

COMMAND PASS COORDINATOR HANDBOOK



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i	Welcome To The Team
Table	<p>Congratulations! You have been assigned as your Command Pay/ Personnel Administrative Support System (PASS) Coordinator and are now an integral part of a very important team. As the CPC you are the "on-site" representative of PASS and how you perform this job will have a significant impact on the morale and welfare of your shipmates. As you can see you have a very important role.</p> <p>Your appointment indicates that your command has confidence in your ability to represent the entire command in pay and personnel support procedures. You are a very important link in the chain of PASS support.</p> <p>It is our responsibility to provide the members of your command with pay, personnel, passenger transportation, educational services and other related support. It is your responsibility to ensure that the vital paperwork required providing support is properly completed and sent to the right people on time. As a team we will accomplish our mission and ensure that our customers are provided prompt, courteous and accurate service.</p>
ii	About This Handbook
Table	<p>This handbook is designed to acquaint you with the PASS system and your role as the CPC. It will describe the paperwork you will encounter, how to process it and what it accomplishes. Familiarity with this manual and the directives and manuals it references will increase your awareness, as well as your effectiveness as the CPC.</p>
iii	Pass Organization
Table	<p>The PASS program was created to provide consolidated military personnel and pay offices for all commands in a specific geographical Region. By consolidating personnel offices with military pay offices and official passenger transportation offices, customers are offered "one-stop shopping." Therefore, when you hear the term PASS Office or PSD, it simply means the Pay and Personnel Office.</p>
iv	CPC Role
Table	<p>Your role, as the CPC, 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.</p> <p>You are not expected to be an expert in all areas of pay and personnel administration. However, familiarity with directives and manuals will increase your awareness, as well as your effectiveness.</p>
v	CPC Appointment
Table	<ul style="list-style-type: none"> ▪ Each customer command will appoint in writing, at least one primary CPC and an alternate. Letters of Designation are to be signed by Commanding Officer (CO), <u>NOT by direction</u> (see sample below). ▪ A copy of the CPC appointment letters will be maintained by the

	servicing PSD Customer Service section. <ul style="list-style-type: none"> ▪ CPC letters of designation need to be updated when there is a change in CPC or at a minimum once a year.
vi	References
Table	Each subject we talk about in this handbook has a reference Listed at the top of the page with direct hyperlink to the reference. It is the directive, which governs the subject and sets forth the Navy's policy and will answer questions about that subject. Note: Example letters are provided as a guide, refer to and comply with the Navy Correspondence Manual (SECNAV INSTRUCTION 5216.5D) as applicable.
Chapter 1	Personnel and Pay Process
Table	Documents normally processed at PSD:
	<ul style="list-style-type: none"> ▪ Basic Allowance for Housing (BAH) ▪ Leave Process (Commands NOT on E-LEAVE ie: AFLOAT UNITS) ▪ Split Pay Option ▪ Meal Reimbursements ▪ Career Sea Pay/CSPP ▪ Family Separation Allowance (R, S & T) ▪ Change citizenship, provide NAVPERS 1070/613 (Pg 13) with required information. (DO NOT photocopy certificate) ▪ Update warfare qualifications in NSIPS ▪ Monthly Good Conduct reports (CPC should also have access to the information) ▪ Advice of Errors from Field Examination Group (FEG) report
	MyPay Capabilities
	NOTE: CHECK FOR TRUSTED AGENTS UNDER MYPAY WEBSITE FOR PIN RESET.
Section 1	Allotments
Table	Reference(s):
	DOD Financial Management Regulation (DODFMR), Volume 7 Chapter 42 and 43 DJMS PTG, Part 6
	Documents(s) Required:
	<ul style="list-style-type: none"> ▪ Authorization to Start, Stop or Change Allotment (Active Duty) DD Form 2558 ▪ Direct Deposit Form (SF 1199A)
CPC	Action:
	<ul style="list-style-type: none"> ▪ Advise member the capability to do it under MYPAY if possible. ▪ Ensure member's request is complete, states clearly and precisely what the member wants, and is signed by the member. ▪ Since all allotments to financial institutions are transmitted through Electronic Funds Transfer (EFT), the Automatic Clearing House (ACH) routing number for the financial institution must be provided in order to register the allotment. ▪ Ensure that the allotment request is received at PSD no later than the End of the Month (EOM) update, using the DJMS Monthly Military Pay

	<p>Operations Schedule.</p> <p>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.</p>
PSD	Action:
	<ul style="list-style-type: none"> ▪ Verify application for completeness. ▪ Submit appropriate DJMS FID/ NSIPS entry.
Section 2	Basic Allowance for Housing (BAH)
<u>Table</u>	<u>CPC BAH Checklist (NPPSC Form 1070/1)</u>
	Reference(s):
	<p>Joint Federal Travel Regulations Volume 1, Chapter 10 OPNAVINST 7220.12 Change 01 23JUN11 Current Military Pay Advisories OPNAVINST 4650.17</p>
CPC	Action: CPC BAH Checklist (NPPSC Form 1070/1)
	<p>NOTE:</p> <p>1. CBH has the final approval of the request. The CBH approval date has to match the CO approval date to avoid BAH underpayment. If the member request is put on-hold due to waiting list or Occupancy requirements, start date to be used is the CBH approval. If the member is currently residing in CBH and checks-out from the CBH after the CO approval date, then effective date is the CBH check-out date.</p> <p>2. Member Who is previously married and got divorced is NOT AUTOMATICALLY ENTITLED TO SINGLE-BAH (IF QUALIFIED). He has to have a Command and CBH approval to receive single-BAH.</p>
Section 3	Dependency/Page 2 and Secondary Dependent Application
a.	Dependent
<u>Table</u>	Reference(s):
	MILPERSMAN 1070-270 and JFTR Volume 1, Chapter 10, Part B
	Documents(s) Required:
	<ul style="list-style-type: none"> ▪ Marriage Certificate. ▪ Birth Certificate. ▪ Divorce Decree. ▪ Paternity Statement (male members only). ▪ Adoption papers. ▪ Fleet and Forces BAH PG 13. <p>The Dependency Data shall be verified and updated (if necessary) by each member on active duty upon:</p> <ul style="list-style-type: none"> ▪ 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.) ▪ Change of Address <ul style="list-style-type: none"> - Fleet Reserve/Retirement - Claiming reimbursement for dependents travel
CPC	Action:
	Advise members of the paramount importance of updating the PG 2. It is the member's responsibility to ensure accurate and complete information. Ensure member provide applicable documents.
PSD	Action:

	<ul style="list-style-type: none"> Verify and process requests provided by CPC, as applicable.
b.	Secondary Dependent
	(Parent, Parent-in-Law, stepparent, parent by adoption, loco parentis, ward of the court). Who qualifies for Secondary dependent? To be considered sufficiently dependent upon the member, the claimed dependents qualifying income MUST BE LESS than 50% of his/her expenses and the member's contribution MUST EXCEED 50% of the dependent's expenses.
	Reference(s):
	Secondary Dependent User Guide Member can access Secondary Dependent User Guide on internet at http://www.dfas.mil/militarymembers/payentitlements/secondarydependency.html
	Documents(s) Required:
	<ul style="list-style-type: none"> DD 137-3 Dependency Statement - Parent DD 137-7 Dependency Statement - Ward <p>Member can complete form on-line or download applicable forms at http://www.dod.mil/dfas/library/ (follow the link to DOD Forms). A printed copy with the Original Signatures must be submitted.</p>
CPC	Action:
	<ul style="list-style-type: none"> Ensure the form is appropriately signed by all who need to sign it. Ensure the form is notarized. Ensure member clearly provide information detailing the circumstances that caused dependency. Use the REMARKS block of the DD Form 173-X to provide detail. Forward Secondary Dependency Application to PSD.
PSD	Action:
Table	<p>Ensure the dependency application (NAVPERS 1070/602) is enclosed when filing DD Form 173-3 and 173-7. Make sure the effective date on NAVPERS 1070/602 is the date the member wants to claim the secondary dependents. Member must clearly show the monthly amount and method of payment for support provided by service member if there is no allotment in place.</p> <ul style="list-style-type: none"> Mail application to DFAS-CL Code PMMCCB. <p>Inform service member that once completed form is received by DFAS it may take about 4 weeks to process. Incorrect or incomplete forms will cause delay and add additional processing time.</p> <p>Note: Member's entitlements will not be processed by PSD. DFAS-CL will process entitlements upon approval.</p> <p>Very important: PSD clerk should change the NAVPERS 1070/602 to the original once application process is completed to avoid DEERS disparity. The parents are not dependents yet. When DFAS-CL dependency is approved, contact member to update record of emergency (final).</p>
Section 4	Family Separation Allowances (FSA)
Table	Reference(s):
	DODFMR Volume 7A (Chapter 27)
	Documents(s) Required:
	<ul style="list-style-type: none"> DD 1561, Statement to Substantiate Payment of Family Separation Allowance <p>Individual DD-1561 is required and properly verified by both member and CPC to substantiate payment.</p>

