AFLOAT TRAINING GROUP PACIFIC

PAY/PERSONNEL/ADMIN TRAINING MANUAL

TABLE OF CONTENTS

CHAPTER

1. OFFICE MANAGEMENT

2. CUSTOMER SERVICE

3. ENLISTED DISTRIBUTION AND VERIFICATION REPORT (EDVR)

4. DJMS/SDS/DMRS

5. LEAVE PROCEDURES

6. ENLISTED SERVICE RECORD

7. EDUCATIONAL SERVICES

8. REENLISTMENT/EXTENSIONS

9. OFFICER/ENLISTED RECEIPTS

10. OFFICER/ENLISTED TRANSFERS

11. OFFICER/ENLISTED SEPARATIONS

12. EVALUATIONS/FITNESS REPORTS

13. OFFICER DISTRIBUTION CONTROL REPORT (ODCR)

14. OFFICER SERVICE RECORD

15. OFFICER PROMOTIONS/RETIREMENTS

16. DIRECTIVES/MANUALS AND PUBLICATIONS

17. REPORTS AND FORMS MANAGEMENT

18. CORRESPONDENCE MANAGEMENT/RECORDS DISPOSAL/AWARDS

19. OFFICIAL MAIL MANAGEMENT

20. LEGAL

21. NAVY PERSONNEL SECURITY PROGRAM

22. DISBURSING ADMINISTRATION

23. DISBURSING OFFICE OPERATIONS PROCEDURES

24. PAY PRODUCT DELIVERY

25. PERSONAL FINANCIAL RECORD (PFR)

26. ALLOTMENT OF PAY

27. SPECIAL PAY

28. BASIC ALLOWANCES

29. INCENTIVE PAY

30. ENLISTMENT/REENLISTMENT/SRB PAYMENTS

31. REGULAR/SPECIAL/ADVANCE PAYMENTS

32. DEDUCTIONS AND COLLECTIONS

33. DISBURSING RECEIPTS AND TRANSFER

34. DISBURSING DISCHARGES, SEPARATIONS, RETIREMENTS, AND FLEET RESERVE TRANSFER

35. TRAVEL

36. ASSEMBLY AND TRANSMITTAL OF FINANCIAL RETURNS

CHAPTER 1
OFFICE MANAGEMENT

REFERENCES

(a) OPNAVINST 3120.32C
(b) SERVMART General Shopping Guide (Microfiche)
(c) GSA Supply Catalog
(d) NPFC Pub 2002 - Navy Stock List of Publications and Forms (Microfiche)

1. **Organization**. Reference (a) outlines duties, responsibilities, and authority of key administrative personnel.

2. **Work**

a. **Office Supervisor**

(1) **Tasking**

(a) Establish job assignments in writing for each desk. Assign closely related tasks to the same desk as much as possible.

(b) Divide the workload as fairly as possible.

(c) Ensure each individual is fully aware of his or her responsibilities. This includes complete familiarization with applicable manuals and publications.

(d) Provide a smooth and orderly transition when rotating assignments.

(2) **Priorities**

(a) Your office is tasked with functions vital to command mission, therefore the office supervisor must be aware of all tasks to be performed by office personnel. Priorities must be established and strictly followed. Accuracy and timeliness are of the utmost importance.

(b) Priorities can be categorized as follows:

Priority I	Actions required to be completed daily. Little or no opportunity to calculate amount of work involved. Advance preparation not possible (i.e., muster reports, POD, etc.).
Priority II	Advance preparation possible. Actions have established deadlines (i.e., action correspondence).
Priority III	Routine actions that can be accomplished by the Duty PN/YN after regular working hours (i.e., typing, filing, etc.).

(3) **Task review**. Route all work completed by Personnel/Admin/Disbursing personnel through the office supervisor for review. The office supervisor will initial all work prior to forwarding for signature.

3. **ATGPAC Pay, Personnel, Administration Training Manual**

a. **Utilization**. Checklists have been included in this manual to use when carrying out various administrative processes. These checklists serve a three-fold purpose:

(1) Individual(s) performing these tasks can ensure that all steps have been completed.

(2) Office supervisor can use the checklist as a guide when reviewing completed work to ensure that all required actions have been completed.

(3) Checklists may also be used as a training aid when training individuals at a new job.

b. **Maintenance**. The checklists will assist you and your office in completing your work; however, it is your responsibility to keep them up to date as references and procedures change.

4. **Office Layout**

a. **Arrangement**. The equipment in your office should be arranged in a manner that permits:

(1) Effective supervision.

(2) Adjacent location of personnel performing similar functions.

(3) Locations of personnel having the most frequent customer contact near entrances and service areas.

(4) Maximum comfort to the office staff and the customer.

(5) Easy access to files, duplicating equipment and communications equipment. Consider the workflow.

(6) Good lighting and ventilation.

