTS-MARTIAL

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

PLR Point of Contact: Service Record Maintenance Section

Document(s) Required: (1) Report of Disposition of Offenses
(NAVPERS 1626/7)
(2) Copy of Record of Trial

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

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

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

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

PSD RESPONSIBILITY

- Prepare Court Memorandum (NAVPERS 1070/607) NSIPS transaction event when the NJP punishment/approved courts-martial sentence affects pay. Prepare FID E801 document when forfeiture of pay is awarded to the member.
- Prepare Administrative Remarks (NAVPERS 1070/613) if nonjudicial punishment/approved courts-martial sentence does not affect pay.
- Prepare all required service record entries. (Page 4)
- Annotate all action was completed and the servicing clerk's initials on the Report and Disposition of Offenses, NAVPERS 1626/7, and return to customer command, with a copy of the Court Memorandum (Page 7) or administrative remarks (Page 13), as applicable.
- File Record of Trial in member's service record.
- Prepare NSIPS transaction to update GCA eligibility date. Eligibility date starts day after date of offense.
- Forward original copies of Page 7/Page 13 to BUPERS for enclosure in the microfiche record.

NON-RESIDENT CERTIFICATE (HAWAII ONLY)

Reference(s): (a) Motor Vehicle and Licensing Division of
Honolulu City and County

PLR Point of Contact: PSD Admin Office

Document(s) Required: (1) Leave and Earnings Statement (LES)

Exhibit(s): None

BACKGROUND

Members of the U.S. Armed Forces on active duty in the State of Hawaii who are not legal residents of Hawaii are exempt from paying the motor vehicle weight taxes by presentation of the Non-Resident Certificate (CS-L-50) to the Motor Vehicle and Licensing Division. Upon discharge or retirement from active duty or permanent change of station out of the State of Hawaii, members are no longer exempt from motor vehicle weight taxes and must immediately apply for re-registration and pay the appropriate taxes.

INFORMATION

A separate, original CS-L-50 must be completed for each vehicle being registered. These forms are valid for 30 days from certification. The Motor Vehicle and Licensing Division do not accept photocopies. PSD (Code 10) is the point for issuance of these forms to Hawaii area Navy commands.

COMMAND/PLR RESPONSIBILITY

- Request, in writing, sufficient CS-L-50's for command members from PSD (Code 10).
- Ensure form is properly completed when issuing, verify active duty status, current assignment and state of legal residence using member's LES.
- Have the CS-L-50 signed by the Personnel Officer or other commissioned officer or "by direction" of the CO, date and affix the command seal.

PSD RESPONSIBILITY

- Provide CS-L-50s to customer commands.

NUCLEAR QUALIFIED OFFICER EXTENDING PERIOD OF ACTIVE SERVICE
(NUCLEAR OFFICER CONTINUATION PAY)

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

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) BUPERS letter of acceptance of the officer's agreement to remain on active duty
(2) Commanding Officer's written certification of the officer's continued eligibility for annual installment

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- Forward the letter of acceptance from BUPERS to PSD.
- Notify NPC/PSD if the Commanding Officer determines that the officer is no longer entitled to continuation pay.

PSD RESPONSIBILITY

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

OFFICER AND OTHER SPECIAL PROGRAMS

Reference(s): (a) OPNAVINST 1120.2C
(b) NAVMILPERSCOMINST 1131.1A (LDO/WO)
(c) OPNAVINST 1531.4F (Naval Academy)
(d) MILPERSMAN 1530-010, 1131-050, 1510-010,
1530-030 (ECP, MECP, EEAP, BOOST)

PLR Point of Contact: Service Record Maintenance/Vault

Document(s) Required: None

Exhibit(s): None

BACKGROUND

Eligible service members are given the opportunity to further their career in the U.S. Navy by applying for programs, many of which lead to a commission as a Naval officer. These programs are established to recognize highly qualified and career motivated enlisted personnel who would best represent the Navy as officers and to improve their qualifications in their rating and/or management skills.

INFORMATION

Officer accession and special programs available to enlisted members include:

BOOST	LDO/WARRANT OFFICER	EEAP	PHYSICIAN ASST
NAVAL ACADEMY	ECP	NROTC	LDO AVIATOR
MSC	OCS		

COMMAND/PLR RESPONSIBILITY

- Ensure information regarding various programs is made available to all personnel.
- Ensure interested members are referred to their Command Career Counselor to determine eligibility, obtain specific information on each program and obtain application forms.
- Endorse member's application packet and review to ensure completeness.
- Establish review board as needed.

- Prepare command endorsement.

PSD RESPONSIBILITY

- Certify copies of required service record pages for each applicant.
- Make any required service record entries to document submission of officer program request.
- Provide assistance to all personnel applying for commissioning program, such as certification of service record copies and update Page 4 entries if required.

OFFICER COMMISSIONING

Reference(s): (a) MILPERSMAN 1100-030, 1070-030

PLR Point of Contact: Separations Section

Document(s) Required: (1) Officer Appointment Acceptance and
Oath of Office (NAVPERS 1000/4)

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- Set appointment with PSD separation/Fleet Reserve section for member.
- Provide copy of member's transfer orders to PSD.
- Provide PSD with copy of member's Medical Forms DD Form 2807 and 2808.
- Upon administering the oath, return original and copies of NAVPERS 1000/4 to PSD.

PSD RESPONSIBILITY

- Prepare NSIPS transaction to gain member as an officer.
- Prepare UC2 event to credit the clothing allowance.
- If member is being commissioned as an LDO, no DD 214 will be prepared. If being commissioned a Warrant Officer, a DD 214 will be prepared to close out member's enlisted status.

- Obtain Copy of DD 398 and copy of DD FORMS 2807 and 2808 from member.

- Prepare Officer Service Record Jacket. Have member complete Home of Record (NAVPERS 1070/74), Limited Duty/Warrant Officer History Card (NAVPERS 1070/125), and Officer Qualifications Questionnaire (NAVPERS 1210/5). Forward completed officer service record to BUPERS, as required.

- Prepare FID for clothing allowance.

PSD will then complete and mail package to BUPERS 313C1, NAVCRUITCOM (Code 31). For Warrant Officer, PSD will close out Enlisted Service Record for mailing to NRPC in New Orleans.

OFFICER DISTRIBUTION CONTROL REPORT (ODCR)

Reference: (a) BUPERSINST 1301.40

PLR Point of Contact: Personnel Accounting Section

Document(s) Required: None

Exhibit(s): None

BACKGROUND

The Officer Distribution Control Report (ODCR) is prepared by BUPERS and represents the information contained in the MAPTIS computer data bank. It is received by the customer command on a monthly basis for verification.

INFORMATION

The ODCR reflects three specific types of information:

1. Unit Identification Code.
2. Billets authorized.
3. Individual officer personnel data.

COMMAND/PLR RESPONSIBILITY

- Review ODCR upon receipt from BUPERS and submit letter/memo to report any discrepancies or corrections to BUPERS or the PSD, as appropriate.

PSD RESPONSIBILITY

- Initiate any required NSIPS input to correct discrepancies reported by the customer command.

OFFICER PROMOTIONS

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

PLR Point of Contact: ESO/ID Card Section

Document(s) Required: (1) Temporary/Permanent Appointment
(NAVPERS 1421/7)
(2) Officer Photograph Submission Sheet
(NAVPERS 1070/10) with current
official photograph

Exhibit(s) : None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- Prepare a Temporary/Permanent Appointment (NAVPERS 1421/7). The Commanding Officer and the promoted officer will both sign the NAVPERS 1421/7.
- Distribute copies of the NAVPERS 1421/7 as directed on the form.
- If not already accomplished, ensure the officer updates his/her official photograph per 1070-180 and forward to BUPERS.