	Eligibility criteria:
	<ul style="list-style-type: none"> ▪ All members with dependents. ▪ Military to Military members who were residing together prior to separation of military orders. In general, only one member is entitled to FSA at a time. Dual FSA entitlements only exist when they reside together with their dependents immediately before being simultaneously assigned to duty assignments away from each other and their dependents. ▪ Members receiving BAH-D for child support purposes are not entitled to FSA. Unless the member has joint physical and legal custody of the children and the children otherwise would reside with the member at least 14 days each month if not deployed. NAVPERS 1070/602 needs to be documented and Court order needs to specify custody of children. ▪ If eligibility is in question, members will be required to fill out a separate DD 1561 and PSD will obtain an official determination.
MBR	Action:
	<ul style="list-style-type: none"> ▪ Verify Dependency Application/Record of Emergency Data (PG 2) ▪ Complete DD 1561 ▪ Complete Travel Voucher (DD Form 1351-2), if applicable for FSA-T
CPC	Action:
	<p>Individual 1561 is required for qualified personnel</p> <ul style="list-style-type: none"> ▪ Assist member in verifying PG 2 ▪ Forward the following to PSD: <ul style="list-style-type: none"> - Copy of TAD or PCS Orders - DD 1351-2 - DD 1561 (Individual)
PSD	Responsibility:
	<ul style="list-style-type: none"> ▪ Verify FSA entitlement ▪ Complete appropriate pay system entry and submit to DFAS. FSA will become effective on the 31st day of separation; retroactive to first day member was separated from family.
Section 5	Hostile Fire/Imminent Danger Pay/Combat Zone Tax Exclusion (HFIDP/CZTE)
<u>Table</u>	Reference(s):
	DODFMR Volume 7A Chapter 10. Navy DJMS Procedures Training Guide
	Documents(s) Required:
	<ul style="list-style-type: none"> ▪ Certified memorandum from the CO stating area of entitlement and effective dates. Subsequent letter will be required to stop entitlement if not indicated on original memorandum (see sample letter below). ▪ Alpha roster listing names and SSN's (by secure means) of personnel entitled who are onboard per sailing diary. ▪ For individual transactions sent via TOPS reference original memorandum.
	Hostile Fire Pay (HFP):
	This entitlement is payable when, as certified by the appropriate commander, a member is: Subjected to hostile fire or explosion of a hostile mine, or on duty in an area in close proximity to a hostile fire incident and the member is in danger of being exposed to the same dangers actually experienced by other Service members subjected to hostile fire or explosion of hostile mines, or killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action. See references above for more information.
	Imminent Danger Pay (IDP):
	This entitlement is payable when a member is on official duty in a designated IDP area, per reference (a).

	Internal Waters for IDP Entitlement Based on International Law:
	Internal waters are landward of the baseline from which the territorial sea is measured. Lakes, rivers, some bays, harbors, some canals, and lagoons are examples of internal waters. From the standpoint of international law, internal waters have the same legal character as the land itself. There is no right of innocent passage in internal waters, and, unless in distress, ships and aircraft may not enter or over fly internal waters without the permission of the coastal nation. Where the establishment of a straight baseline has the effect of enclosing as internal waters areas which had previously not been considered as such, a right of innocent passage exists in those waters.
CPC	Action:
	▪ Submit certified memorandum from the CO , Alpha roster listing names and SSN's of personnel entitled who are onboard.
PSD	Responsibility:
	▪ Verify certified memorandum and alpha listing for accuracy. ▪ Submit appropriate transactions to DFAS.
Section 6	Career Sea Pay (CSP) and Career Sea Pay Premium (CSP/P)
Table	Reference(s):
	DODFMR Volume 7A (Chapter 18) Navy DJMS Procedures Training Guide OPNAVINST 7220.14
	Notes:
	▪ Endorsed PCS orders upon gain. ▪ To restart CSP copies of endorsed TAD/TDY orders or memorandum returning the member back to the ship for duty. Career Sea Pay Premium Documents: If member is doing back to back sea duty verify for eligibility of CSPP upon reporting.
	Eligibility criteria:
	▪ Be permanently assigned to a Category A Vessel or Afloat staff. ▪ If a member is temporarily assigned ashore under orders CSP will stop on the 31st day if not required to return to the ship to stand duty. Ensure to put a remarks on the TAD orders if member is required to return ship to stand duty. ▪ If a member is on leave for greater than 30 days CSP will stop on the 31st day. Stop CSP when member commence terminal leave. Career Sea Pay Premium: Member must serve 36 consecutive months of sea duty; entitlement will be effective the first day of the 37th month.
CPC	Action:
	▪ Verify eligibility of CSPP
PSD	Responsibility:
	Submit appropriate transactions.
Section 7	Visit Board Search and Seizure Incentive Pay (VBSS)
Table	Reference(s):
	DODFMR Volume 7A (Chapter 24) Navy DJMS Procedures Training Guide
	Documents(s) Required:

	(1) Memorandum/Orders assigning VBSS team to duty by competent authority (see sample letter below). (2) Tracking sheet signed by competent authority.
	Eligibility criteria:
	<ul style="list-style-type: none"> ▪ A minimum of three VBSS boarding evolutions per month must be performed in order for members of the VBSS team to be eligible for VBSS HDIP for that month, per references. Training evolutions do not constitute eligibility. ▪ Billet limitation for VBSS teams is located in CNP memorandum DTD 3 NOV 03 <p>Note: If member is serving on the Flight Deck team and in receipt of FDHDIP for the same of VBSS only one incentive pay is allowed per above regulations.</p>
CPC	Action:
	Submit memo with CO's authorization and tracking sheet with member's names.
PSD	Responsibility:
	Verify and submit appropriate transactions to DFAS.
Section 8	Flight Deck Hazardous Duty Incentive Pay (FDHDIP)
Table	Reference(s):
	DODFMR Volume 7A (Chapter 24) OPNAVINST 7220.4J
	Documents(s) Required:
	<ul style="list-style-type: none"> ▪ Memorandum signed by the Commanding Officer Authorizing payment of Flight Deck Duty Pay. To duty (see Sample below under CPC action). ▪ FDHIP Monthly Certification listing numbers of qualified evolutions and FDHIP crew certified by the H.C.O or Air Boss. ▪ If in receipt of FDHDIP no other Incentive pays are authorized, reference (a). ▪ Ensure command maintains Flight Deck Orders as per reference (b).
CPC	Action:
	Submit CO's authorization memo and flight deck tracking list
PSD	Responsibility:
	Verify and submit appropriate NSIPS entry
Section 9	Indebtedness and Waiver/Remission of Indebtedness
a.	Indebtedness
Table	Reference(s):
	DODFMR Volume 7A (chapter 50) Navy DJMS Procedures Training Guide
MBR	Action:
	<ul style="list-style-type: none"> ▪ Members have 30 days from date of letter to respond via the CPC to set up a repayment schedule. <p>Note: Minimum pay back is 1/10th of gross disposable pay or prorated amount not to exceed 2/3rd gross disposable pay through EAOS. DFAS will automatically schedule to collect at the first payday the LES remark and the XY03 are issued, plus one month (e.g., the debt appears on the April LES; collection is suspended for April and May; collection begins in June.)</p>
CPC	Action:

	<ul style="list-style-type: none"> ▪ Inform respective member regarding Letter of Indebtedness (LOI) issued and provide guidance to resolve overpayment. ▪ Submit/forward member's intentions/options with regards to overpayments in a timely manner (no more than 30 days from date of LOI).
PSD	Responsibility:
	<ul style="list-style-type: none"> ▪ PSD will generate on DJMS (XY03 Management) notice with debts above \$100.00. Identify members, generate LOI and send via TOPS to CPC. ▪ Submit corresponding transactions to DFAS, once CPC provides signed LOI and appropriate documentation.
b.	Waiver/Remission of Indebtedness
<u>Table</u>	Documents(s) Required:
	<ul style="list-style-type: none"> ▪ DD 2789 (Waiver/Remission Application) ▪ NAVPERS 7220/8 (This is required when a member is claiming financial hardship for Remission of debt) <p>▪ Commands are required to fill out blocks 1 through 22b. Upon receipt of DD 2789, PSD will process suspension of debts. Effective date of suspension will be the date CO signed DD 2789. PSD will fill out blocks 23 through 31f and forward to DFAS-IN. PSD will make the recommendation in block 29 as we are the servicing financial office for pay matters.</p> <ul style="list-style-type: none"> ▪ Please ensure all appropriate documentation is provided along with the DD 2789 to support the members claim, (i.e. rental agreements, LES's, court documentation etc.) ▪ Upon determination from DFAS-IN, a letter will be sent directly to the members command.
CPC	Action:
	Ensure appropriate blocks are completed and appropriate documentations are provided along with the DD 2789 to support the members claim.
PSD	Responsibility:
	<ul style="list-style-type: none"> ▪ Will process suspension of debts and fill out blocks 23 through 31f and forward to DFAS-IN for adjudication. ▪ Upon receipt of determination from DFAS-IN, forward copy to CPC for delivery to the member.
Section 10	Advise of Error - Field Examination Group (FEG)
<u>Table</u>	<p>Note: This is of high importance; please assist PSD clerks when requesting supporting documents to resolve AOE issues.</p> <p>- Upon receipt of FEG AOE's issued to the ship, PSD will process each AOE as directed by the AOE unless the ship is contesting the discrepancy/correction.</p>
CPC	Action:
	<ul style="list-style-type: none"> ▪ Provide supporting documentation to PSD clerk upon request to support AOE. ▪ Forward copy of FEG AOE issued to the ship to PSD for immediate action.
PSD	Responsibility:
	<ul style="list-style-type: none"> ▪ Process all AOE's issued by the FEG and request supporting documents from CPC. ▪ Submit required transaction to BUPERS/DFAS.
Section 11	Good Conduct Awards (GCA) and Military Decorations
<u>Table</u>	Reference(s):
	SECNAVINST 1650.1H Applicable SECNAV 1650 Notices
A	Good Conduct Awards (GCA)
CPC	Action:

	<ul style="list-style-type: none"> ▪ Verify NSIPS award eligibility list, provide PSD confirmation of personnel GCA eligibility in memorandum format. ▪ Prepare and sign Good Conduct Award Certificate(s).
PSD	Responsibility:
	<ul style="list-style-type: none"> ▪ PSD will forward customer command a list from NSIPS containing GCA eligibility to CPC for verification. This list will be provided to CPC on a monthly basis. ▪ For newly reported personnel, Receipts Section will verify good conduct award eligibility date from service record during receipt/check-in processing and enter GCA eligibility date into NSIPS. ▪ Update PG 4 service record entry.
B	Military Decorations
	Documents(s) Required:
	Award Citation
CPC	Action:
	<ul style="list-style-type: none"> ▪ Forward a copy of the presentation letter and/or citation to PSD for filing into the service record.
PSD	Action:
	<ul style="list-style-type: none"> ▪ Make PG 4 entry. ▪ File a copy of the citation and/or letter in the service record. For personal awards (i.e. NAM, NCM), the awarding authority must submit the award to NAVPERS for ESR update.
Section 12	E-Leave for all USN personnel reside within the NSIPS ESR application
<u>Table</u>	Current reference is NAVADMIN 252/10
Section 13	Maternity Clothing Allowance
<u>Table</u>	Reference(s):
	DODFMR, Vol. 7A, Chapter 29, Table 29-5, Rule 13 DJMS PTG Part 3, Chapter 5
	Documents(s) Required:
	<ul style="list-style-type: none"> ▪ Doctor's Confirmation of Pregnancy ▪ Special Request Chit ▪ PG 13
CPC	Action:
	<ul style="list-style-type: none"> ▪ Forward confirmation of pregnancy and approved request chit to PSD. ▪ Type NAVPERS 1070/613 indicating date of payment of the maternity allowance and submit to PSD for filing into the service record.
PSD	Action:
	<ul style="list-style-type: none"> ▪ Submit FID 61 for maternity clothing allowance for central payment DFAS.
	Note: A member can only get paid Maternity Clothing Allowance once every 3 years.
Section 14	Missed Meal Credit While Temporary Duty (TDY/TAD) and Commuted Rations
a.	Missed Meal Credit While TDY/TAD
<u>Table</u>	Reference(s):
	DJMS PTG Part 3 MILPERSMAN 7220-180 MILPERSMAN 1746-020
	Documents(s) Required:
	TAD/TDY orders (Endorsed detached and reporting).
CPC	Action:

	Verify for completeness and forward TAD/TDY orders via TOPS to PSD.
PSD	Action:
	Submit PI03 or DN02 and transmit to DFAS. If member is TAD over 30 days and not required to stand duty onboard the ship, sea pay will be stopped on the 31 st day after beginning of TAD/TDY.
b.	Commuted Rations
	Documents(s) Required:
	<ul style="list-style-type: none"> ▪ Memorandum signed by the RCO authorizing RATSSEP (see example below). ▪ Alpha roster of affected enlisted member whom are currently onboard. ▪ For members who's RATSSEP was not started upon initial transaction, please reference original memorandum in TOPS. <p>Note: When ships entering an overhaul/yard period and if the galley will be inoperable and messing impracticable, the ship may request via the ISIC to the Responsible Commanding Officer (RCO) of a shore activity operating one or more general messes is the authority granting RATSSEP.</p>
CPC	Action:
	<ul style="list-style-type: none"> ▪ Submit request letter along with authorizing letter ▪ Verify and submit alpha roster of personnel currently onboard
PSD	Action:
	Commuted Rations: Submit appropriate transactions to DFAS.
Section 15	Name Change Application
Table	Reference(s):
	MILPERSMAN 1000-130
	Documents(s) Required:
	Document to support reason for name change, i.e., marriage certificate, divorce decree, birth certificate, court document, etc.
CPC	Action:
	<ul style="list-style-type: none"> ▪ Prior to submission of request for name change, the command shall advise the service member of the Privacy Act Statement in reference (a). ▪ Advise the member to forward name change request letter to the Navy Standard Integrated Personnel System (NSIPS) Help Desk via the commanding officer (CO); see reference (a) for more information. ▪ 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	Action:
	<ul style="list-style-type: none"> ▪ Upon receipt of the DD 1343, Notification of Change in service member's official record; effect name change where applicable.
Section 16	Navy Cash Negative Balance SOP
Table	Reference(s):
	NAVSUP Publication 727, Navy Cash Financial System (SOP) DD Form-2887 Training: Navy/Marine Cash Overview PPT.
	Documents(s) Required:
	<ul style="list-style-type: none"> ▪ DD139 ▪ SPO Form (page 353 of NAVSUPPUB 727)

CPC	Action:
	<ul style="list-style-type: none"> ▪ For members currently onboard, CPC will forward PSD an SPO Form signed by the member to start/change SPO on MMPA or DD139 including a copy of the Negative Balance Report. ▪ For members who are transferring or who have transferred, CPC will submit a DD139 and Navy Cash Negative Balance report to PSD.
PSD	Action:
	<ul style="list-style-type: none"> ▪ Upon receipt of SPO form or DD139 PSD will process DS01 or HM01/HM04. PSD will not process any requests for SPO (HM01/HM04) to recoup negative balances without the member's written consent. ▪ Navy Cash negative balances can only be deducted via a DS01 for the exact face value of the debt without the member's written consent per DD Form-2887 and NAVSUPPUB 727.
Section 17	Electronic Service Record (ESR)
Table	Reference(s):
	MILPERSMAN 1070-280 NEC Manual SECNAV 1650 Notices e-Submission Documents
Section 18	Service members' Group Life Insurance (SGLI)/FSGLI
Table	Reference(s):
	DODFMR Volume 7A (Chapter 47) MILPERSMAN 1741-020 MILPERSMAN 1770-010
	Form(s) Required:
	<ul style="list-style-type: none"> ▪ SGLV 8286 SGLV 8284 - Service member/Veteran Accelerated Benefits Option form ▪ SGLV 8286A SGLV 8284A - Family Coverage Accelerated Benefits Option Form ▪ SGLV 8285
MBR	Action:
	<ul style="list-style-type: none"> ▪ Verify and update SGLI beneficiary upon marriage, divorce, when a child is born, if a family member dies, or if you are transferring from or reporting to a command. ▪ To increase coverage from a previous elected reduced or declined amount, fill out a new SGLV 8286 and forward it to PSD via your CPC. ▪ If restoring SGLI or increasing amount of coverage, complete request on form (SGLV 8285) and forward it to PSD via the CPC. <ul style="list-style-type: none"> ▪ To request an advance insurance payment for a Service member or veteran that is terminally ill, complete SGLV 8284. ▪ To request an advance insurance payment for spouse that is terminally ill, complete SGLV 8284A. <p>Note: The accelerated benefit allows the service member to receive up to 50% under the FSGLI if his/her spouse has been diagnosed by a physician as being terminally ill (as defined in Public Law 105-368) with nine (9) months or less to live. Only the service member can apply for this benefit. To find more information about it and how to submit the claim for Accelerated Benefits, log on to: http://www.insurance.va.gov/sgliSite/fsgli/proceduralGuide/guideTOC.htm</p> <ul style="list-style-type: none"> ▪ Member married to military (MIL to MIL) members must update DEERS identifying each other as spouses for FSGLI purposes. ▪ Complete SGLV 8286A to decline FSGLI, as applicable. <p>Forms SGLV 8284, 8284A, 8285, 8285A, 8286, 8286A are also available on line at http://www.insurance.va.gov/sglisite/forms/forms.htm. The website provides instructions to service member (how to complete the form) and step</p>

	by step instruction/directions to personnel clerks of the Uniformed Services.
CPC	Action:
	<ul style="list-style-type: none"> ▪ Ensure members are aware of the importance of SGLI beneficiary designations and encourage them to review and update both their SGLI election and PG 2 immediately upon marriage or divorce; when a child is born; if a family member dies; or when transferring from or reporting to a command. ▪ Deliver SGLV 8286 to PSD.
PSD	Action:
	<ul style="list-style-type: none"> ▪ Assist member in completing SGLV 8286 and SGLV 8285, if necessary. If a member designates friend and/or elects to reduce or decline coverage, prepare Administrative Remarks PG 13 as required. ▪ Verify SGLV 8286 and/or SGLV 8285 for correctness and distribute as required. ▪ Complete pay system entry to increase/decrease amount deducted from monthly pay, if applicable.
Section 19	Special Duty Assignment Pay
Table	Reference(s):
	NAVADMIN 234/10 (updated annually) OPNAVINST 1160.6B DODFMR Volume 7, Chapter 8 DJMS Procedures Training Guide
	Documents(s) Required:
	<ul style="list-style-type: none"> ▪ Designation letter signed by the Commanding Officer ▪ PG 13 showing service member's designated NEC ▪ Effective date and award level <p>Note: 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.</p>
CPC	Action:
	<ul style="list-style-type: none"> ▪ Verify eligibility against command's Activity Manpower Document (AMD) (OPNAV 1000/2) and Enlisted Distribution Verification Report (EDVR). ▪ Forward required documents (PG 13, and Designation letter signed by CO) to PSD upon reporting of new members or due to changes based on command annual recertification list. ▪ Annually review eligibility on Aug 31st and payment authority for each member receiving Special Duty Assignment Pay and forward certified copy of the EPMAC EDVR to BUPERS.
PSD	Action:
	<ul style="list-style-type: none"> ▪ Verify entitlement. ▪ Prepare SDAP document (NSIPS) and service record PG 13 to initiate or reflect changes to Special Duty Assignment Pay.
Section 20	Split Pay Option (SPO)and Embarked Personnel procedures
a.	Split Pay Option
Table	Reference(s):
	DJMS Procedures Training Guide NAVSUP Publication 727, Navy Cash Financial System (SOP
	Documents(s) Required:
	SPO Form is on page 353 NAVSUPPUB 727.
CPC	Action:

	<ul style="list-style-type: none"> Verify SPO for completeness and accuracy. Ensure member has enough funds (net pay) for split pay.
PSD	Action:
	Verify SPO and process via DMO/NSIPS
b.	Embarked Personnel SPO procedures
CPC	Action:
	<ul style="list-style-type: none"> Advise Detachment/Embarked OIC/CPOIC of SPO Election. Forms must be submitted to Parent PSD, servicing their Pay Accounts of the Embarked Members via the CPC.
Action	Detachment (embarked) OIC/CPOIC
	<ul style="list-style-type: none"> Verify SPO Election Forms for completeness and accuracy. Advise the member of the requirement to have enough available funds (net pay) to participate in split pay. Submit SPO Election Forms to Command CPC for forwarding to the Parent PSD for processing.
PSD	Action:
	<ul style="list-style-type: none"> Liaison with the Detachment/Embarked OIC/CPOIC in order to receive and process the SPO Elections and other required transactions. Upon receipt of SPO form request, submit LG04 (to change the assigned UIC of the member to the ship's UIC) ONLY for members electing to participate in SPO. Once LG is posted, submit HM01 (SPO Start FID) to DFAS. Upon notification from Command CPC that the member(s) have returned from deployment/TAD, notify the PSD (Afloat) that the member(s) have returned and the LD02 Event is required. Submit a LG04 to change the member's temporarily assigned UIC back to member's Command UIC).
Action	PSD:
	<ul style="list-style-type: none"> Process LD01 transaction for SPO participants (only) for embarked detachments. The LD01 will be processed to change the servicing ADSN from the Parent PSD to the ADSN of the Detachment that will be temporarily servicing the member's pay account. Upon notification from the CPC that the member(s) have returned from deployment/TAD, submit LD02 to change the ADSN back to the Parent PSD. <p>Note: It is the responsibility of the Parent PSD to make sure that LG04 (returned to member actual UIC) is submitted upon member's return from deployment/TAD. For embarked commands with PS support, coordinate with Parent PSD for procedures delineated above. ALL pay and personnel support MUST be coordinated/processed with Parent PSD.</p>
Section 21	State of Legal Residence Changes
<u>Table</u>	Reference(s):
	DODFMR Volume 7A (Chapter 44) DJMS-PTG Part 7
	Document(s) Required:
	<ul style="list-style-type: none"> DD Form 2058 DD Form 2058-1
CPC	Action:

	<ul style="list-style-type: none"> ▪ Provide DD Form 2058 to member upon request. ▪ Ensure the form is complete and correct and forward to PSD.
PSD	Action:
	<ul style="list-style-type: none"> ▪ Prepare appropriate transaction and submit to DFAS.
Section 22	Thrift Savings Plan (TSP)
<u>Table</u>	Reference(s):
	TSP Web site
	Document(s) Required:
	TSP-U-1
CPC	Action:
	<ul style="list-style-type: none"> ▪ Assist member in establishing MyPay account, if necessary. ▪ If member is unable to access MyPay account, provide them with TSP-U-1 Form. ▪ Ensure the form is properly completed. ▪ Send Form TSP-U-1 to PSD (must have original signature).
PSD	Action:
	<ul style="list-style-type: none"> ▪ Submit pay system entry to start, stop, change, or cancel a member's TSP contribution for submission to DFAS.
Chapter 2	Receipts
<u>Table</u>	<u>CPC Receipts Checklist (NPPSC Form 1070/2)</u>
	The purpose of the Receipts section is to provide standard procedures, common to all CPC and PSD to follow when a member arrives at his or her permanent duty station.
	References:
	MILPERSMAN 1320-140 DJMS Procedures Training Guide Joint Federal Travel Regulation (JFTR) DODFMR Volume 7A, Chapter 9
	Forms with links:
	DD Form 1351-2 and continuation sheet DD Form 1351-2C (Travel Voucher or Sub- voucher) SF 1199A (Direct Deposit Form/Electronic Funds Transfer (EFT) Statement) SGLV 8286 (Service members' Group Life Insurance (SGLI) Election and Certificate) SGLV 8286A (Family Coverage Election (FSGLI), if applicable NAVPERS 1740/6 and 1740/7 (Department of the Navy Family Care Plan Certificate and Arrangements), as applicable.
CPC	Action: CPC Receipts Checklist (NPPSC Form 1070/2)
	Assist members in completing forms and getting receipts documents to PSD as follows: <ul style="list-style-type: none"> ▪ Updating NAVPERS 1070/602 (PG 2), pen & ink the changes and ensure member signs and dates PG 2. Ensure the designation date on Page 2 matches the designation date on SGLI. ▪ Signed NAVPERS 1070/613's and command letters (see samples >1-5) ▪ Signing BAH PG 13 for members receiving BAH single or w/dependent. For BAH-Single, a copy of the approved request chit is required.
PSD	Action: Refer to the Standard Operating Procedures (SOP) for PSD internal processes.
Chapter 3	Reenlistments Process
<u>Table</u>	<u>CPC Reenlistments Checklist NPPSC Form 1070/3</u>
	References:
	MILPERSMAN 1160-040 (Extensions) DODFMR Volume 7A, Chapter 9 OPNAVINST 6110.1h (PRT) OPNAVINST 1160.8A (SRB) NAVADMIN 166/11 (SRB, refer to current MSG)

	NAVADMIN 193/11 (ESRP, refer to current MSG)
Section 1	Reenlistments
CPC	Action: Refer to the CPC Reenlistments Checklist NPPSC Form 1070/3
PSD	Action: Follow the Standard Operating Procedures (SOP) for PSD internal processes.
Section 2	Extensions
	Document(s) Required:
	<ul style="list-style-type: none"> ▪ Extension Request Chit; signed by CO, XO: and or NPC Pers-811 approval.
a.	<p>Conditional Extensions:</p> <ul style="list-style-type: none"> ▪ Must be considered for no more than a period of (23) months or less. ▪ May be executed upon approval regardless of remaining obligated service. ▪ Must have reason (ex. "To await examination results", "To meet Fleet Reserve Date", "To match EAOS with PRD, etc). <p>**All extensions combined CAN NOT Extend a contract more than 24 months and a MAXIMUM of two extensions per contract is authorized (NAVADMIN 242/09)</p>
b.	Unconditional Extensions are no longer authorized (NAVADMIN 242/09 refers)
CPC	Action:
	<ul style="list-style-type: none"> ▪ Forward approved Request via TOPS (signed by CO or XO acting) to PSD. ▪ Upon Receipt of NSIPS contract command will re-open new TOPS transaction to re-send contract and all PG 13s with signatures. ▪ Leave sell back (LSL) amount will be submitted via PG 13 and forward to PSD.
PSD	Action: Follow the Standard Operating Procedures (SOP) for PSD internal processes.
Chapter 4	Separations/Discharges/Fleet Reserve
Table	CPC Separations Checklist (NPPSC Form 1070/4)
	<p>Separation Authority can be based on various sources depending on the circumstances and nature of the separation.</p> <p>For Officers, the separation authority comes in the form of a set of orders issued by Naval Personnel Command (NPC) received through Navy Standard Integrated Personnel System (NSIPS); downloaded from Bureau of Naval Personnel (BUPERS) Online (BOL); via Naval message, or received from Customer Command via Transaction Online Processing System (TOPS).</p> <p>For Enlisted Retirements/Transfers to Fleet Reserve, separation authority is received via Naval message from NPC; downloaded from BOL; or received from CPC via TOPS. The actual orders are generated locally by PSD personnel.</p> <p>National Call to Service (NCS)/New Accession Training (NAT) Programs - When processing Releases from Active Duty (RAD) for Service Members enlisted in these programs, refer to MPM 1133-080/MPM 1133-090 respectively regarding issuance of separation orders for transition off active duty.</p> <p>For the purpose of this Handbook, the term "separation authority" will apply to any of the situations described above.</p>
	References:
	BUPERSINST 1900.8 (series) MILPERSMAN 1900-1999 (Separation) MILPERSMAN 1800-1899 (Retirement) OPNAVINST 1900.2B (PTDY) MILPERSMAN 1133-080 (NCS) BUPERSINST 1750.11 (SBP - Retirement)

	MILPERSMAN 1320-308 (PCS Transfer Execution - NAVPERS 7041/1)
CPC	Action: Refer to the CPC Separations Checklist (NPPSC Form 1070/4)
PSD	Action: Refer to the Standard Operating Procedures (SOP) for PSD internal processes.
Chapter 5	Transfer
Table	CPC Transfers Checklist (NPPSC Form 1070/5)
	Reference(s):
	Military Personnel Manual (MILPERSMAN) BUPERSINST 1610.10 (EVAL/FITREP) DOD Foreign Clearance Guide OPNAVINST 4650.15 (Transportation) BUPERSINST 1320.6 (NATO orders) Joint Federal Travel Regulation (JFTR) OPNAVINST 1300.14D (Overseas Screening) NPPSCINST 4650.8 (Travel Request) OPNAVINST 1000.23C (PASSMAN) MILPERSMAN 1320-308 (PCS Transfer Execution - NAVPERS 7041/1)
	<ul style="list-style-type: none"> ▪ Directive (orders), received from Naval Personnel Command (NPC) through via NSIPS; downloaded from BUPERS (BOL); Naval Message, or received from CPC, etc. ▪ Directive can also be generated locally on a Standard Transfer Order (STO) based on local/broad authority for transfers to Transient Personnel Units as in the case of Pregnancy, Medical Treatment, temporary duty for separation, etc. ▪ For the purpose of this Handbook, the term "orders" will apply to both NPC and locally generated transfer directives.
	Forms with Links:
	Travel Advance Request Form (DD Form 2560) Report of Suitability for Overseas Assignment (NAVPERS 1300/16) DEERS Enrollment NPPSC 4650.8 (Rev. 6/09), Passenger Reservation Request DD 1056-Application for No-fee passport Instructions to obtain an official no-fee passport NATO Travel Order Advance Pay Certification/Authorization (DD Form 2560) Temporary Lodging Expense (TLE) TDY Travel Advance Form DD Form 2808 (Report of Medical Examination) NAVPERS 5520/6 (Request for Security Access) OPNAV 5520/20 (Certificate of Clearance) DS-11 or DS-82 (Application for Passport: Renewals Only): http://travel.state.gov/passport/forms/ds11/ds11_842.html
CPC	Action: Refer to the CPC Transfers Checklist (NPPSC Form 1070/5)
	Additional Guidance
	<ul style="list-style-type: none"> ▪ For member's requiring Dependent Entry Approval (DEA), ensure dependents complete overseas suitability screening. Command sends out FEA Request via message and forward screening documents and copy of DEA message to PSD. ▪ Notify PSD of any pending disciplinary action that may delay or otherwise impact execution of the PCS orders.
	No Fee Passport:
	Inform member of a no-fee passport and or visa requirement (if applicable). Complete DD Form 1056(s) (Authorization to Apply For "No-Fee" Passport and/or Request for Visa) upon completion of screening but no later than 120 days prior to required travel date.