(7) Clear passages.

b. **Access**. Restrict access to your office except in cases when access is required. Establish a firm policy to make sure that all individuals who can will conduct their business at the door or service counter.

c. **Appearance**. Your office should present a neat and uncluttered appearance and should not include the following:

(1) Personal belongings, such as articles of clothing, tape players, paperback books, luggage, etc.

(2) Desks cluttered with excess supplies and forms.

(3) File baskets overflowing.

Note: The appearance of your office reflects the caliber of professionalism of the office force.

d. **Customer Service Hours**. Establish customer service hours and post these hours on the office door or service window. When establishing customer service hours, make sure you allow sufficient time to provide service to personnel and also to do the required office work. Be consistent in the enforcement of the hours. Refrain from doing special projects or helping others outside of the established hours.

5. **Training**

a. **Frequency**. A formal training program should be established with training conducted on a weekly basis. Train for at least one hour during normal working hours.

b. **Coverage**. Encompass only one area of general or personnel administration per training session. It is important to cover areas that are of equal importance to YNs, PNs and DKs; e.g., ODCR, EDVR, DMRS, DJMS, SDS, service records, etc. The office supervisor should open each training session by discussing any changes to directives/publications received the preceding week that affect personnel/administration.

c. **Presentation**. The office supervisor should prepare and present the first few training sessions and then assign individuals within the office other topics to prepare and present at a training session. This manual is an excellent reference to use in your training program.

d. **Training Records**. Prepare training records for each person in the office to document completion of training and file these in the Division Officer's Notebook.

6. **Keeping Abreast of Latest Directives and Publications**

a. **Routing**. Directives and publications, and changes thereto, pertaining to YN/PN/DK daily responsibilities (MILPERSMAN, TRANSMAN, ADVMAN, NAVADMIN's, PPIB's, MPA's, DJMS PTG and 1000 series instructions/notices) should be routed to all office personnel to ensure everyone has the latest information.

b. **Dissemination**. Training sessions should be used to explain major changes to all YNs/PNs/DKs.

7. **Division Officer Notebook**

a. **Maintenance/Responsibility**. The Division Officer is required to maintain and be responsible for a Division Officer Notebook (Division Officer's Personnel Record Form, NAVPERS 1070/6 (Rev. 2/01)).

b. **Distribution**. Each time an individual changes divisions, the Division Officer's Personnel Record Form should be given to the new Division Officer. Upon transfer from one activity to another, the Division Officer's Personnel Record Form should be placed in the service record and transferred along with the member.

8. **Navy Leader Planning Guide (NAVEDTRA 38219)(Available for download from: http://www.cnet.navy.mil/cnet/nlpg/nlpg_index.html)**

a. **Purpose**. Designed to aid leading petty officers, chief petty officers, division officers and department heads in their leadership duties by reminding them, in calendar format, of pertinent dates and information related to leadership and personnel management.

b. **Distribution**. Personnel who have direct leadership responsibilities; e.g., LPOs, CPOs, Division Officers, branch officers, etc., should be provided copies. The intent is to make this guide a permanent part of the divisional/branch records and should be passed from relief to relief. If additional copies are required, they may be ordered on-line through the Navy Forms Online website.

c. **Reference Index**. The Navy Leader Planning Guide contains a reference index for personnel administration that is extremely useful in providing the correct source document when providing guidance and counseling.

9. **Supplies**

a. **Responsibility**. Designate an individual as supply petty officer who shall:

(1) Be familiar with the command procedures and references (b) through (d) for obtaining forms and office supplies.

(2) Maintain a record of supplies on hand and what is on order.

(3) Maintain a six-month supply based on monthly usage.

b. **Stowage**. The stowage of forms and office supplies in a closed cabinet is preferable to open shelves. When stowing forms and office supplies, care shall be taken to eliminate waste and possible health hazards. Specifics are:

(1) **Forms**

(a) Arrange forms in numerical order to simplify stowage and retrieval. Stow OCR and carbon-interleaved forms flat.

(b) Stow forms printed in pads or on bond type paper neatly in file cabinets, on edge if necessary.

(2) **Consumables**

(a) Stow office supplies, other than toxic materials neatly in file cabinets.

(b) Stow toxic materials in accordance with command HAZMAT procedures.

10. **Equipment**. Office equipment is designed to give long-lasting service when properly operated and maintained.

a. **Availability**

(1) Computers have become useful and important tools to YNs/PNs/DKs, particularly in quickly producing high volume quantities of information in a short period of time. It is imperative that computer hardware (e.g., keyboard, disk drive/CPU, monitor and printer) be kept meticulously clean. Program and data disks must be stored in a secure container to physically protect the disk and the information thereon.

(2) Use of copying and reproduction machines shall be limited to designated personnel only.

b. **Accessibility**. Office equipment and access to its use shall be restricted to designated personnel.

c. **Maintenance**

(1) Preventive Maintenance System (PMS) includes:

(a) Dusting, cleaning up excessive toner, etc.

(b) Turning off equipment when not in use.

(c) Placing covers on equipment at the end of the workday.