PSD RESPONSIBILITY

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

OVERSEAS SCREENING

Reference(s): (a) OPNAVINST 1300.14B
(b) ENLTRANSMAN, Chapter 4
(c) NAVMEDCOMINST 1300.1C
(d) OFFTRANSMAN, Chapter 3
(e) OPNAVINST 1000.23B
(f) NAVADMIN 297/99

PLR Point of Contact: Transfer Section

Document(s) Required: (1) Report of Suitability for Overseas Assignment (NAVPERS 1300/16)

Exhibit(s): L. Report of Suitability for Overseas Assignment (NAVPERS 1300/16)

BACKGROUND

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

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

INFORMATION

Overseas suitability decision factors include as a minimum:

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

- HIV screening: Results from HIV screening may be forwarded to a CONUS intermediate only. For these individuals, results do not

have to be documented prior to detachment from the screening activity. For personnel transferring directly overseas, HIV results must be received and documented prior to detachment from the screening activity. Family Member Suitability. Family members shall be screened unless a member is in receipt of unaccompanied orders for tour lengths of less than 24 months.

- Exceptional Family Member (EFM) Program: If, during overseas screening process, a service member's family member is identified as an EFM or possible EFM, completion of application forms NAVPERS 1754/1, is required. Submit this completed form to COMNAVPERSCOM (PERS-66). EFMs are described as handicapped or exceptional family members who require special medical care and/or special education.

- Dental Fitness: Dental conditions will not normally preclude overseas assignment except in those extreme cases where personnel are prevented from performing assigned duties. When members are diagnosed as Dental Class 3, the transferring medical/dental treatment facility should ensure that any needed care/treatment can be provided at the ultimate activity.

- Physical Fitness: Members with two recent PRT (fitness or body composition) failures, who present a reasonable risk of failing for a third time within one year of transfer, shall not normally be issued PCS orders or temporary duty involving instruction (TEMDUINS) orders. They are not suitable for overseas assignment and Commanding Officers shall not favorably screen them.

- Drug Related Problems: Members/Family Members with documented drug abuse or drug related offenses are unsuitable for overseas duty.

- Alcohol Related Problems: Personnel with a documented history of alcohol abuse or dependency may be considered eligible for overseas duty under certain conditions. Receiving command should ensure that any needed care/treatment can be provided at the ultimate activity.

- Performance: Personnel with a history of unsatisfactory or marginal performance (any mark below 3.2 for E-4 and below, and below 3.6 for E-5 and above) in the last two years may be considered unsuitable for overseas assignment (personnel whose performance constitutes a recommendation for reenlistment and/or advancement shall be considered eligible for overseas assignment). Members being assigned to a Consecutive Overseas Tour shall have a minimum overall trait average of 3.6.

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

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

- Prepare NATO Travel orders to members who are to be transferred to Europe.

PARTIAL PAY

Reference: (a) DJMS Chapter 2 Section C

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) Special Request Chit (NAVPERS 1336/3)

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

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

COMMAND/PLR RESPONSIBILITY

- Forward approved Special Request Chit to PSD.

PSD RESPONSIBILITY

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

PASSENGER TRANSPORTATION

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

PLR Point of Contact: NAVPTO Pearl Harbor

Document(s) Required: (1) Original Orders
(2) DD 884, Application for Transportation
of Military Dependents
(3) DD 1056 (if passport/visa required)

Exhibit(s): None

BACKGROUND

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

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

INFORMATION

The Joint Federal Travel Regulations (JFTR) Volume I and Joint Travel Regulations (JTR) Volume II are derived from laws enacted by Congress and set basic travel and transportation entitlement for members of the uniformed services and their family members (JFTR Volume I) and civilian employees of the DOD and their family members (JTR, Volume II).

DOD 4500,9-R, Defense Transportation Regulation, Part I implements DOD policies and establish criteria for DOD passenger movement.

OPNAVINST 4650.15, Passenger Transportation Manual, provides Navy policy and procedures for arranging official transportation.

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

AMC Travel - The Navy fully supports the use of Air Mobility Command (AMC) procured government air transportation for transoceanic travel. AMC transportation will be used when it is available and meets mission requirements.

Commercial Air - When AMC is unavailable or will not meet mission requirements, the commercial service that meets mission requirements at the best value will be used, subject to the following restrictions:

- The Secretary of the Navy must approve the use of First Class travel arrangements.
- Foreign flag carriers will not be used when U. S. flag carriers are available and meet mission requirements.

COMMAND/PLR RESPONSIBILITY

TAD/TDY Travel

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

NOTE: Military PCS moves are processed by the PSD Transfer Section and Civilian PCS moves are processed by the command HRO.

PSD RESPONSIBILITY

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

PASSPORT/VISA

Reference(s): (a) OPNAVINST 4650.15 PTM
(b) USAF Foreign Clearance Guide
(c) DOD 1000.21-R

PLR Point of Contact: NAVPTO Pearl Harbor

Document(s) Required: (1) DS-11 (Passport Application) (See reverse of DS-11 for required supporting documentation)
(2) DD Form 1056 (Authorization to Apply for a No-Fee Passport)

Exhibit(s): M. DD Form 1056
N. DSP-11

BACKGROUND

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

INFORMATION

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

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

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

- Traveler's last name, first name, middle initial and SSN.

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

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

PCS TRAVEL ADVANCES

Reference(s): (a) JFTR, U5700, U5165, U5250
(b) DODFMR VOL 9, 0203
(c) Official Table of Distances
(d) MILPERSMAN 7220-0280

PLR Point of Contact: Travel/Transfer Sections

Document(s) Required: (1) Original and one copy of PCS orders
(2) Application for Shipment and/or
Storage of Personal Property
(3) Page 2 (if requesting for DLA with
dependents)

Exhibit(s): None

BACKGROUND

Upon receipt of PCS orders, members may elect to travel via POV from old duty station to new duty station (in-CONUS) or port of departure (overseas). Members may also be entitled to advance travel pay, per diem, family member travel, and family member per diem allowances.

INFORMATION

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

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

- POV: One traveler is entitled to \$.15 per mile. Two traveler is entitled to \$.17 per mile, \$.19 per mile for three traveler and \$.20 per mile for four or more travelers.

- Member Per Diem: (Effective 1 Jan 2003), Member is authorized \$85.00 per diem per day for each day of authorized POV travel.

- Family Member Per Diem: Each family member 12 years and over will receive \$63.75 for each authorized POV travel day; family members under 12 will receive \$42.50 for each authorized POV travel day. When family members travel by POV without the member, one family member 12 or over are entitled to \$85.00 for each authorized travel day.

- Dislocation Allowance (DLA): DLA rates are provided in the chart (JFTR Table U5G-1) based on single or with dependents.

- Temporary Lodging Expenses (TLE): TLE is intended to partially offset the cost of occupying temporary lodgings incident to a permanent change of station (PCS) moves. All members, with or without family members, who occupy temporary lodging within the vicinity of either old or new permanent duty station within CONUS are entitled to the allowance when per diem is not otherwise payable per MILPERSMAN 7220-280. Advance payment of TLE is not authorized.

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

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

PROJECTED ROTATION DATE (PRD) ADJUSTMENTS

Reference(s): (a) ENLTRANSMAN, Chapter 3

PLR Point of Contact: Service Record Vault

Document(s) Required: (1) Special Request Chit (NAVPERS 1336/3)
(2) Enlisted Personnel Action Request
(NAVPERS 1306/7)

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

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

COMMAND/PLR RESPONSIBILITY

- Prepare Enlisted Personnel Action Request (NAVPERS 1306/7). Forward copy to PSD.
- If BUPERS replies direct to customer command, forward copy of response to PSD.