	Direct Service Member to website for DS-11 (Application for Passport) or DS-82 (Application for Passport: Renewals Only): http://travel.state.gov/passport/forms/ds11/ds11_842.html
PSD	Action:
	Refer to the Standard Operating Procedures (SOP) , for PSD internal processes.
Chapter 6	Navy Enlisted Advancement System (NEAS)
Table	The purpose of the Navy Enlisted Advancement System (NEAS) section is to provide standard procedures, common to all CPC and PSD to follow during preparation and administration of U.S. Navy-wide advancement examinations.
	References:
	OPNAVINST 1000.23 (PASSMAN) OPNAVINST 3120.32 (Navy SORM) OPNAVINST 6110.1h (PRT) BUPERSINST 1430.16 (Advancement Manual) BUPERSINST 1610.10 (Navy Performance EVAL and Counseling System) MILPERSMAN 1070-030 (Officer Record) MILPERSMAN 1430-010 (Accelerated advanced) MILPERSMAN 1510-030 (Advanced Electronics Field) MILPERSMAN 1160-100 (Star Program)
Section 1	Navy Enlisted Advancement System
Table	Document(s) Required:
	E-1 to E-2 and E-2 to E-3 advancements is automatic. Eligibility for E1 through E3 advancement confirmation must be sent to the PSD. Note: 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 NETPDTIC Pensacola FL authority only.
CPC	Action:
	<ul style="list-style-type: none"> ▪ Provide TIR listing for eligible candidates. ▪ NEAS website TIR verification ▪ Provide most current evaluation (if required in PMA computation). ▪ Administer examinations. ▪ Administer late exam.
PSD	Action: Follow the Standard Operating Procedures (SOP) for PSD internal processes.
	Plan of Action Milestones (POA&M)
Section 2	Advancements (Accelerated Advancement of Recruit Training and Class "A" School Graduates)
Table	Document(s) Required:
	(1) ▪Approved Request Chit (2) ▪Petty Officer Indoctrination PG 13/Certificate (if advancing to E-4)
CPC	Action:
	<ul style="list-style-type: none"> ▪ Forward approved request chit (signed by the CO) and a copy of PO Indoctrination Certificate (if applicable) to PSD.
Section 3	Advancements (Advanced Electronics Field, Advanced Technical Field and Nuclear Fields Programs)
Table	Document(s) Required:
	<ul style="list-style-type: none"> ▪ Approved Request Chit. ▪ Petty Officer Indoctrination PG 13/Certificate.

CPC	Action:
	<ul style="list-style-type: none"> ▪ Forward approved request chit (signed by the CO) and a copy of PO Indoctrination Certificate (if applicable) to PSD.
Section 4	Advancements (Selective Training and Reenlistment Program - STAR)
<u>Table</u>	Document(s) Required:
	<ul style="list-style-type: none"> ▪ Approved Request Chit. ▪ Copy of STAR Approval Message.
CPC	Action:
	Forward approved request chit (signed by the CO) and a copy of the STAR approval message to PSD.
Section 5	Command Advancement Program (CAP)
<u>Table</u>	Document(s) Required:
	<ul style="list-style-type: none"> ▪ NAVPERS 1070/613 ▪ Copy of Petty Officer Indoctrination PG 13/Certificate if advancing to E-4).
CPC	Action(s) required:
	<ul style="list-style-type: none"> ▪ Customer command prepares and forward NAVPERS 1070/613 for candidates based on quotas assigned. The Commanding Officer must ensure that the candidate is permanently or temporarily assigned (a minimum of 30 consecutive days) to a command designated as "Sea Duty" (Type 2 or Type 4 command). ▪ The date on the PG-13 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). ▪ Inform member to get a new ID card. <p>Note: CPC must thoroughly check member's electronic/service record before submitting advancement documents. This action will help to avoid delays in advancement processing.</p>
Section 6	Officer Commissioning
<u>Table</u>	Document(s) Required:
	Officer Appointment Acceptance and Oath of Office (NAVCRUIT 1000/20).
	Note: 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.
CPC	Action:
	<ul style="list-style-type: none"> ▪ Set appointment with PSD separation/Fleet Reserve Division for member. ▪ Provide copy of member's transfer orders to PSD. ▪ Mail the Original signed oath of office (NAVPERS 1000/4) to PERS 4802A. The Oath of office must be dated and signed on the first day of the commissioning month. Do not sign/date before the first day of commissioning month. ▪ Upon administering the oath, return copies of NAVPERS 1000/4 to PSD.
PSD	Action: Follow the Standard Operating Procedures (SOP) for PSD internal processes.
Section 7	Lessons learned:
<u>Table</u>	<ul style="list-style-type: none"> ▪ TIR listings were not submitted on time (as requested in the POAM). ▪ Past evaluations were not filed in the service record; forwarding of evaluations for filing 10-15 days over due (i.e., E6 evaluation due 15 NOV must be forwarded by 30 NOV, etc); and include a list for cross-reference.

	<ul style="list-style-type: none"> ▪ Missing evaluations were not submitted on due date (as requested in the POAM). Evaluations were submitted "piece-meal" (i.e., one evaluation = one TOPS transaction). ▪ Only the front page or back pages of evaluation were forwarded. ▪ List of TAD personnel left behind (requiring test), was not provided. ▪ For deployed ships: TAD personnel should be identified in the TIR listing so exam can be ordered and forwarded to PSD Naval Station. ▪ For underway ships (during exam day): Notify PSD of TAD personnel who will be in-port to take the test. Forward examination and worksheet to PSD (if available), and direct member to report to PSD as applicable. If worksheet is not available, direct member to PSD to complete worksheet. ▪ PSD processes exam and worksheets for over 10,000 candidates. The POA&M is our primary tool to manage the advancement cycle. <p>Note: Missing evaluation is the most significant concern/issue which prevents completing of worksheets on time, if not address appropriately; it will continue to be an issue for future advancement examination cycles.</p>
Section 8	Exam Discrepancies:
Table	<ul style="list-style-type: none"> ▪ Insufficient TIR: Candidate was not identified in the transmittal letter for "TIR waiver for EP candidate" or member does not have sufficient TIR. Verify LOPG. ▪ Performance Mark Average Error: PMA block was not filled out. ▪ Wrong path of advancement example PRATE IS2/ERATE DC1. Conversion must be approved (message) prior to exam participation.
Chapter 7	PCS Travel Process
Table	CPC Temporary Duty Travel Checklist (NPPSC Form 7220.8/2)
	References:
	DOD 7000.14R, Volume 9, Chapter 8 Joint Federal Travel Regulation, Volume 1
Section 1	Travel Settlements
Table	Document(s) Required:
	<ul style="list-style-type: none"> ▪ Properly filled out DD Form 1351-2 / 1351-2C, dates match with endorsement/s of orders; Local NPPSC EFT form or as prescribed in DoDFMR Vol. 9, Chap. 5 ▪ Endorsed orders (i.e.: reporting/detaching dates; TDY per diem involved - availability/non-availability of government quarters/mess). ▪ TLE form (if applicable). ▪ Copy of updated PG 2 (with family member/s). ▪ Itemized lodging receipt/s regardless of amount (TDY per diem involved). ▪ Miscellaneous expense receipt/s (\$75.00 or more). ▪ DD Form 1299 - Proximity move for DLA entitlement (Authorized to move House Hold Goods at government expense).
CPC	Action:
	<ul style="list-style-type: none"> ▪ CPC will assist, verify completeness and forward travel claim package via TOPS to PSD travel section.
PSD	Action:
	<ul style="list-style-type: none"> ▪ Travel Section will verify completeness, accuracy and compute/settle the travel claim if manned and equipped to completely process the claim. Otherwise, forward complete package thru TOPS to CPS for processing.
Section 2	PCS Travel Advances
Table	Document(s) Required:
	<ul style="list-style-type: none"> ▪ Properly filled out advance travel pay request from your servicing Personnel Support Detachment. ▪ Copy of orders. ▪ Copy of PG 2 (with family member/s).