(d) Making sure that equipment is properly secured to desk or brackets to prevent damage during at-sea periods.

(e) Effecting repairs when possible.

(2) Conduct periodic PMS to make sure that equipment is in optimum operating condition. Repairs that are beyond the capability of the ship's force should be referred to the appropriate contracted customer service representative via the Supply Department.

CHAPTER 2
CUSTOMER SERVICE

REFERENCES

(a) Navy Customer Service Manual
(b) SECNAVINST 7220.77D
(c) MILPERSMAN 1741-020
(d) MILPERSMAN 1746-030
(e) MILPERSMAN 1000-080
(f) BUPERSINST 1750.10A
(g) OPNAVINST 1160.6A
(h) Activity Manpower Document/EDVR
(i) DMRSMAN

1. **General**. Customer service is our most important function and actions that affect pay/advancements should always come first. Reference (a) provides valuable training and guidance in this most crucial area. PPAT recommends personnel be required to complete this course as part of their check-in process or as part of the command's regular training program. The knowledge and insight gained can go a long way in developing and maintaining positive attitudes and greater productivity.

2. **Customer Service Hours**. Establishing and adhering to set customer service hours has proven most effective in maintaining a higher quality of service. This allows for greater productivity and a sense of accomplishment by allowing personnel the opportunity to complete pending work with minimal interruption. Emergencies should be handled expeditiously at all times without regard to office hours.

3. **Standards of Conduct for Service at Contact Points**. Personnel assigned to positions of initial contact shall:

a. Have a positive "can-do" attitude.

b. Present a neat personal appearance.

c. Be able to speak and write clearly.

d. Be competent enough to deal effectively with the responsibilities of their current assignment.

e. Have their work and time organized to give the most efficient service possible.

f. Provide the same quality service to each customer, regardless of rank, rate or personal characteristics.

g. Treat each customer as an individual.

h. Analyze the customer's problem correctly so that the first action taken is the proper action.

i. Accept the responsibility for doing their jobs so that constant supervision is not necessary.

j. Be aware of the importance of records. Ensure they are current, complete and accurate.

k. Know the content and arrangement of publications and forms regularly used.

4. **Customer Service Desk**. Basic areas may include, but are not limited to:

a. **Good Conduct Awards**. Each activity should maintain in chronological order, by month and day, a tickler to ensure record entries and associated certificates are completed in sufficient time for members to receive their awards on or near the actual due date. Adjustments must be made for disqualifying factors such as NJP, courts-martial and adverse evaluations. Ticklers should be kept by using command database (Relational ADM, COMPASS, etc).

b. **Career Sea Pay/Premium**. Establish an up-to-date tickler file, to ensure eligible members receive Career Sea Pay Premium the first month eligible. The EDVR may be used as a source document for building a tickler. The UMIDS system (Disbursing) has a Commencement Sea Duty Service Date (CSDSD) field that may be queried to assist the personnel office in creating a tickler. Refer to Chapters 22-26 of this manual for further eligibility details. Per reference (b), consecutive sea duty assignments and/or SDCD adjustments must be given special attention when determining eligibility. Once the sea tour has commenced, the SDCD will be adjusted forward for periods of 30 days or more served in the following:

Unauthorized Absence (UA)
Humanitarian Assignment (HUMS)
Duty under Instruction (DUINS)
Temporary Duty in Disciplinary Status
Temporary Duty as students (TEMDUINS)
Temporary Duty as patients
Limited Duty (LIMDU)
Temporary Duty or duty in a Pre-Commissioning Status (PRECOM)
Neutral Duty Continuous periods of temporary additional duty in excess of six months

Note: As of 1 October 2001, CSPP must be stopped for E5-E9 personnel once they cumulate eight years of sea time. DJMS does not automatically stop CSPP.

c. **Special Request Authorization (NAVPERS 1336/3)**

(1) The member submitting the request should submit an original and one copy. Upon approval/disapproval, the Personnel Office retains the original for appropriate action and returns the annotated copy to the member.

(2) Process special requests as expeditiously as possible and, in all cases, annotate action taken. Retain for two years or when served its purpose, whichever is earlier.

d. **Dependency Application/Record of Emergency Data (Page 2)**. Whether the member is changing dependency status or updating contact information, ensure the Page 2 does not become separated from the service record. Ensure members complete the appropriate SGLI Form (SGLV 8286 or SGLV 8285) for increasing or decreasing SGLI coverage. Per reference (c) when a member requests reduction or cancellation of SGLI coverage, they shall be counseled as to the effect of their action and an appropriate entry shall be made on the NAVPERS 1070/613, Administrative Remarks of the member's service record. The use of "By Law" is not authorized. Personnel wishing to decrease or cancel SGLI must re-elect SGLI for desired amount.

e. **COMRATS/Meal Passes**. Ensure members authorized COMRATS do not have possession of RIK meal pass. Per reference (d), notify the Food Services Officer of meal passes unaccounted for or reported as lost or stolen. COMRATS cards and meal passes are controlled items and must be safeguarded with controlled access.

f. **Service Record Filing**. Recommend filing be accomplished on a daily basis to ensure member's record is kept current and as accurate as possible. Do not file documents requiring action until action has been completed and authorized personnel have signed accompanying service record entries.

g. **ID Cards**

(1) **DD 2N (Active)**. Guidance is provided in references (e) and (f). The original application is prepared by the member and verified by the service record custodian.