PSD RESPONSIBILITY

- Upon receipt of an approved PRD adjustment from BUPERS, file in service record above the member's PCS orders.

(CH-2, 22SEP03)

RECALL TO ACTIVE DUTY PROCESSING - (ADSW/MOBEX)

Reference(s): (a) BUPERSINST 1001.39C
(b) DJMS PROCEDURES TRAINING GUIDE
(c) OPINS/NES User's Guide

PLR Point of Contact: Reserve Section/Financial Section

Document(s) Required: (1) NAVPERS 1070/621
(2) NAVPERS 1070/622
(3) NAVPERS 1070/601
(4) NAVPERS 1070/602
(5) SGLV 2386
(6) Original Recall Orders
(7) PSD Pearl Harbor Receipt Package
(8) Passport (for OUTCONUS deployers)-
Reservists without Passport need
Raised seal or notarized copy of
Birth Certificate.
(9) Voided Personal Check (w/bank routing
number and Account number listed
for EFT)
(10) Birth, adoption or guardianship
certificates for all family members
(11) Copies of current child support
agreements, marriage certificate,
Divorce/Annulment Decrees or Spouse
Death Certificate
(12) FSA, BAQ, VHA, COMRATS
(13) GI Bill Election/Revocation
(14) DD Form 2N Active Duty ID Card
(15) Dependent Care Certificate (OPNAV
1740/1 - Single with family members
and Military to Military)

Exhibit(s): O-X. PSD Pearl Harbor Receipt Package

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- If voluntary recall, assist member in the initial recall application process. Notify PSD of member's intentions.
- If involuntary recall or recall due to contingency operation, apply initial screen, delay or exemption criteria per chapters 20 through 23 of reference (a). Print recall order information received via NSIPS. Prepare member's orders for recall to active duty if not received by Navy message.
- At a minimum, ensure Reservist has in his/her possession enclosures (6) through (12) prior to departure to the NMPS or to the local PSD as indicated on his/her orders.
- Notify NMPS of anticipated date of arrival.
- Provide OMBUDSMAN information, assist member's family members as needed.
- Provide initial dental/medical screen. Deliver records to member.
- Assist member in completing PSD Pearl Harbor Receipt Package.
- Contact PSD Pearl Harbor Financial Section 48 hours prior to individual members Check-In.

PSD RESPONSIBILITY

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

NMPS PSD PROCESSING (PSD Pearl Harbor, HI)

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

- For Officers (NMPS site only):

- * Establish Navy Strength Gain via OPINS.
- * Prepare and release NSIPS Gain event.
- * Prepare and release UMIDS SGO2 event.
- * Once NSIPS Gain and SGO2 events have been released, enter and release all pay transactions (i.e., BAQ, VHA, FSA, etc.).

- For Enlisted (NMPS site only):

- * Establish Navy Strength Gain via NES.
- * Prepare and release NSIPS Gain event.
- * Prepare and release UMIDS SGO2 event.
- * Once NSIPS Gain and SGO2 events have been released, enter and release all pay transactions (i.e., BAQ, VHA, etc.).
- * If Obligated service is required, reenlist/extend as appropriate. Ensure N/P 1070/622 equals active duty recall authorized.

- For both Officer and Enlisted:

- * Monitor MMPA to ensure pay transactions were correctly posted to member's pay account.

* If recalled to Joint Service Contingency operation where no Navy PSD will support member, create paper pay record. Place copy of all pay transactions and supporting documentation in PFR.

* If recalled to Contingency operation where Navy PSD service is limited, place copy of all pay transactions and supporting documentation in Service Record.

* Verify SGLI election and submit UMIDS SGLI deduction if necessary.

* Submit UMIDS FID for FITW deduction.

* EFT - Reservists recalled from drill pay status do not require a new EFT form to be processed. This information will download to MMPA in the next day's update. IRR Reservists and all others require EFT DD Form 2746 and FID transaction.

* Complete VHA Certificate and MPO event.

* For OUTCONUS deployers, ensure Reservist has valid passport.

* Submit NSIPS Emergency Date File. For single members with family members or Military to Military, ensure spouse date and support amount is annotated in Block 78 of N/P 1070/602. Ensure OPNAV 1740/1 is current and on file in service record.

* A \$100.00 per month GI Bill deduction is automatic. Drilling Reservists have RMGIB and are ineligible. Cancel deduction.

* Issue DD 2N to member and Dependent ID Cards to member's authorized family members if recall is for 30 days or more. Expiration date for both active duty and dependent ID Cards is expiration date of recall.

(CH-2, 19SEP03)

RECEIPTS

(Processing newly reporting personnel for duty)

Reference(s): (a) MILPERSMAN 1320-140
(b) DJMS Procedures Training Guide
(c) JFTR, Volume 1
(d) NTI, Chapter 4

PLR Point of Contact: Receipts Section

Document(s) Required: (1) PSD Pearl Harbor Receipt Package

Exhibit(s): O-X. PSD Pearl Harbor Receipt Package

BACKGROUND

All newly reporting personnel should first report to their command duty office to have their orders endorsed. They should then contact their PLR for assistance in obtaining an appointment for receipts processing at PSD for personnel accounting and receipts processing. Failure to do so may result in delays in starting/stopping pay entitlements.

INFORMATION

Check-in sessions are conducted through **APPOINTMENTS ONLY** and must be arranged through the PLR. In order for the PLR to obtain an appointment, a PSD Receipts Package must be **COMPLETED** and presented with the service record to the Leading Petty Officers of the Receipts Division. After screening of the correct and complete Receipts package, an appointment will be assigned to the member no sooner than 48 hours later. This time is necessary for appropriate action to make the member's electronic file accessible. Data entries will be entered prior to appointment if time permits.

Service Record will **not be accessible** during the receipt's processing period (approx 5 working days). Service will be turned in to the Service Record Vault once receipt processing is confirmed completed. Highly recommend all necessary copies of service record documents be made prior to sending the member and service record for receipt processing.

Check-in processing will include verification of service and pay records, updating Record of Emergency Data (Page 2) and SGLI certificate. Submission of travel claim, verification of special pay entitlement and allowances, issuance or update of CAC, verification of Good Conduct Award eligibility (enlisted only), last evaluation submitted, verification of obligated service in conjunction with the PCS orders and issuance of the Kama'aina Card will also be conducted.

COMMAND/PLR RESPONSIBILITY

- Provide new member with command check-in sheet.
- Assist member in completing the PSD Pearl Harbor's Receipt Package.
- Prepare and complete PSD Pearl Harbor's Receipt Package as instructed on check-off list.
- Make all necessary copies of service record documents required to complete member's check in with Command. Service Record will be required to remain with PSD until receipt processing is complete.
- Deliver COMPLETED Receipt's Package along with member's service record to Receipts Leading Petty Officer for screening and assignment of appointment.
- Ensure member reports to PSD Pearl Harbor Receipts Section on the assigned appointment date and time.

PSD RESPONSIBILITY

- Upon completion of screening, submit PCS Travel Claim to Travel Section for settlement. Assign member an appointment no earlier than 48 from acceptance of package.
- Prepare necessary document to ensure member is accessible electronically.