CPC	Action:
	<ul style="list-style-type: none"> ▪ Assist and verify completeness and forward Advance (ADV) Travel Pay request package via TOPS to PSD travel section. <p>Note: Indicate the word "ADV" before the members name when initiating the TOPS request.</p>
PSD	Action:
	<ul style="list-style-type: none"> ▪ Travel Section will verify completeness, accuracy, and if capable, process the advance request for payment. Otherwise, forward the package thru TOPS to Travel Office/TPC for processing.
	Additional information:
	<ul style="list-style-type: none"> ▪ For single DLA, write/type the following info on any free spaces on the DD 1351-2: Old Address: New Address: ▪ Attached Fleet Forces Command PG 13 (reflecting new address) on The claim package. Common Carrier Reimbursement Statements: "I hereby assign to the U.S. any rights I may have against other parties in consideration with any reimbursable carrier transportation charges described there in".
Chapter 8	Legal Processing
<u>Table</u>	References:
	BUPERSINST 1430.16 (Advancement Manual) DJMS Procedures Training Guide DODFMR Volume 7A, Chapter 48 JAGMAN MILPERSMAN 1070-300 , 1070-310 , 1070-320 , 1600-010 , 1600-020 , 1600-030 , 1600-040 , 1600-050 , 1600-060 , 1600-070 , 1600-080 , 1626-020 , 5812-010
	Document(s) Required:
	<ul style="list-style-type: none"> ▪ NAVPERS 1070/606 ▪ NAVPERS 1070/607 ▪ NAVPERS 1070/613 ▪ DD 553, Declaration of Deserter ▪ DD 616, Report of Return of Absentee ▪ Deserter message ▪ Locally prepared muster report
CPC	Action:
	<ul style="list-style-type: none"> ▪ MUST submit muster reports via TOPS daily. ▪ If member is UA less than 24 hours, then UA is reported on a NAVPERS 1070/613. CPC need to submit a copy to PSD for filing. ▪ If member is UA for more than 24 hours, CPC has five days to generate the PG 6 and it MUST be forwarded to PSD for processing. ▪ If the service member is UA for more than 30 days, CPC has to submit a DD 553, Deserter message and a PG 6 and it must be sent to PSD for processing. ▪ Upon member return or surrender from Unauthorized Absence (UA), CPC MUST submit a closed out PG 6 and MUST be sent to PSD for processing. ▪ When service member is apprehended or surrendered from Deserter Status, CPC will send out the Return to Military Control (RMC) Message. ▪ CPC need to provide a copy of the DD 553, RMC message and closed out PG 6 to PSD for processing. ▪ Customer Commands will generate the Court Memorandum (PG 7) and NAVPERS

	<p>1070/613 and be sent to PSD for processing.</p> <ul style="list-style-type: none"> ▪ CPC MUST ensure that PG 7s are done correctly and forward to PSD for processing. <p>Note: If there is no reduction in rate (RIR) or forfeiture of pay (FOP) then only a NAVPERS 1070/613 (PG 13) is required.</p>
PSD	Action:
	<ul style="list-style-type: none"> ▪ Verify Muster Report daily. ▪ PSD will verify muster report once it's received. If there is no UA then it will be marked completed and it would states in the remarks block as "Muster Report verified. MJD (clerk's initial)." If member is UA and PG 6 is not received within 5 days, PSD will automatically process the SJ04 to stop member's pay and email command requesting a copy of the PG 6 mail out service record to NACIC. ▪ PSD will process the SJ04 that will put member into "J" status and will stop member's pay. ▪ PSD will email NACIC with the required supporting documents to change service member's ACC to 109. Once posted in LOPG, PSD will generate the SP04 that will put member into "P" status (Deserter). ▪ PSD will process the SA04 that will bring member back into "A" status and will restart member's pay. In addition, PSD will update NSIPS to reflect lost time in LOPG. ▪ PSD will email NACIC with the required supporting documents to change service member's ACC to 100. Once posted in LOPG, PSD will generate the SA04 that will put member into "A" status (On station) and will restarts member's pay. ▪ PSD will process PG 7 and make PG 4 entry to restarts Good Conduct Award. ▪ Verify and clear Suspended Reports. <p>Note: PSD does not give legal advice.</p>
	Lessons learned:
	<ul style="list-style-type: none"> ▪ Incorrect FOP. (Whether or not the RIR is suspended, use the lowest pay grade to determine the maximum amount the CO can take from the member). ▪ Incorrect RIR. (CO can only reduce service member down to one pay grade. When member is frocked, use the current rank for the RIR). ▪ Incorrect Dates on block 7 (Date of Action) and 15 (TIR). ▪ Missing Synopsis block

A 1	CPC Designation Letter
<p><u>Appendix</u></p> <p>Example</p>	<p style="text-align: center;">1000 CPC Date</p> <p>From: Commanding Officer, _____ To: Director/Officer in Charge, _____ Subj: DESIGNATION AS COMMAND PASS COORDINATOR (CPC) Ref: (a) OPNAVINST 1000.23 series</p> <p>Per reference (a), the following information is provided for the Command's CPC: Primary CPC: Contact Phone: Military Email address:</p> <p style="text-align: right;"><u>Sample signature</u></p> <p>Alternate CPC: Contact Phone/ Military Email address:</p> <p style="text-align: right;"><u>Sample Signature</u></p> <p><u>Command Phone:</u> <u>Message PLAD:</u></p> <p style="text-align: right;">Commanding Officer: Signature/Name</p>

Example	<p>Command Letterhead</p> <p style="text-align: right;">7200 CPC Date</p> <p>From: Commanding Officer, USS UNDERWAY (DDG 00) To: Officer in Charge, PSD XXXX Subj: HOSTILE FIRE PAY/COMBAT ZONE EXCLUSION Ref: (a) DODFMR Volume 7A, Chapter 10 1. Per reference (a), request stop Hazardous Duty Pay/Combat Zone Tax Exemption for the attached list of personnel effective DD MMM YY. 2. Any further information regarding this matter may be addressed to _____, via email.</p> <p>SIGNATURE</p>
	Appendix
A 4	VBSS request letter
Example	<p>Command Letterhead</p> <p style="text-align: right;">7200 CPC Date</p> <p>From: Commanding Officer, USS NEVERSAIL (MCM 00) To: Officer in Charge, PSD XXXX Subj: HAZARDOUS DUTY INCENTIVE PAY (HDIP) FOR VISIT, BOARD, SEARCH, AND SEISURE (VBSS) Ref: (1) CNO MEMO 3 Nov 03 Encl: (1) VBSS HDIP List 1. Per reference (a), all personnel in enclosure (1) are entitled for VBSS HDIP for the month of January, 201X.</p> <p>SIGNATURE</p>
	Appendix
A 5	FDHDIP request letter
Example	<p>Command Letterhead</p> <p style="text-align: right;">7200 CPC Date</p> <p>From: Commanding Officer, USS NEVERSAIL (MCM 00) To: Officer in Charge, PSD XXXX Subj: SUBMISSION OF PERSONNEL AUTHORIZED TO RECEIVE FLIGHT DECK HAZARDOUS DUTY PAY FOR MONTH YEAR Encl: (1) COMMAND Sailors authorized to receive Flight Deck Hazardous Duty Pay 1. Credit Flight Deck Hazardous Duty Pay for the listed personnel from ___to ___.</p> <p>SIGNATURE</p>
	Appendix
A 6	RATSSEP Request Letter
	<p>Command Letterhead</p> <p style="text-align: right;">7200 CPC Date</p> <p>From: Commanding Officer, USS NEVERSAIL (MCM 00) To: Officer in Charge, PSD XXXX Subj: AUTHORIZATION FOR SEPARATE RATIONS (SEPRATS)</p>

Example	<p>Ref: (1) USS UNDERWAY (LPD 00), ltr 1000 Ser 08/89 of 5 Jan 10</p> <p>1. In response to reference (a), USS NEVERSAIL is authorized to grant enlisted personnel SEPRATS. This Authorization is effective 1 January 201X to 30 June 201X.</p> <p>2. USS NEVERSAIL will provide two Culinary Specialists and two Food Service Attendants (one each per watch section) through out the period of messing support at Naval Base Galley. Hot meals will be prepared to support ship's duty sections and restricted personnel, if any, and will be transported to the ship designated personnel. Additional Culinary Specialist will be required if actual number of personnel subsisting exceeds 25.</p> <p>3. Questions concerning this authorization may be directed to the Food Service Officer, NAME at PHONE.</p> <p>SIGNATURE</p> <p>Copy to: NAVBASE Galley</p>
Appendix	
A 7	Sea Duty Counter PG13
Example	<p>Ship or Station: USS UNDERWAY (DD XXX)</p> <p>_____: Sea Duty Counter this date. Total cumulative sea time is determined to be _____ days.</p> <p>Signed (BYDIR)</p>
A 8	Election of reduced or no SGLI Coverage PG13
Example	<p>Ship or Station: USS UNDERWAY (DD XXX)</p> <p>ELECTION OF REDUCED OR NO SGLI COVERAGE</p> <p>I understand that by reducing/not electing SGLI coverage at the maximum of \$400,000.00 that may beneficiaries will not receive the full \$400,000.00 in the event of my death. I understand they will only receive the amount that I have elected. I am electing coverage in the amount of \$_____. I understand that I can elect to change my coverage at any time and that by changing my coverage the cost of the SGLI to my self will change appropriately.</p> <p>_____</p> <p>Member's Signature/page</p> <p>Witnessed by: _____</p>
Appendix	
A 9	Exclusion of Spouse As SGLI Beneficiary PG13
Example	<p>Ship or Station: USS UNDERWAY (DD XXX)</p> <p>EXCLUSION OF SPOUSE AS SGLI BENEFICIARY</p> <p>I understand that by not appointing my spouse to be a beneficiary of my SGLI will entitle my spouse to \$0.00 of my life insurance in the event of my death.</p> <p>Member's Signature/page</p> <p>Witnessed by: _____</p>
A 10	Command Responsibility Pay
	<p>Command Letterhead</p> <p style="text-align: right;">7200 CPC Date</p> <p>From: Commanding Officer, USS NEVERSAIL (MCM 00)</p>

Example

To: Officer in Charge, PSD XXXX
 Subj: COMMAND RESPONSIBILITY PAY
 1. As of (date), (RANK/FULL NAME), XXXX (SSN/Last 4), relieves (RANK/FULL NAME) of previous CO, XXXX (SSN/last 4), as CO of USS XXXXXXXXX.
 2. Request stop Command Responsibility Pay for detaching CO as of date.
 3. Request starts Command Responsibility Pay for reporting CO as of date.
 4. For questions or concerns, please contact (Name/Phone/email).
 Authorized Signature