(2) **DD 1173 (Dependent)**. Improper preparation and negligence in verifying, certifying and issuing DD Form 1173 will give unauthorized persons privileges to which they are not

entitled. Ensure compliance with requirements in reference (f) in ensuring DEERS enrollment and verification.

Note: As of 1 October 1993, DEERS enrollment/update for Non-Rapids commands must be completed locally via floppy disk. Reference (f) contains information for site identification.

h. **Special Duty Assignment Pay**. Ensure member meets eligibility requirements per reference (g) and (h). Reference (i) provides SDS format entries for start, stops or changes.

(1) Requirements/authorized billets used to pay Special Duty Assignment Pay are outlined in current NAVADMIN and Section 6 of the command's EDVR (Billets Authorized (BA) column).

(2) **Eligibility**. The following requirements must be satisfied prior to starting SDAP on eligible personnel:

(a) Member possess the NEC.

(b) The billet must be coded for SDAP in the Activity Manpower Document.

(c) Member must be detailed (DNED'd) into SDAP billet (column "L" on EDVR).

(d) Member must be an E3 or higher.

(e) The Commanding Officer must verify the member is filling the SDAP billet.

(3) Recertification. An annual eligibility recertification must be done on for each servicemember receiving SDAP NLT 31 August of each year. Commands with SDAP eligible personnel will mail or fax an annotated copy of Section 4 of the EDVR (send only those sections with eligible NEC's or rates for SDAP) to Naval Personnel Command, PERS 815, 5720 Integrity Drive, Millington, TN 38055-8150, FAX (901) 874-2623/DSN 882. Ensure any changes to SDAP recipients are annotated and reference by which changes were made, i.e., DMRS/SDS entry that added or deleted member as SDAP recipient. Prior to forwarding Section 4 of the EDVR, obtain Commanding Officer's endorsement with signature. Endorsement must read: "I have reviewed and certify member's eligibility for SDAP."

Note: BUPERS will automatically stop SDAP effective 1 September if the recertification is not received by 31 August to prevent over-payment to members no longer eligible.

CHAPTER 3
ENLISTED DISTRIBUTION AND VERIFICATION REPORT (EDVR)

REFERENCES

(a) EDVRMAN
(b) DMRSMAN
(c) DJMS PTG
(d) NAVPERS 18068F Section II (NECMAN)
(e) OPNAVINST 1160.5C

EXHIBITS

3-1 Sample Letters for Adjustment of SDCD, PRD and Request for Statement of Service

1. **Policy Changes**. The EDVR is a monthly statement of an activity's enlisted personnel account. This document can be viewed and printed through your BBS in the PCEDVR Program. The PCEDVR requires a hard drive, telephone line, laser jet/ink jet printer, and a modem. Underway units can utilize PCEDVR capabilities via SALTS.

2. **Organization**. The EDVR is organized into twelve sections:

Section 1 Prospective Gains
2 Prospective Losses/High Year Tenure
3 Alphabetical Listing
4 Distribution Community Sequence Listing
5 Personnel Status Summary
6 CNO Billets Authorized
7 NEC Billet/Personnel Summary
8 NEC Management Inventory
9 OFF/ENL Diary Message Summary
10 Duty Preference Listing
11 Security/Data Validation
12 TAD/Embarked Personnel

Sections 1 through 4, 9, and 12 are used by the Personnel Office, Sections 5 through 8, 11, and 12 are used by the Command's Manpower Manager, Sections 2 and 10 are used by the Command Career Counselor, and Section 11 by the Command Security Manager.

Note: Sections 1 and 2 will not be printed if there are no personnel to be listed within these categories.

3. **Maintenance**. Reference (a) recommends prospective gains/losses be annotated on Sections 1, 2, and 4. MCA "X" activities may use Section 3 vice Section 4.

a. Make pen changes to the EDVR for each item of information that is changed as a result of submission of SDS/DJMS, DMRS, OCR/UNES document or letter changes.

b. Line through obsolete data and write in the new data in same column(s).

c. Update columns 1 through 4 by writing in the Julian date and transmittal number for changes submitted on OCR/UNES documents (i.e. NAVPERS 1070/606 and 607) that involve lost time or reduction in rate. Write in the identifying information and date mailed for changes submitted by letter.

d. Other changes that affect the EDVR are indicated by pen changes (prospective gains/losses, PRD adjustment, addition/loss of dependents), and the authority for change indicated in Columns 1 through 4.