- Prepare required service record entries and obtain member's signature where necessary.
- Verify service record in member's presence; purge service record and provide to the member all documents no longer required in the service record.
- Prepare appropriate NSIPS gain event and FIDs.
- Update CAC. Send member to ID Card Section if member is necessary.
- Verify required obligated service requirements have been satisfied. If not met, have member execute obligated time.
- Give member and spouse Military Kama'aina Card.
- Complete NSIPS Personal Data entries for Good Conduct Award and Evaluation data.
- Deliver service record to Service Record Vault after confirmation of gain on master databases, BUPERS and DFAS, (within 5 working days from processing date).

(CH-2, 19SEP03)

REENLISTMENT

Reference(s): (a) MILPERSMAN 1160-030
(b) OPNAVINST 1160.5C
(c) OPNAVINST 1160.6A
(d) DODFMR
(e) DJMS PTG Part 1, Chapter 2, Section C
(f) NAVADMIN 159/03
(g) NAVADMIN 050/03
(h) NAVADMIN 093/03

PLR Point of Contact: Reenlistment/Extension Section

Document(s) Required: (1) Reenlistment Form (PSDPH Form 1160/1
(6/02)

(2) **Perform To Serve (PTS) approval message as required
for first termers**

Exhibit(s) : None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- Coordinate with the Command Career Counselor to ensure member meets criteria for reenlistment (special attention should be paid to High Year Tenure **and PTS** requirements in references (b), (g) and **(h)**).

NOTE: First term members should be counseled, **PTS** and ENCORE (for STAR program only) procedures begin 12 **to 15** months prior to EAOS/ETS.

- Non-first term members should notify PSD of career intentions no later than 45 days prior to their EAOS/ETS. **Failure to comply causes suspension of DDS payments, allotment stoppages and pay problems.**

- **For personnel in receipt of PCS orders and desires to reenlist to meet the obligated service requirements, submit REENLISTMENT REQUEST FORM immediately. Ensure that all requirements for reenlistment are met. Avoid transfer and reenlistment at the same date. Failure to comply causes future pay and/or SRB problem for eligible personnel.**

- **For SRB (and STAR Program) reenlistments, submit request to CNPC (P811f) via Opins or radio message immediately. Forward approved reenlistment request with SRB (and STAR Program) approval message to PSD no later than 30 days prior to desired reenlistment date.**

- **Note: STAR approval is valid for 6 months from the date of approval message.**

- For non-SRB reenlistments, forward approved **REENLISTMENT REQUEST FORM** to PSD NLT 30 days prior to **desired** reenlistment.

- Ensure Reenlistment Package/Folder is picked up on the last workday prior to reenlistment.

- Prepare discharge, reenlistment and spouse appreciation certificates.

- Ensure the reenlistment contract is returned to PSD on the same day as the reenlistment date or the following workday at the latest **with all required signatures from member and reenlisting officer. Failure to return reenlistment documents delay updates in Enlisted Master File at CNPC Millington TN and may cause suspension of DDS payments, stopping of all allotments and pay problems at DFAS Cleveland OH.**

NOTE: If not sure about member's **career** intention make an appointment for **ETAPS, separation briefings and** separation physical. Notify **PSD Separation Section** not later than 45 days prior to EAOS/commencement of separation leave.

PSD RESPONSIBILITY

- Verify service record to ensure member meets criteria for reenlistment.
- Prepare necessary documents for reenlistment, **Page 13 and reenlistment contract.**
- MILPERS should forward reenlistment paperwork to **ESO** not later than 24 hours from date of receipt of reenlistment package for STAR advancement when **ALL** requirements are met.
- When the reenlistment contract (CO1 input) will not reach **DFAS Cleveland** in time to update DJMS prior to completion or obligated service, submit input FID TU04 **to continue DDS.**
- Make appropriate service record entries, open a new service record, and forward closed out record to CNPC.

RESERVE MONTGOMERY GI BILL

Reference(s): (a) COMNAVRESFORINST 1780.1A
(b) OPNAVINST 1000.23B

PLR Point of Contact: Reserve Section

Document(s) Required: (1) DD Form 2384-1
(2) OPNAV 1780/1
(3) NAVPERS 1070/613

Exhibit(s): None

BACKGROUND

The Reserve Montgomery GI Bill Program (RMGIB) was established on 1 July 1985 and amended as a permanent program on 1 June 1987. On 1 October 1990, the program was amended to allow for multiple baccalaureate degrees and the pursuit of a variety of Department of Veterans Affairs (DVA) funded educational programs. It is primarily a recruiting tool to provide monetary educational benefits for individuals who incur a six-year Selected Reserve obligation, meet eligibility criteria, and maintain satisfactory participation.

INFORMATION

RMGIB is open to both officer and enlisted personnel who incurred a six-year obligation in the Selected Reserve. Reference (a) provides list of criteria.

There are three separate categories of personnel:

- (1) Non-prior service (enlisted)
- (2) Prior service (enlisted)
- (3) Commissioned Officers.

Each category must meet specific guidelines to be eligible for RMGIB listed in reference (a).

Benefit levels for education assistance, effective 1 October 2002 are:

- (1) Full time student benefit: \$276.00 per month
- (2) Three-quarter benefit: \$207.00 per month
- (3) Half time: \$137.00 per month
- (4) Quarter time: \$69.00 per month

Personnel who become eligible for the RMGIB on or after 1 October 1990 are eligible for DVA-approved educational opportunities in:

- (1) Vocational Technical
- (2) Cooperative
- (3) Correspondence Courses
- (4) Independent Study
- (5) Non-College Degree Courses
- (6) Apprenticeship
- (7) On-the-job training
- (8) Remedial/Refresher/Deficiency
- (9) Baccalaureate Degree (Initial/Dual/Second)

COMMAND/PLR RESPONSIBILITY

- Administration of RMGIB is the sole responsibility of the customer command per reference (b).

- Ensure signed "original" copy of Notice of Basic Eligibility (NOBE), DD Form 2384-1 is forwarded to PSD for filing in the service record.

- Issue NOBE under guidelines of reference (a) and make appropriate NSIPS entries.

- Submit termination letter package and NSIPS entries when no longer eligible. Provide PSD with copy of termination package for filing in the service record.

PSD RESPONSIBILITY

- NGIBE and associated fields must be verified prior to termination or transfer of individual Reservist.
- File NOBE and associated documents in service record when received from the Naval Reserve Activity.

RETIREMENT (Reserve)

Reference(s): (a) BUPERSINST 1001.39D

PLR Point of Contact: Reserve Section

Document(s) Required: (1) Retirement Request (letter format)
(2) Notice of Eligibility (NOE)
(3) Annual Retirement Point Capture (ARPR)
(4) NAVRESPERSCEN Approval Letter

Exhibit(s): None

BACKGROUND

Naval Reservists in pay/non-pay status are eligible for Reserve retirement after accumulating 20 qualifying years prior to reaching age 60.

INFORMATION

Unless otherwise provided by law, a Reservist must have completed 20 years of qualifying service to be eligible for non-regular service retired pay at or after age 60. The last eight years of such qualifying service must be in a Reserve component. During the period 01 October 1991 through 31 December 2001 the last eight year requirement is reduced to six years (does not have to be continuous service).

- To be eligible for early retirement under Reserve Transition Benefit (RTB) retirement (15 years, but less than 20 years), the member must have satisfactorily served for six years commencing at the beginning of the tenth year through date of retirement in a Reserve component.

- Must attain a minimum of 50 retirement points per anniversary year to receive credit for qualifying year for retirement purposes. Anniversary years with less than 50 points do not count as a qualifying year, but points are added to total amount of points earned.

- Retirement point credit is computed per Chapter 20 of reference (a).