Appendix

Navy Enlisted Advancement System POA&M

Task#	TASK DESCRIPTION	RESPONSIBLE PARTY	DUE DATE	STATUS/COMPLETE
1	Distribute notice	PSD		
2	Internet review of TIR Eligibility List and examination ordering for SCI examinations (CTC, CTI) available	Commands in coordination with PSD		
3	CTC, CTI TIR Eligibility List (to include LDO candidates) due	Commands		
4	Internet review of TIR Eligibility List and examination ordering for all other ratings available	Commands in coordination with PSD		
5	TIR Eligibility List for all other ratings due (to include LDO candidates)	Commands		
6	TIR waiver request for NAVETS due to PSD	Commands		
7	TIR waivers for PO1s with EP due	Commands		
8	Due date for submitting E7 candidates most recent E-6 periodic evals to (thru TOPS)	Commands		
9	Due date for all E-7 candidates to meet eligibility requirements	Commands		
10	Supplemental examination ordering available	Commands in coordination with PSD		
11	PSD to start forwarding E-7 worksheets	PSD		
12	Notify PSD of E7 worksheets discrepancies (that cannot be resolved onboard)	Commands		
13	Administer E-7 exams	Commands		
14	Request for substitute exams to due to PSD	Commands		
<u>Appendix</u>				

CPC BAH CHECKLIST

Name:	Last 4 SSN:	Command:
PSD POC:	Email:	Phone #:

THE FOLLOWING ITEMS PROVIDED TO CPC, IF APPLICABLE

CPC BRIEFS MEMBER ON FOLLOWING ITEMS

- Verify supporting documents
- Check NAVPERS 1070/602 (PG 2) for accuracy/provide information to PSD for update if necessary
- Brief member on PNOK of spouse entry
- Brief member on PADD, PNOK, and SNOK data entry

COMPLETED ITEMS TO BE SUBMITTED TO PSD

- Approved request chit (signed by CO) BAH @ dependent's location, single E-5 and below, or MIL-to-MIL without children both assigned to sea duty
- Copy of lease agreement/mortgage statement, if applicable
- NAVPERS 1070/613 BAH election
- BEQ approval: single E-5 and below or MIL-to-MIL without children both assigned to sea duty, if applicable
- Utility Bill with dependents address for BAH @ dependent's location, if applicable
- Proof of SUPPORT for BAH-DIFF entitlement

CPC RETAIN FILE DOCUMENTS

- Request chit/approval letter
- Lease agreement/mortgage statement, if applicable
- NAVPERS 1070/613 BAH election

NPPSC Form 1070/1

CPC RECEIPTS CHECKLIST

Name:	Last 4 SSN:	Command:
PSD POC:	Email:	Phone #:

CPC BRIEFS MEMBER ON FOLLOWING ITEMS

- Assist member with completing DD Form 1351-2 (Travel Claim), ensure member signs travel claim
- Verify special requirements/special duty screenings were completed, if not notify PSD
- Verify Transfer evaluation/fitness report is in Electronic Service Record (ESR)
- Ensure Obligated Service (OBLISERV) requirements been met, IF NOT NOTIFY PSD
- Verify eligibility for special pay/allowances (SDAP, FSA, CSP/CSPP, CRP, etc.)
- Member needs to update NFAAS/DEERS (<https://www.navyfamily.navy.mil>)
- Shore ONLY - CAC Coding for RIK in PSD if not authorized to Mess Separately (Meal Deduction Starts)
- Access to Electronic Service Record (ESR) and DFAS myPay

COMPLETED ITEMS TO BE SUBMITTED TO PSD WITHIN 2 DAYS OF MEMBER REPORTING

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Original Field Service Record for scanning
<i>(If Applicable)</i> <input type="checkbox"/> Original orders with appropriate endorsements <input type="checkbox"/> DD Form 1351-2 (Travel Claim), attach all receipts for commercial transportation, lodging, & other expenses. Ensure Dislocation Allowance (DLA) Statement is included, Page 13 for election to Occupy or NOT to Occupy Government Quarters for Single E6 and above, <i>(If Applicable)</i> <input type="checkbox"/> Verify Unliquidated Orders MEPS/TEMDUINS/TDY), Member must file Travel Claim <i>(If Applicable)</i> <input type="checkbox"/> Temporary Lodging Expense/Allowance (TLE/TLA) Form <i>(If Applicable)</i> <input type="checkbox"/> Updated and or verified (Pen & Ink Correction of Old page two and SGLI Form) NAVPERS 1070/602 (Dependency Application/Record of Emergency Data) & Service members' Group Life Insurance (SGLI) Election Form <i>(If Applicable)</i> <input type="checkbox"/> Updated Family Service members' Group Life Insurance (FSGLI) <i>(If Applicable)</i> <input type="checkbox"/> NAVPERS Form 1740/6 (Navy Family Care Plan Certificate)
<i>(If Applicable, IAW OPNAVINST 1740.4a)</i> <input type="checkbox"/> Enlistment Bonus NAVCRUIT Form 1133/52
<i>(If Applicable)</i> | <ul style="list-style-type: none"> <input type="checkbox"/> DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance Form)
<i>(If Applicable)</i> <input type="checkbox"/> Certificate of Non-Availability (CNA) from the Installation's Billeting Department <i>(If Applicable)</i> <input type="checkbox"/> Termination/Assignment of Government Quarters, from Family Housing <i>(If Applicable)</i> <input type="checkbox"/> Approved BAH Single request chit for E5 & Below, and IAW Local Commander Policy <i>(If Applicable)</i> <input type="checkbox"/> Approved (Base Commander) request chit to Mess Separately, IAW Local Commander Policy <i>(If Applicable)</i> <input type="checkbox"/> DD Form 2058 (Legal Residence Designation) if Legal residence not designated on LES/MMPA <input type="checkbox"/> NAVPERS 1070/613s <i>(If Applicable)</i> <ul style="list-style-type: none"> o Reduced/Decline SGLI o Spouse NOT designated as Primary Beneficiary of the members SGLI o Basic Allowance for Housing (BAH) election statement o Sea Duty commencement date o Dependents' Location Statement o Recruiting Assistance Program (RAP – prepared by recruiting District) <p><i>*Acquire all NSIPS Page 13 templates from PSD</i></p> |
|---|---|

CPC RETAIN FILE DOCUMENTS

- Copy of endorsed original orders
- DD Form 1351-2, supporting documentation (i.e. receipts, non-avail. statements, NP 1070/602, etc)

CPC REENLISTMENT CHECKLIST

Name:	Last 4 SSN:	Command:
PSD POC:	Email:	Phone #:

THE FOLLOWING ITEMS ARE PROVIDED TO CPC, AS APPLICABLE

<input type="checkbox"/> NAVPERS 1070/601 (Reenlistment Contract) <input type="checkbox"/> DD Form 1172/ID application, if applicable	NAVPERS 1070/613s: <input type="checkbox"/> Perform To Serve (PTS) <input type="checkbox"/> Leave Sell Back (LSL) payment <input type="checkbox"/> Sexual conduct policy - MILPERSMAN 1160-031 (Required Counseling Upon Enlistment and Reenlistment) <input type="checkbox"/> SRB <input type="checkbox"/> Enlisted Supervisor Retention Pay (ESRP)
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CPC BRIEFS MEMBER ON FOLLOWING ITEMS

<input type="checkbox"/> Reenlistment Request and Reenlistment Physical memorandum are required 30 days in advance of reenlistment date <input type="checkbox"/> Failure to return Reenlistment Contract on the day of reenlistment, may result in pay stoppage <input type="checkbox"/> Member must verify update Family Care Certificate NAVPERS Form 1740/6 prior to reenlisting

COMPLETED ITEMS TO BE SUBMITTED TO PSD

<input type="checkbox"/> Reenlistment approved Request and Reenlistment Physical memorandum <input type="checkbox"/> PTS approval message, if applicable <input type="checkbox"/> Signed Reenlistment Contract	NAVPERS 1070/613s: <input type="checkbox"/> PTS <input type="checkbox"/> Leave Sell Back (LSL) payment <input type="checkbox"/> Sexual conduct policy - MILPERSMAN 1160-031 (Required Counseling Upon Enlistment and Reenlistment) <input type="checkbox"/> SRB <input type="checkbox"/> Enlisted Supervisor Retention Pay (ESRP)
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CPC RETAIN FILE DOCUMENTS

<input type="checkbox"/> Approved Reenlistment Authorization request <input type="checkbox"/> Interview Sheet from Command Career Counselor <input type="checkbox"/> Reenlistment Contract <input type="checkbox"/> SRB approval message	<input type="checkbox"/> Copy of approval authority/waiver (HYT/GUARD 2000/STAR/SCORE) <input type="checkbox"/> All NAVPERS 1070/613s, if applicable <input type="checkbox"/> Reenlistment Request and Reenlistment Physical Memorandum
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NPPSC Form 1070/3

CPC SEPARATIONS CHECKLIST

NAME:	LAST 4 SSN:	COMMAND:
PSD POC:	Contact Email:	Contact Phone #:

SEPARATION PACKAGE ITEMS INITIATED BY COMMAND CPC

- DD Form 2656, Survivor Benefit Plan (SBP)
- Separation Interview Sheet
- DD Form 2648 (Pre-Sep Counseling Checklist)
- Travel advance request
- DD Form 1351-2 (Travel Claim)
- Perform To Serve (PTS) findings

CPC BRIEFS MEMBER ON FOLLOWING ITEMS

- Remind member of requirement to turn in identification cards for self and family members
- Inform member of Individual Ready Reserve (IRR) registration (members with less than 8 years active service) and obtain a copy of IRR certificate on Navy Knowledge Online (NKO)
- Individual Ready Reserve obligation contracts for members entitled to full separation pay, if applicable
- Advise member that they MUST sign their DD Form 214 prior to commencing separation leave, permissive TDY, release from active duty, transfer to Fleet Reserve, or discharge date. Failure to do so will result in "signature unattainable" being placed in signature block with reason indicated in remarks section.
- DD Form 2656 – require both member and spouse signature
- DD Form 1351-2 (travel claim) must be submitted by member after completion of final travel
- Advanced travel, failure to submit DD Form 1351-2 will result in recoupment of advance payment