4. **Verification**. Upon receipt of the EDVR, annotate date received on the cover page, verify against the old EDVR, and transcribe data from old to new EDVR that has not reflected. Annotate the cover page of the new EDVR with the date verified and make the appropriate SDS E05 event submission to EPMAC.

a. **Accountability**

(1) Retain a copy of the EDVR in the command files for two years.

(2) When a member is deleted from the EDVR a report without action will be initiated by the activity. When a member has failed to reflect on the EDVR after 60 days from DMRS submission, contact your Readiness Placement Coordinator at EPMAC as annotated on the cover page of the EDVR. If it is not resolved by phone, verify name, SSN, and rate submitted in the original gain entry against the member's NAVPERS 1070/601. When the original entry is correct, resubmit DMRS entry reflecting the same information reported originally. If the original gain entry was in error, submit the correct gain entry.

b. **General**

(1) Using the Diary Message Summary (Section 9), verify that pen changes were recorded correctly on the new EDVR, line through the appropriate letter from Column 4 and transcribe remaining pen changes as follows:

(a) **Source Data**. Annotate changes submitted after date of last entry/diary processed to BUPERS. Edit items are: Name, SSNs, NECs, Sex, ADSD, BR/CL and ACDUOBLI.

(b) **OCR/UNES Document Source**. Annotate all OCR/UNES changes that did not reflect on the new EDVR.

(c) **Prospective Gains/Losses**. Annotate pen changes that did not reflect on the new EDVR.

(2) When pen changes do not reflect on the new EDVR, verify change for accuracy, both in content and method of submission per references (a) and (b). The following corrective action, is required as applicable:

(a) When diary changes are properly submitted in content/format and the DMRS message reflects an entry being processed, resubmit the entry reflecting the same information as reported originally. If the original entry was in error, resubmit by using the correct data.

(b) Verify the OCR/UNES suspense file against the EDVR and destroy the actions that have reflected properly. If changes do not reflect within 60 days and document control listing acknowledging receipt is received, review document for accuracy and take corrective action per reference (c).

(c) When penned prospective gains/losses fail to appear on the new EDVR, review the date annotated in block 5 (Accounting Period Ending) of the EDVR against date of the transfer directive. When the date of the transfer directive is later than the date in block 5, carry the pen change forward. If the date of the transfer directive is earlier than the date in block 5, ensure the orders have not been cancelled. If the orders are still valid, corrective action should be requested per reference (a).

(3) Column 4: Verify remaining items annotated against member's service record. Changes to NEC and SDCD are documented in the service record.

(4) Expired/missing information: Identify and take corrective action on information expired or required columns that are blank.

(5) SKEL (indicates skeleton (non-strength) record): Review Column 4 for personnel listed as SKEL. If the member is onboard and appear as SKEL over 45 days, corrective action is required.

(6) Defense Grouping NEC: Ensure that non-designated/non-rated personnel are assigned an OA-DG NEC and personnel onboard have the correct code. Reference (d) provides a breakdown for these NEC's and associated rating categories.

(7) Security Data Codes: Additional reference and guidance for this area is provided in Chapter 21 of this manual.

5. **Completion**. Reference (a) provides a detailed explanation of data items and corrective action required for erroneous information. After verification, annotate date on the cover page of the EDVR and submit required DMRS entry.

6. **Miscellaneous**. Exhibit 3-1 provides sample letters requesting adjustments and corrections to information on the EDVR. (E-mail is the preferred method for SDCD corrections)

7. **High Year Tenure**. Personnel identified in HYT (asterisk *) status are reflected in Section 2. Verify accuracy of codes and dates. Members may request HYT waivers per reference (e), via correspondence to NPC-823.

8. **TAD Embarked Personnel**. Section 12 is a useful tool to track TAD personnel, embarked officer, enlisted and civilian personnel. Reference (b) provide procedures for reporting transactions.

9. **Changes**. Review all changes to references (a) through (e) carefully to ensure proper action/verification is taken for each action/event reflected on the EDVR. The EPMAC Plain Talk is distributed quarterly with the EDVR and is an advance notification of upcoming changes which will affect not only the EDVR but also SDS.

SAMPLE SDCD ADJUSTMENT

From: Commanding Officer, _____
To: Commander, Naval Personnel Command (PERS-451D4)

Subj: ADJUSTMENT OF SEA DUTY COMMENCEMENT DATE (SDCD)

Ref: (a) ENLTRANSMAN 3.10

1. Per reference (a), request adjustment of the Sea Duty Commencement Date for the following personnel.

RATE	NAME	SSN	FROM	TO	REMARKS

2. POC: PO1 Name, USN DSN: E-Mail:

****

SAMPLE PRD CHANGE REQUEST

From: Commanding Officer, _____
To: Commander, Naval Personnel Command(PERS-40*)

Subj: ADJUSTMENT OF PROJECTED ROTATION DATE (PRD)

Ref: (a) ENLTRANSMAN 3.063

Encl: (1) Certified copy of NAVPERS 1070/605

1. Per reference (a), enclosure (1) forwarded. Request adjustment of the Projected Rotation Date for the following personnel.