- Reservist is issued a Notice of Eligibility (NOE) by NAVRESPERSCEN within one year after member has met all requirements for the non-Regular service retired pay at or after age 60.

- After the NOE is issued, eligibility may *not* be denied or revoked on the basis of any error, miscalculation or misinformation in the administrative determination of years of service performed unless it resulted from fraud or misrepresentation by the member.

COMMAND/PLR RESPONSIBILITY

- Verify member is properly enrolled in NEOPS.
- It is essential member receives or has received a Notice of Eligibility prior to his/her requesting Naval Reserve Retirement.
- Have member submit letter request to NAVRESPERSCEN (Code N221) within 6-12 months of anticipated date of retirement.
- Forward copy of Retirement request to PSD for filing in Service Record.
- Command Career Counselor ensures member completes SBP election and returns to NAVRESPERSCEN.
- Coordinate Retirement Ceremony for the member.

PSD RESPONSIBILITY

- Verify member is properly enrolled in NEOPS.
- File Retirement Request in Service Record.
- Upon receipt of Notice of Eligibility, file in Service Record.
- Request member verify service record for accuracy and provide any missing documentation prior to mailing.
- Forward Health/Dental records per MILPERSMAN 6150-010 and forward Service Record to NAVRESPERSCEN (Code N31) on retirement date.

RETIREMENT PAY INFORMATION SYSTEM

Reference(s): (a) MMPA Access Manual
(b) DFAS CLEVELAND OH msg 121602Z Jun 91

PLR Point of Contact: Separations Section

Document(s) Required: (1) Pre-Retirement Pay Information Request
(NAVCOMPT Form 2274)

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

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

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

COMMAND/PLR RESPONSIBILITY

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

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

SEPARATE RATIONS (SEPRATS)

Reference(s): (a) MILPERSMAN 7220-150
(b) MILPERSMAN 1746-020
(c) DJMS PTG Part 3, Chapter 1, Section A
(d) NAVSTA Form 7220/13

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) NAVPERS 1336/3, Special Request Chit (E-6 and below)
(2) PH NAVSTA Form 7220/13, completed and signed by NAVSTA Supply Officer and Food Service Officer

Exhibit(s): None

BACKGROUND

When enlisted members are authorized to mess separately while at a permanent station, even though a galley is available, they are entitled to BAS - Separate Rations. The Common Access Card (CAC) is encoded with the BAS entitlement and is used by the enlisted dining facility to identify those Sailors who are required to pay for meals.

INFORMATION

RATS-SEP is also authorized during period of hospitalization, leave, proceed time, authorized delays en route between duty stations chargeable as leave and travel. RATS-SEP is checked when TDY/TAD to field or sea duty. SEP-RATS cannot be approved retroactively.

COMMAND/PLR RESPONSIBILITY

- Advise member to report to PSD with an approved request chit to start RATS-SEP. Requests for shore duty Sailors (E-1 through E-6) residing in the BEQ must be approved by the installation commander. Sailors assigned to ships are required to utilize available messing facilities and are not authorized SEPRATS unless the installation commander approves BAS due to overhaul.
- Ensure members bring CAC with request chit to update the card.
- If member loses CAC, advise member to submit a special request chit for a new card.

PSD RESPONSIBILITY

- Prepare FID-DN to start SEP-RATS.
- Update CAC.

SEPARATION/DISCHARGE

Reference(s): (a) MILPERSMAN 1910-104
(b) MILPERSMAN 1910-100
(c) ENLTRANSMAN, Addendum I
(d) JFTR, Volume 1, Chapter 5

PLR Point of Contact: Separations

Document(s) Required: (1) Authority for Admin Separation
(2) Physical Exam (SF 600) and DD form 2808
(3) Evaluation

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- PLR should verify with the Command Career Counselor that the following has been accomplished:
- Notify PSD of member's intentions 6 months prior to ETS/commencement of separation leave. Schedule a separation physical for members who are undecided about reenlistment/separation, not earlier than 90 days to ETS and no later than 45 days to ETS.
- Ensure all separating enlisted personnel who are reenlistment eligible and officers (LCDR and below) attend a pre-separation counseling presentation between 90-180 days prior to discharge or

release from active duty, and PSD Separations Brief within six months.

- Ensure member delivers results of complete physical and dental examination, along with separation/discharge evaluation, to PSD no later than five working days prior to separation/ discharge date. For administrative separation, ensure member is scheduled for a physical as soon as request for separation is approved or sent to BUPERS.

- Ensure member reports to PSD for interview 45 days prior to separation/discharge date or commencement of separation leave.

- Prepare discharge and spouse appreciation certificates as applicable.

PSD RESPONSIBILITY

- Prepare all required paperwork for separation/discharge.

- Obtain a separation worksheet from Defense Finance and Accounting Service-Cleveland Center.

- Arrange transportation for member and family members, as required.

- Submit paperwork to MILPAY no later than ten days prior to separation/discharge date or commencement of separation leave. All separation payments will be forwarded to member's designated bank account via Electronic Funds Transfer (EFT).

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

SEPARATION/RETIREMENT LEAVE

Reference(s): (a) MILPERSMAN 1050-120

PLR Point of Contact: Separations Section

Document(s) Required: (1) Leave Authorization (NAVCOMPT 3065)

Exhibit(s): None

BACKGROUND

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

- Prepare all required paperwork for separation along with the UMIDS FID to charge separation/retirement leave.
- Schedule an appointment for member to sign all paperwork prior to commencing leave.
- Adjust separation documents if member terminates leave early.
- On date of ETS, forward all paperwork and final separation pay via Electronic Funds Transfer to bank account designated by member.

SEPARATION TRAVEL ADVANCES

Reference(s): (a) JFTR, Volume 1, U5125 and U5225
(b) JFTR, U5130 and U5230 (c) DODFMR Vol 9 020304
(c) NTI, 1109

PLR Point of Contact: Separation/Travel Sections

Document(s) Required: (1) Original and Two Copies of Separation Orders
(2) Certificate of Travel
(3) Page 2 (Record of Emergency Data)

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

- | | |
|---|--|
| 1. Group A - Members who served at least 90% of their initial enlistment contract; medical and hardship aspirates. | Entire MALT
(No per diem authorized) |
| 2. Retirees, Fleet Reservists, and members placed on Temporary Disability Retired list (TDRL) and their family members. | 100% of entitlement |
| 3. Group B - Members discharged under Other Than Honorable (OTH); personnel being separated after having served less than 90% of their initial enlistment contract. | 75% of the monetary value of the least expensive mode of common carrier transportation |

4. Family members of members being separated for any reason other than retirement transfer to Fleet Reserve or placement on TDRL. 75% of the entitlement

COMMAND/PLR RESPONSIBILITY

- Notify PSD that member desires to draw travel advance.

PSD RESPONSIBILITY

- Ensure member is aware of the opportunity to draw travel advance on separation or retirement for himself/herself and his/her family members during pre-separation interview.

- Separation Section provides original orders, copy of member's page 2 and, where appropriate, executed certificate of travel, to the MILPAY Travel Section no later than ten working days prior to separation/discharge date.

- Advise member will receive payment via Electronic Funds Transfer within three working days of submitting input to DFAS - Cleveland. Inform member that travel claim must be submitted within 90 days of separating/retiring.

- Compute the amount of advance to be paid, prepare voucher and military pay documents for payment, and endorse payment on original orders.

- Give check to member upon separation or detachment and inform member that travel claim must be submitted within 90 days.