COMPLETED ITEMS TO BE SUBMITTED TO PSD WITHIN 45 DAYS PRIOR TO DEPARTURE

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Admin Separation (ADSEP) authorization <input type="checkbox"/> Separation/Retirement/Fleet Reserve Authorization orders or message <input type="checkbox"/> Separation physical memorandum (dated within 6 months of separation date) <input type="checkbox"/> DD Form 1351-2 <input type="checkbox"/> EVAL/FITNESS report: include adverse letter, if applicable <input type="checkbox"/> Updated NAVPERS 1070/602 with Survivor Benefit Plan (SBP) statement in the remarks <input type="checkbox"/> House/Job Hunting permissive TDY orders <input type="checkbox"/> Perform To Serve (PTS) Approved/Disapproved, if applicable (Separation pay will NOT be paid without disapproval information) | <ul style="list-style-type: none"> <input type="checkbox"/> Completed DD Form 2656 (Retirements) <input type="checkbox"/> Completed DD Form 2648 <input type="checkbox"/> OPNAV 5511/14-Security Termination Statement <input type="checkbox"/> Travel advance request <input type="checkbox"/> IRR certificate on Navy Knowledge Online (NKO) <input type="checkbox"/> Signed Command check-out sheet, if applicable <input type="checkbox"/> Copy of Leave Authorization, if applicable <input type="checkbox"/> EOT award, if applicable <input type="checkbox"/> SMART transcript <input type="checkbox"/> Last 4 recent exam profile sheet, if applicable <input type="checkbox"/> Early out approval request chit/message <input type="checkbox"/> Forward all pending mast/legal cases (ADSEPS) <input type="checkbox"/> Updated SGLI form <input type="checkbox"/> NAVPERS 7041/1 (PCS Travel) |
|---|--|

CPC RETAIN FILE DOCUMENTS

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Separation orders <input type="checkbox"/> DD Form 214 <input type="checkbox"/> All Separation NAVPERS 1070/613s | <ul style="list-style-type: none"> <input type="checkbox"/> Separation physical memorandum <input type="checkbox"/> Travel Advance Request <input type="checkbox"/> NAVPERS 7041/1 (PCS Travel) |
|---|--|

CPC TRANSFERS CHECKLIST

NAME:	Last 4 SSN:	Command:
PSD POC:	Email:	Phone #:

THE FOLLOWING ITEMS ARE PROVIDED TO CPC, AS APPLICABLE

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Transfer Information Sheet (TIS) <input type="checkbox"/> PCS Orders <input type="checkbox"/> Screening(s): _____, if applicable <input type="checkbox"/> NAVPERS 1300/16 (overseas screening) <input type="checkbox"/> NAVPERS 1070/613s <ul style="list-style-type: none"> <input type="checkbox"/> HIV test <input type="checkbox"/> DEERS Enrollment <input type="checkbox"/> Accompanied or Unaccompanied tour overseas election, if applicable <input type="checkbox"/> Anti-terrorism course completion, if applicable | <ul style="list-style-type: none"> <input type="checkbox"/> DD Form 1056 (Passport) <input type="checkbox"/> NAVPERS Form 7041/1 (PCS Travel) <input type="checkbox"/> TLE Form <input type="checkbox"/> Advancement Exam Transfer Sheet <input type="checkbox"/> Advance Travel Request <input type="checkbox"/> NPPSC Form 4650/8 (Passenger Reservation Request) <input type="checkbox"/> NAVPERS Form 1740/6 (Family Care Certificate), if applicable <input type="checkbox"/> Advance Pay Certification/Authorization <input type="checkbox"/> NATO Orders, if applicable |
|---|---|

CPC BRIEFS MEMBER ON FOLLOWING ITEMS

- Transfer date must be no earlier than transfer month annotated on PCS orders
- Members w/dependents must verify DEERS info at <https://www.dmdc.osd.mil/appj/address/indexAction.do>
- Applicable screenings listed above must be completed by NPC mandated deadlines
- Obligated service requirements must be met within 30 days of receipt of orders
- Dependent Entry Approval requests must be submitted within 30 days of receipt of orders
- Transfer Information Sheet must be approved by Commanding Officer or designated representative
- Member must have medical/dental record in possession on transfer date
- If requesting advanced school per diem, member must have letter from TEMDUINS site stating requirement.
- New or updated Family Care Certificate required 60 days prior to transfer
- Advance DLA for single Sailors E-5 and below may be paid, with authorization (in writing) from ULTDUSTA to live off base

COMPLETED ITEMS TO BE SUBMITTED TO PSD WITHIN 14 DAYS OF RECEIPT

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Transfer Information Sheet <input type="checkbox"/> Screening Form(s) and message <input type="checkbox"/> NAVPERS 1070/613, as applicable <input type="checkbox"/> Dependent Entry Approval (message/email), if applicable <input type="checkbox"/> Local command check-out sheet, if applicable <input type="checkbox"/> Verified/updated NAVPERS 1070/602 <input type="checkbox"/> OPNAV 5520/20 (Certificate of Clearance) <input type="checkbox"/> Termination of Housing Assignment, if applicable | <ul style="list-style-type: none"> <input type="checkbox"/> Advance Pay Certification/Authorization <input type="checkbox"/> Advance Travel Request <input type="checkbox"/> Physical Readiness Test (PRT) Memorandum <input type="checkbox"/> NPPSC Form 4650/8 <input type="checkbox"/> DD Form 1056 <input type="checkbox"/> NAVPERS Form 7041/1 <input type="checkbox"/> TLE Form <input type="checkbox"/> Advancement Exam Transfer Sheet <input type="checkbox"/> Verified/updated SGLI <input type="checkbox"/> Verified/updated Family SGLI <input type="checkbox"/> NAVPERS Form 1740/6 <p style="color: blue; font-size: small;">NOTE: Commands no longer required to forward a copy of Enlisted Transfer Evaluation to PSD (PIIB 11-24)</p> |
|--|--|

CPC RETAIN FILE DOCUMENTS

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> PCS Orders <input type="checkbox"/> Transfer Information Sheet <input type="checkbox"/> NATO Orders <input type="checkbox"/> DD Form 1056 <input type="checkbox"/> E-invoice for flights | <ul style="list-style-type: none"> <input type="checkbox"/> NAVPERS Form 7041/1 <input type="checkbox"/> Screening documents and email/messages <input type="checkbox"/> NPPSC Form 4650/8 <input type="checkbox"/> Reenlistment and or Extension Contract <input type="checkbox"/> All NAVPERS 1070/613s |
|---|--|

TEMPORARY DUTY TRAVEL CHECKLIST

Name:	Last 4 SSN:	Command:
PSD Clerk:	Contact Email:	Contact Phone #:

User: All military and civilian travelers submitting claims for **TEMPORARY DUTY**. TDY claims are to be completed within five days upon completion of travel.

Purpose. This checklist should be used by the travelers to ensure their travel claims are proper, complete, and complies with the intent of the order before submitting them to the reviewing/approving official for signature.

- Travel Voucher (DD Form 1351-2 Mar 2008) must be prepared in ink, typewriter, or computer generated.
- Your signature must be in block 20a, and dated in block 20b on the travel voucher.
- All information in blocks 1-9 and 11 of the travel voucher must be completed. Provide a duty phone number and e-mail address. Does the administrative data i.e. name, SSN # on the travel voucher agree with the orders? If not make administrative corrections and initial.
- Are advances and/or accrued per diem payments listed in block 9? You must annotate "NONE" in block 9 if there were no advances or partial payments. Do not indicate ATM cash withdrawals in block 9.
- Is block 1 of the DD1351-2 (Split Disbursement) annotated to reflect amounts charged to your Government Travel Charge Card (GTCC). This is mandatory for charge card holders?
Yes ___ or No___
- Itinerary in block 15a must be completed using dates and not times, modes of travel, and reason for stops. Please refer to the reverse page of the DD1351-2 for correct "modes of travel" and "reason for stop" codes.
- Is block 16 (POC Travel) checked if mileage is claimed? Examples of POC mileage are within and around the TDY Site, to and from the airport, and to and from the TDY site. In/around POC mileage must be approved and or authorized. In and around mileage must be claimed and total mileage driven each day listed. This travel should be included on the TDY claim or as an attachment.
- Block 17 must be completed indicating duration of TDY period.
- Did you claim all of your authorized reimbursable expenses in block 18? Mission related items (e.g. batteries/film) are not reimbursable travel expenses and should be submitted through Vendor Pay.
- Were rental car expenses claimed? If so, was the rental car obtained through proper channels (government contracted office, e.g. SATO)? Rental Car receipts are required regardless of dollar amount. Pre-calculation receipts are not acceptable. Include a copy of your government contracted travel office (SATO) itinerary.
- Are control numbers for non-availability of government quarters in the remarks of the block orders? If not, and obtained after the fact, you must have the Approving Official's signature authorizing commercial lodging or an amended order issued. (Military Members Only)
- Is lodging claimed and supported by paid receipts (regardless of amount). Receipts must show a zero balance.
- Are reimbursable expenses of \$75.00 or more claimed on the travel voucher and supported by an original paid receipt or justification statement explaining why receipts are not attached?
- Is a conference or registration fee claimed? If so, did you state the number of meals provided at no cost in block 19 of the DD 1351-2. If none, please state.
- Exchange rate when foreign currency is involved must be indicated on the travel voucher. The traveler must include the expense in both foreign currency and U.S. Dollars.
- Was leave taken in conjunction with the TDY? If so, was it annotated in the itinerary and in block 29, Remarks section?
- Military members: attach a copy of NAVCOMP 3065 (leave form) if leave was taken in conjunction with TDY.
- Are there specific items not in the original order that require an amended order or the authorization and signature of the Approving Official? If yes, are the items properly claimed and necessary receipts attached?
- Are the required orders, receipts, statements, justifications, etc., attached to the travel claim and is the claim reasonable and consistent with the mission?
- You must forward your completed travel voucher and supporting documentation to your supervisor/reviewing official.