RATE	NAME	SSN	FROM	TO	REMARKS

***PERS CODE TO INDICATE DETAILER. ONLY ONE RATING PER LETTER. *TO EPMAC FOR SN/FN/AN**

****

SAMPLE REQUEST FOR STATEMENT OF SERVICE

From: Commanding Officer, _____
To: Commander, Naval Personnel Command (PERS-312F)

Subj: STATEMENT OF SERVICE IN CASE OF (RATE, NAME, SSN, BRANCH)

Ref: (a) MILPERSMAN 7220-020

1. Per reference (a), request Statement of Service for subject named member. Member's service record contains insufficient data to accurately determine ADSD/PEBD.

Exhibit 3-1

CHAPTER 4
DJMS/SDS/DMRS

REFERENCES

(a) DJMS PTG
(b) SDS 3A User's Guide

1. **Defense Joint Military Pay System (DJMS)**

a. **General**. DJMS is a microcomputer based distributed data processing system designed to improve the Navy's pay transactions. DJMS is the official corporate record for military pay administration. Procedures for DJMS are outlined in reference (a).

b. **Purpose**. The purpose of DJMS is to maintain accurate pay records for every Navy member. DJMS manages the funds of the Military Personnel Appropriation.

c. **History**. DJMS was designated the migratory system of choice for all services in 1991 by DoD with the exception of the Marine Corps. The Air Force converted in 1975 and the Army in 1991. The Air Force and Army MMPAs are online and accessible back to their respective conversion dates.

d. **Documents**. Pay transactions are reported through the use of Uniform Microcomputer Information Data System (UMIDS) linked by a telecommunications line. Transactions are completed to update entries of a member's MMPA.

e. **Data Flow**. Transactions are created at the user/ processor level. Once the transactions are completed, the user will transfer all transactions from the work file to the audit file. The supervisor will audit the transactions for quality assurance, making changes or corrections, if needed. Once the audit is completed, the supervisor will transfer the transactions to MILPERS with supporting documents.

f. **Transmission**. There are various methods by which transactions are transmitted.

(1) **File Transfer Protocol (FTP)**. This is recommended for activities with capability. It has the shortest transmission time and is not dependent on DJMS host. It uses internet port (207.133.71.2) addresses to host processors. FTP is available with a NIPRNET connection.

(2) **Customer Information Control System (CICS)**. This is recommended for shore-based activities with excellent connectivity. Its dependent on the DJMS host and is connected to the host via Dynacomm. Dynacomm is used for upload and download.

(3) **Modem Direct/BBS**. Recommended for afloat community and PSDs/CSDs operating single user who have phone access. This is the backup for FTP and CICS. It transmits pay to DJMS via modem. The transmission time and quality is dependent on the phone line. On-line access via dial-up software (RLINK).

(4) **Streamlined Alternative Logistics Transmission System (SALTS)**. Recommended for deployed ships and OUTCONUS PSDs without access to phone lines. This is a reliable data transmission.

g. **Pay Diskette Processing**. Transactions are transferred from UMIDS to a diskette. The diskette will contain pay transactions created in personnel and passed to disbursing for auditing and subsequent release. Upon completion, a report listing (document transmittal listing) all transactions passed to MILPERS for processing and release to DFAS will print. It provides MILPERS with an automated record and means of tracking pay transactions.

h. **DJMS Reports**

(1) **Daily Reports**

(a) **JUMPS Data Collection (JDC)**. This is a daily register of transactions. Provides all transactions data for the selected updates, to include processed, rejected and recycled transactions.

(b) **Management Notices**. Identifies accounts that require review. It monitors accounts that require additional entries or debt information.

(2) **Monthly Reports**

(a) **Unit Commander's Report**. Information provided to unit commanders that identifies the entitlements, allotments, leave and other pay information of each person within a unit. This is printed and mailed to each command monthly.

(b) **UMIDS Statistical Summary**. Provides database totals, including accounts, outstanding transactions and pay distribution totals.

(c) **Query Reports**. Consist of statistical reports (i.e. EARS, transactions by cycle, etc.), alpha reports, adhoc reports and FSA/CSP Premium reports.

2. **Source Data System (SDS)**

a. **General**. The Source Data System Increment is a microcomputer based distributed data processing system designed to improve the Navy's personnel diaries. The system will provide a common data entry method for personnel functions and improve the accuracy and timeliness of the data submitted. Data submission is disseminated by the Manpower and Personnel Training Information System (MAPTIS) at the Bureau of Naval Personnel (BUPERS) and the Diary Message Reporting System (DMRS) to the Enlisted Personnel Management Center (EPMAC).

b. **Purpose**. SDS was developed to reduce manpower efforts by eliminating Optical Character Recognition (OCR) and DMRS messages. The program is user-friendly, menu-driven and reduces redundant data entry.

c. **Documents**. Personnel events are reported through the use of computer terminals linked by telecommunications lines to BUPERS and EPMAC. Creating an event is essentially the same as putting an OCR form in your typewriter and filling it out.