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

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

SERVICE RECORD ENTRIES - PAGE 4

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

PLR Point of Contact: Service Record Maintenance Section

Document(s) Required: (1) Course/School Completion Forms
(2) Copy of Award Letter/Citation

Exhibit(s): J. Service Record Page Four Entry Request
PSAPAC Form 1400/1

BACKGROUND

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

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- Using Exhibit J, forward entry request/s to PSD in a timely manner.

PSD RESPONSIBILITY

- Complete all service record entries.
- Upon completion, endorse (Exhibit J) and return to PLR.

SPECIAL DUTY ASSIGNMENT PAY

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

PLR Point of Contact: Customer Service/Receipts Sections

Document(s) Required: (1) Memo for Officer

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- Verify eligibility against command's Activity Manpower Document (AMD) (OPNAV 1000/2) and Enlisted Distribution Verification Report (EDVR).
- Forward required documents to PSD (Personnel Accounting) upon reporting of new members or due to changes based on command annual recertification list.
- Annually review eligibility and payment authority for each member receiving Special Duty Assignment Pay and forward certified copy of the EPMAC EDVR to BUPERS.

PSD RESPONSIBILITY

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

STRIKER IDENTIFICATION

Reference(s): (a) MILPERSMAN 1440-050
(b) BUPERSINST 1430.16E

PLR Point of Contact: ESO

Document(s) Required: None

Exhibit(s): None

BACKGROUND

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

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

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

SUBMARINE DESIGNATION

Reference: (a) MILPERSMAN 1220-040

PLR Point of Contact: Service Record Maintenance

Document(s) Required: (1) Memorandum/Letter of Designation

Exhibit(s): J. Service Record Page 4 Entries Request Form
PSAPAC Form 1400/1

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- Ensure qualifying information is provided to PSD Personnel Accounting on Exhibit J for service record entry and reporting to MAPTIS.

PSD RESPONSIBILITY

- Service Records Maintenance Section will report the designator change to MAPTIS by NSIPS document.

- Service Records Maintenance Section will complete appropriate service record entries.

- Sign off completed action on the transmittal form and return it to the command.

SUBMARINE DISQUALIFICATION

Reference(s): (a) MILPERSMAN 1220-040
(b) COMSUBPAC/LANTINST 1306.1 Series

PLR Point of Contact: Limited Duty Section

Document(s) Required: (1) Submarine Disqualification
Letter/Message
(2) NEC Removal (if applicable)

Exhibit(s): None

BACKGROUND

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

COMMAND/PLR RESPONSIBILITY

- Provide PSD Limited Duty Section with a copy of disqualification authorization.
- If the member has been transferred, forward a copy of the disqualification authorization to new command.
- Provide PSD Limited Duty Section with a copy of approved NEC Change Request.
- Provide PSD Limited Duty Section with a copy of change of rating request if required.
- Notify PSD Limited Duty Section if member is being removed from the submarine.
- Prepare appropriate Page 13 entry and forward to PSD Limited Duty Section.

PSD RESPONSIBILITY

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

- Submit availability report (via Email to Pers-403F) when applicable.

SUBMARINE DUTY INCENTIVE PAY

Reference(s): (a) SECNAVINST 7220.80E

PLR Point of Contact: Customer Service Section

Document(s) Required: (1) DD Form 4 or Immediate Reenlistment Contract, NAVPERS 1070/601
(2) Agreement to Extend Enlistment, NAVPERS 1070/604
(3) Navy Occupational Training and Awards History, NAVPERS 1070/604
(4) History of Assignments, NAVPERS 1070/605
(5) Certificate of Release or Discharge, DD 214
(6) Commanding Officer's memo

Exhibit(s): None

BACKGROUND

There are two types of submarine pay: (1) Continuous Submarine Pay (CONSUBPAY) which is paid to active duty personnel in the submarine service serving at sea or ashore, provided they meet the requirements in SECNAVINST 7220.80; and (2) Operational Submarine Pay (OPSUB) which is paid to non-submarine designated personnel serving in submarines and submarine personnel on board a submarine (such as squadron/group staff personnel) who are not qualified for CONSUBPAY.

INFORMATION

Once a member has been designated for submarine duty (SU or SS), CONSUBPAY will normally continue unless the enlisted member transfers to shore duty and does not have or incur 14 months obligated service beyond established PRD or is disqualified from serving in submarines. CONSUBPAY problems can only be resolved within PERS-24. They will research problems and provide corrective guidance to DFAS in all areas of CONSUBPAY. OPSUBPAY can be started/terminated by PSD upon receipt of written verification of entitlement from member's command.

COMMAND/PLR RESPONSIBILITY

- Notify PSD that member is filling an operational billet.

- Ensure member has sufficient obligated service beyond PRD upon reporting for shore duty.
- Direct member to PSD when necessary to incur sufficient obligated service, if applicable.

PSD RESPONSIBILITY

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

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

TEMPORARY ADDITIONAL DUTY TRAVEL ORDERS

Reference(s): (a) MILPERSMAN 1810280
(b) NAVCOMPTINST 4650.7

PLR Point of Contact: Travel Section/NAVPTO Pearl

Document(s) Required: (1) TEMADD Travel Orders (NAVPERS 1320/16
(Military))
(2) DD 1610 (Civilian)

Exhibit(s): None

BACKGROUND

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

a. Cost Orders. The order issuing activity uses funds authorized from appropriated funds to support travel costs. The mission is essential.

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

INFORMATION

TAD orders shall clearly indicate the reason or purpose for travel and will be distinguished as "mission essential" or "administrative". All temporary duty sites will be reflected in the orders. If TAD is to be performed at or on a government installation, that fact will be clearly indicated on the orders. All cost TAD orders shall contain the following statement: "Submit completed travel claim to PSD within five calendar days after completion of this travel." Failure to do so may result in denial of any future advances. Payment of per diem or travel advance is limited to those traveling to areas where ATM's/Banks are not available; or due to bad credit, member cannot be issued the charge card.

COMMAND/PLR RESPONSIBILITY

- Submit original and three copies of cost orders to PSD no later than five working days prior to departure.
- Notify PSD Transportation/Commercial Travel Office (CTO) to make transportation, berthing, and rental car arrangements as soon as travel plans are known.
- Upon completion of TAD/TEMADD travel, review member's orders and travel claim for accuracy. Forward copy of travel orders, endorsements and all substantiating documents with signed travel claim to PSD.

PSD RESPONSIBILITY

- Compute travel advances.
- Make transportation/berthing/rental car arrangements.
- Ensure tickets and travel advance check are available three working days prior to departure.
- Upon completion of travel, liquidate travel claims, make final payment and charge any leave taken via UMIDS FID event.

(CH-2,19SEP03)

TEMPORARY LODGING ALLOWANCE (TLA)

Reference(s): (a) JFTR, U9200
(b) DJMS PTG

PLR Point of Contact: Arrival TLA - Receipts Division
Interim TLA - Customer Service
TLA due to HP Change - Customer Service
Departure TLA - Transfers/Separations

Document(s) Required: (1) TLA authorization letter from Housing Office
(2) Receipts of lodging expenses (Detailed)
(3) Statement of Non-Availability of Government Quarters for Single Members.
(4) Letter/Proof of lease termination for members living on the economy (Departure)
(5) Copy of Homeport Change Orders (Member and/or Dependents)
(6) Copy of Page 2 (If not serviced by PSD Pearl)

Exhibit(s): None

BACKGROUND

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

INFORMATION

TLA is an actual expense driven entitlement. Paid lodging receipts are required to support TLA claims. Dummy receipts or promissory notes will not be accepted for payment. TLA is never

paid in advance. Since turn-around time for payments is within 72 hours, members should be encouraged to consider Advance Pay for PCS as an available financial resource to meet this unique need.

ARRIVAL TLA begins upon reporting to the member's permanent duty station, as indicated by the "date/time reported" endorsement on the original orders. It is authorized up to a maximum of 60 days from reporting date. Extensions beyond 60 days must be approved by Local Area Commander and will be considered on a case-by-case basis.

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

Single and geographical bachelors reporting for shore duty must check in with Bachelor Officer Quarters (BOQ)/Bachelor Enlisted Quarter (BEQ) and obtain a non-availability of government quarters letter. Personnel must also register with Navy Housing Referral Office to show an active search for permanent quarters is being conducted.

SINGLE AND GEOGRAPHICAL BACHELORS ARE **NOT** AUTHORIZED TLA IF ASSIGNED TO A SHIP OR SUBMARINE.

Personnel and family members must register with the Navy Aloha Center for housing assignment. Member must provide Housing Office with:

- a copy of PCS orders with command endorsement reflecting date reported
- a copy of detaching endorsement or Page 5
- a copy of service member's Page 2 (pen and ink changes acceptable)

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

DEPARTURE TLA may be authorized for up to five days if vacating civilian quarters and three days if vacating government quarters. TLA accommodations must be located on the same island as the

detaching duty station. Commands may request extensions of departure TLA from Local Area Commander when members present official documentation certifying their scheduled departure was delayed for reasons beyond their control (i.e., housing inspections, transportation arrangements, household goods, etc.) Payment will be made on the date of departure from the island or on the last working day prior to departure.

COMMAND/PLR RESPONSIBILITY

- Have a working knowledge of documents required to complete TLA processing.
- Ensure members are thoroughly briefed on their responsibilities with regards to arrival and departure TLA.
- Ensure member has a statement of eligibility of government quarters for each 10-day period (if required).
- Ensure sponsor packages include TLA brief sheets and eligibility criteria.

PSD RESPONSIBILITY

- Counsel members on their TLA entitlement.
- Verify that accommodations being used are TLA approved.
- Ensure tour requirements have been satisfied.
- Ensure member has TLA authorization letter from Housing Office, receipt of lodging expenses, Housing Assignment Termination forms and a statement of non-availability from the BOQ/BEQ, if applicable.
- Obtain member's signature on TLA information sheet.
- Complete TLA worksheet and daily record of expenses.
- Access JTTLA Program and process entitlement.
- Process a PK03 for payment.
- Update Record of Emergency Data (NAVPERS 1060/602) and local master address when member is assigned to permanent quarters.

TEMPORARY LODGING EXPENSE (TLE)

Reference(s): (a) JFTR, U5700-5710

PLR Point of Contact: Travel Section

Document(s) Required: (1) Lodging Receipts
(2) Temporary Lodging Expense Certificate
(3) Reimbursement Request (PSD Travel Office Form)

Exhibit(s): None

BACKGROUND

The purpose of Temporary Lodging Expense is to partially offset added living expenses when a member and family members occupy temporary lodging incident to a permanent change of station. TLE allowance is based on local per diem rates not to exceed \$180.00 per day. TLE is also authorized for officers at their first duty station. (Effective for members with PCS orders issued on or after 01 January 2002)

INFORMATION

A maximum entitlement of ten (10) days TLE is authorized incident to a PCS move between two stations in CONUS or from an overseas station to CONUS. Five days is authorized for a move from CONUS to an overseas station. TLE is not payable on any day that per diem is otherwise payable. Rates payable and computation procedures are outlined in JFTR, paragraph 5720.E. TLE is not payable for last PCS. TLE accommodations should be within proximity of the location of the last PDS.

COMMAND/PLR RESPONSIBILITY

- Ensure members are aware of TLE entitlement.

PSD RESPONSIBILITY

- Compute and pay TLE entitlement based on lodging receipts, number of family members and availability of cooking facilities in the temporary quarters occupied.

THRIFT SAVINGS PLAN

Reference: Thrift Savings Plan Website
PLR Point of Contact: Customer Service Section
Document Required: TSP-U-1
Exhibit: None

BACKGROUND

The Thrift Savings Plan (TSP) was developed as an additional retirement program for military members. This has been a Quality of Life Issue on the planning board for many years. Currently, there is no matching contribution by the government, but there are additional plans to bring that on-line in the near future (nothing definite as of now). TSP also gives service member's the ability to reduce their taxable income by contributing between 1% and 7% of their basic pay and up to 100% of any Special Pay, Incentive Pay, and Bonus Pay (or any mix they desire). But, there has to be a deduction of at least 1% for the member to contribute any other type of pay. For the calendar year of 2002, the maximum contribution can be \$11,000. There will be increases to the maximum contributions that can be made.

INFORMATION

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

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

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

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

TRANSFERS/CHECK-OUT PROCEDURES

Reference(s): (a) ENLTRANSMAN
(b) OFFTRANSMAN
(c) BUPERSINST 1610.10

PLR Point of Contact: Transfer Section

Document(s) Required: (1) Transfer Directive
(2) Transfer Information Sheet
(3) Transfer Evaluation
(4) Housing Termination Feeder Sheet
(5) Dependent Transportation Request
(DD 884)
(6) Passenger Transportation Request
(PSD PH HI 4650/1)
(7) Physical Readiness Testing Folder
(8) Certificate of Personal Security
Clearance (OPNAV 5520/20)

Exhibit(s): Y. Transfer Information Sheet

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- Ensure member receives the transfer information package.

- Ensure member completes all screening requirements prior to BUPERS mandated completion dates. Forward completed documents to PSD.

- Notify BUPERS upon completion of any required screening and provide copy to PSD.
- Prepare message requests on COT alternate location, designated place, order modification, continuation of station allowances, and various PCS screenings.
- Ensure all female personnel ordered to afloat activities have a current pregnancy test within 30 days prior to transfer, with results documented in medical records.
- Notify PSD of any pending disciplinary action that may delay or otherwise impact execution of the PCS orders.
- Ensure member returns transfer information package to PSD clerk by the date specified on the transfer information sheet.
- Forward transfer evaluation to PSD at least five work days prior to transfer.
- Terminate security clearance on OPNAV 5520/20 and forward original to PSD prior to transfer.
- Acts as Liaison between service member and PSD to all pay/personnel issues regarding permanent change of station.

PSD RESPONSIBILITY

- Conduct transfer brief every Tuesday from 0730-0830.
- Screen transfer directive and note supplemental instructions (action "comply with" items) and required completion date.
- Forward transfer information package to PLR within three workdays after receipt of transfer directive.
- Monitor outstanding transfer information package to ensure it is returned in sufficient time to permit transfer clerk to process requested entitlement and arrange transportation if necessary.
- Screen member's service record/orders to verify consecutive overseas transfer entitlement per JFRR U7200.
- Prepare all transfer paperwork; submit to MILPAY for advance payments.

- Provide member with necessary copies of orders for household goods/vehicle shipments.
- Submit flight request for member and family members to NAVPTO upon receipt of transfer information package.
- Provide member with necessary copies of orders, transportation tickets, advance payments, etc., on date of detachment.
- Provide member with complete transfer package on detach date (ensure medical records contain certificate as to "Physical Qualified for Transfer").
- Member must update CAC prior to transfer to reflect current meal entitlement.