d. **Data Flow**. Events are created at the user level. The supervisor audits the events and substantiating documents and either returns them to the user for correction or releases the event.

e. **User**. A user is anyone responsible for event processing and ensures that all required data fields are correctly entered. The security control for the SDS system includes User Level Access Codes. These codes provide the user with limited capabilities and are accessed with a User-ID/Password combination.

f. **Event Disposition**. Depending on your level of access and after an event entry is completed you will receive three or four options. The four possible choices are **SEND, HOLD, MODIFY** or **IGNORE.**

(1) The **SEND** mode is available only to those with Access Levels 2, 4 or 5. The event is printed and sent into a file flagged with an "R" to later be grouped with other events to be RELEASED for message creation.

(2) The **HOLD** option prints the event and sends it into a file flagged with an "H" to group with other events for quality control/audit review prior to RELEASE.

(3) The **MODIFY** mode takes you back to the last event entered. This allows you to review the event and make any changes. These changes create a new document and document control number.

(4) The **IGNORE** mode deletes the last event entered by sending it to a file flagged with a "C" for later removal.

g. **Transmission**. There are various methods by which SDS events are transmitted.

(1) **Telephone/Modem**. SDS can transmit information over commercial telephone lines through a modem.

(2) **Navy Telecommunications System (NTS)**. One of the options of the SDS software is to prepare released events in a communications ready disk format. This means the data is formatted as a naval message and the disk can be taken to a communication center for transmission into the SDS network.

(3) **Streamlined Alternative Logistics Transmission System (SALTS)**. SALTS transmits data via a satellite (INMARSAT) or telephone line, to a central site. SALTS is usually the quickest and most efficient method for deployed units.

h. **Close of Business Processing**. Close of Business (COB) is the procedure whereby FILE CONSOLIDATION, DATA CONVERSION, PAY DISKETTE PROCESSING and MESSAGE PROCESSING is accomplished. These steps are taken to prepare SDS data for transmission to BUPERS and or EPMAC.

(1) **File Consolidation**. Data files from remote PC's are transferred to one event data file at the Central PC. Having all of the event data on one file allows the supervisor to transmit all of the RELEASED events at the same time.

(2) **Data Conversion**. A process performed at the PC in which bridged events in UMIDS are transferred to SDSD. Once the events are transferred it will be consolidated with events already processed in SDS for close of business. Events processed in UMIDS will not appear in the hold file in SDS. Once SDS events in SDSD are transferred from the hold file to close of business, all events will consolidate into one on the Event Transmittal Listing.

(3) **Message Processing**. Transfers information from the BUPERS output file onto a communications ready diskette for transmission via one of the three modes: NTS Message, SALTS or telephone modem.

i. **Event Tracking Report (ETR)**. The SDS Bulletin Board System (BBS) provides a facility for SDS users to receive feedback on events submitted via SDS. Previously, the first indication that a personnel action had posted to the enlisted master file was the monthly EDVR. The BBS makes weekly ETR's available for downloading to SDS sites. The ETR lists the disposition of all SDS events that were received the preceding week.

j. **Procedures**. Reference (b) brings together the personnel system encompassing MAPTIS and SDS. This manual translates current diary entries and NAVPERS/NAVCOMPT OCR forms to SDS events, substantiating documents and reports. The HELP screens in SDS are an abbreviated electronic SDSPROMAN.

3. **Diary Message Reporting System (DMRS)**

a. **General**. DMRS is a secondary means of transmitting when SDS is not available. The DMRS eliminates preparation time and mailing delays for more accurate personnel management and manpower information. Prompt reporting and submission of personnel actions as required by references (a) and (b) is essential.

b. **Preparation**. Only one diary message is required for both officer and enlisted transactions. Provide copies of released DMRS messages to the person responsible for the EDVR/ODCR updating and to the Disbursing Officer. To facilitate ease and accuracy of DMRS reporting, Personal Computer Diary Message Reporting System (PCDMRS) is available through EPMAC. Activity equipped with SDS afloat are required to submit utilizing end of date business close out procedures on a daily basis.

c. **Submission**. Submit events on diary prepared for actual day event occurs. Transmit DMRS messages not later than the next workday from day of occurrence (reference (b) section 1.4).

(1) "**MINIMIZE**" fourteen days or less, do not prepare DMRS messages. Hold and consolidate transactions and submit in one message when "**MINIMIZE**" is rescinded. During **MINIMIZE**, gains and losses for afloat commands shall be reported via message daily or as they occur.

(2) "**MINIMIZE**" more than 14 days, prepare and submit DMRS via transactions via letter, or via message per NTP3(H), paragraph 805.f, using same format prescribed for message transmission. Letters or messages prepared per this paragraph may be mailed or faxed to EPMAC (FAX numbers are DSN 363-5126/6891 or commercial (504) 948-5126/6891).

d. **Accounting of DMRS Messages**. A sequence number is assigned to each DMRS message for receipt and accountability of DMRS messages submitted to EPMAC. Sequence number is a two-digit number for DMRS messages submitted on or after 1 May 1992. The first DMRS transmitted on or after that date will contain the sequence number 01 and sequence numbers will continue in this cycle up to 99 at which time a new series of sequence numbers will be used starting with 01 and ending with 99.