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

TRAVEL CLAIMS

Reference(s): (a) JFTR, Volume 1
(b) JTR, Volume 2
(c) DODFMR Volume 9

PLR Point of Contact: Travel Section

Document(s) Required: Original and one copy of the following:
(1) Travel orders
(2) Travel Voucher DD Form 1351-2
(3) Travel Sub-voucher (DD Form 1351-4)
(4) Receipts for Lodging Expenses
(5) Receipts for Rental Car Expenses
(6) Detaching and Reporting Endorsements
(7) Receipts for reimbursable expenses
\$75.00 and over

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

1. Travel claims for PCS travel are processed through the PSD MILPERS Division during check-in processing who will assist the member with completion of the claim.
 - a. Pet quarantine fees are reimbursable up to \$275.00 on PCS orders with an effective date of orders on or after 4 December 2000, or \$550 for members whose pets were in, or entered into quarantine on/after 28 December 2001.
2. For TAD/TDY travel, the PLR will:
 - Ensure traveler's EFT information is obtained or updated.

- Remind member to complete and forward travel claim to PSD within five workdays from date travel completed.

- Remind member to attach all required documents and make copies of all receipts before sending to PSD, to include modifications, as necessary.

- Review travel claim for completeness and accuracy prior to delivery to PSD.

- Ensure member signs and dates the travel claim.

- For civilian TAD, effective October 1, 1999, a Form 1351-2 needs approving officer signature.

PSD RESPONSIBILITY

- Assist member in completing IATS EFT form.

- Review the travel claim for completeness and accuracy.

- Complete proper forms to liquidate travel claim(s).

- Process claim through IATS within 10 working days of receipt at PSD.

- Return settled/processed claims or overpayment letters back to customer command.

- Check for overpayment 30 days after date of letter, if payment has not been received.

TRAVEL CLAIMS-FAMILY MEMBER PCS TRAVEL

Reference(s): (a) JFTR, Volume 1
(b) DODFMR Volume 9

PLR Point of Contact: Travel Section

Document(s) Required: Original and one copy of the following:
(1) Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance (DD Form 1351-4)
(2) TLE form (if eligible)
(3) Receipts for Lodging Expenses
(4) Receipts for Reimbursable Expenses over \$75.00

Exhibit(s): None

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

- Remind member to have all required documents to file travel claim with him/her when reporting to PSD.
- Assist member in completing IATS EFT Form.
- Assist member in completing family member's PCS travel claim (late arrival) and submit completed travel claim to travel section.

PSD RESPONSIBILITY

- Review the travel claim for completeness and accuracy.
- Ensure the claim is the only DLA claim the member has filed for the current fiscal year.
- Complete proper forms to liquidate family member's travel claim.
- Process claim through IATS within 10 working days of receipt at PSD.

TUITION ASSISTANCE

Reference(s): (a) OPNAVINST 1000.23B
(b) CNETINST 1560.3D

PLR Point of Contact: ESO

Document(s) Required: (1) Tuition Assistance Registration
NAVMC 10883 (Rev 6-97)

Exhibit(s): Z. NAVMC 10883 (Rev 6-97)

BACKGROUND

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

INFORMATION

The Navy will provide 100% tuition cost that will not exceed \$250.00 per semester hour. Fiscal year funding limit will be 12 semester hours per individual.

COMMAND/PLR RESPONSIBILITY

- Provide assistance in preparation of NAVMC 10883.
- Obtain CO, or "by direction" authority, signature on the NAVMC 10883.
- Instruct the member to forward the application package to the appropriate Navy College Office listed in reference (a) for approval and further processing.

UNAUTHORIZED ABSENCE (UA)

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

PLR Point of Contact: Service Record Maintenance Section

Document(s) Required: (1) Muster Reports
(2) Letter to Next of Kin

Exhibit(s): None

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

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

- Submit muster report, letter, or memorandum to PSD, when a member is UA for over 24 hours. FAX copies are acceptable. Include date/hour unauthorized absence commenced and whether member was absent over leave, liberty or UA.
- Send a letter to next-of-kin on the 10th day of UA. Ensure a copy of letter is sent to local Reserve Chaplain and PSD.
- When a member returns from UA:
 - Submit muster report, letter, or memorandum to PSD, reporting member's return from UA and include:

- Circumstances of return (surrendered or apprehended).
 - Hour, date, and place of return to military control.
 - Administrative determination of absence (excused/charge as leave or absence not excused/charge as UA.)
- When a member is being transferred to the brig (30 days or less), ensure TAD and confinement orders accompany the member. Member must be cleared by a medical officer prior to confinement.

PSD RESPONSIBILITY

For UA under 24 hours:

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

For UA less than 10 days:

- Prepare NAVPERS 1070/606 stating hour and date UA commenced, including circumstances.
- Prepare UMIDS FID transaction to update member's status on the data base/MMPA.

For UA over 10 days:

- Prepare UMIDS FID (SJ04) to stop pay and allowances.

When member returns from AWOL:

- Prepare NAVPERS 1070/606, NSIPS transactions to report member's return and determination of lost time.
- Close out Page 6 and prepare UMIDS FID (SA04) transaction to put member back on duty status. (Note: closed Page 6 will automatically account for lost time)

UNAUTHORIZED ABSENCE (UA) (DESERTERS)

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

PLR Point of Contact: Service Record Maintenance Section

Document(s) Required: (1) Muster Report
(2) Charge Sheet - DD 458
(3) Inventory of Personal Effects,
NAVSUP Form 29

Exhibit(s): None

BACKGROUND

A Navy member can be declared a deserter when:

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

When a member is declared a deserter:

- Submit a deserter message and DD Form 553 no later than the 31st day of absence and provide copies to PSD.

- Inventory and send personal effects to FISC Oakland. When a member has been a deserter for 180 days, forward the following to PSD:

- Properly completed deserter message, DD Form 553, signed by the Commanding Officer.

- Copy of Inventory of Personal Effects, NAVSUP Form 29.

- Medical and Dental Records.

When a deserter is returned to military control:

- Verify that Report of Return of Deserter message was submitted by activity to which member was initially returned. If not previously completed, submit immediately to BUPERS PERS-843 with a copy to PSD.

- Submit muster report to PSD returning the member, including the following:

- Circumstances of return (whether surrendered or apprehended).

- Hour, date and place of return to military control.

- Administrative determination of absence (i.e., excused/not excused).

PSD RESPONSIBILITY

When a member is declared a deserter:

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

When a member has been a deserter for 180 days:

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

When a deserter is returned to military control:

- Prepare UMIDS FID (SA04) transaction to put member back on pay status. Submit UMIDS FID (SJ03) transaction to account for lost time.

- If member surrendered or was apprehended outside the local area and a Technical Arrest Order (TAO) was issued to return the member to the parent command, forward original TAO to the MILPAY section.

UNIT AWARDS

Reference(s): (a) SECNAVINST 1650.1E
(b) SECNAVNOTE 1650

PLR Point of Contact: Service Record Maintenance Section

Document(s) Required: (1) Any document the member may have to substantiate their assignment to unit

Exhibit(s): J. Service Record Page Four Entry Request
(PSAPAC Form 1400/1)

BACKGROUND

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

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

WAIVER OF INDEBTEDNESS

Reference(s): (a) SECNAVINST 7220.38G
(b) DODFMR, Part 7, Chapter 7
(c) DJMS PTG Part 7, Chapter &, Section H

PLR Point of Contact: Financial Section

Document(s) Required: (1) Waiver/Remission Application
(NAVPERS 7220/7)
(2) Waiver/Remission of Indebtedness
Application (DD 2789)
(3) CO's Endorsement

Exhibit(s): AA. Waiver/Remission of Indebtedness Application
(DD Form 2789, Oct 2002)

BACKGROUND

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

INFORMATION

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

COMMAND/PLR RESPONSIBILITY

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

PSD RESPONSIBILITY

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