4. **Points of Contact**

a. Questions concerning DJMS Processing:
DJMS Field Assistance Center
DSN: 580-6057 COMM: (216) 522-6057

b. UMIDS Bulletin Board (Security Access, File Upload/Download)
DSN: 580-6763 COMM: (216) 522-6763

c. UMIDS Software Application/EARS Software Application Trouble Calls

West Coast UMIDS Support Group:
DSN: 526-5188 COMM: (619) 556-5188

East Coast UMIDS Support Group:
DSN: 646-2320 COMM: (757) 443-2320

d. SDS Technical and Processing Problems/Questions:
SDS@SCNDETSD.MASSOPAC.NAVY.MIL

CHAPTER 5
LEAVE PROCEDURES

REFERENCES

(a) DJMS PTG 10251
(b) MILPERSMAN 1050

1. **Definitions**

a. **Leave Authorization Number (LAN)**. A LAN will be assigned to each leave authorization not more than 15 days prior to member's scheduled departure for leave. The LAN will continue in sequence regardless of calendar year or fiscal year from 00001 through 99999. The LAN is a seven-position alpha/numeric code constructed as follows:

(1) First two positions: Input Source Code (ISC). The ISC is a two position ALPHA/ALPHA or ALPHA/NUMERIC code assigned by PSD or Pay Office to designate the originator of the document. These two characters will be the input for the Input Source Code field on the leave transaction FID. **Do not use ISCs MA, SM and TZ through ZZ.**

(2) Third through seventh positions: Leave sequence numbers.

Note: Commands with departmental-controlled leave will have a input source code for each department.

b. **Leave Authorization Log**. This is a record maintained by the command to ensure that all LAN's are assigned in sequence.

c. **LAN Log**. A record listing the LAN of each approved leave authorization received at personnel/PSD. This log assists personnel/PSD in monitoring leave and ensures that all leave taken is properly charged to the member's MMPA.

Note: Per reference (a), the Leave Authorization Log and LAN Log will be maintained by separate offices. Logs being maintained by separate offices provide a system of check and balance to prevent duplicated or skipped LANs.

d. **Approved Leave File**. The approved leave file will consist of Part 2 of NAVCOMPT 3065 filed in date-of-return order. This file should be monitored daily but at a minimum at least twice a week for expired leave return dates.

e. **Unit Commander's Finance Report (UCFR)**. This monthly listing projects the current leave balance of command personnel. This report replaces the Commanding Officer's Leave Listing (COLL).

2. **Maintenance of Leave Logs**. Reference (a) recommends two separate logs to provide adequate controls. Maintain a Leave Authorization Log at the departmental level and LAN log in the Personnel Office. Onboard ships where leave approval authority resides only at Commanding Officer/Executive Officer level, or when adequate clerical assets are not assigned at the departmental level, procedures may be modified to require the Personnel/Ship's Office to maintain the Leave Authorization Log and the Disbursing Office will maintain the LAN Log.

3. **Procedures**

a. **Requesting Leave**. The member will prepare the Leave Request/Authorization (NAVCOMPT 3065) when requesting leave. He or she will complete blocks 1 and 3 through 22 as applicable. The Unit Commander's Finance Report (UCFR) or the member's latest LES contains information necessary to complete blocks 17 and 18. Detailed instructions are on the reverse side of the form (Part 3). Once completed, route through the normal chain of command for approval. Advanced leave rations are **no longer** available.

b. **Depart/Return From Leave**. Members will have NAVCOMPT 3065 (Part 1) in their possession at all times during periods of leave and will follow the command-prescribed leave check-out/in procedures. Complete blocks 27a through 27c upon departing on leave and blocks 28a through 28c upon return. The member will return the annotated NAVCOMPT 3065 (Part 1) to their command/department for completion of blocks 30 through 33, not later than the first working day after returning from leave.

Note: Per reference (b), when the day of departure on leave and day of return from leave are non-working days, only one of the days will be counted as leave.

c. **Office Maintaining the Leave Authorization Log**

(1) Enter the LAN in Block 2 of NAVCOMPT 3065, complete blocks 24 through 26, enter appropriate data in the Leave Authorization Log, and distribute NAVCOMPT 3065 as follows:

(a) **Original (Part 1/White)**: Give to the member when departing on leave (following local command policy).

(b) **Duplicate (Part 2/Pink)**: Retain in the approved leave file.

(c) **Triplicate (Part 3/Green)**: Forward immediately to the office maintaining the LAN log. After entry in the LAN log, place the green copy in a leave tickler file. For commands supported by PSD, follow PSD policies for distribution.

(2) When the member returns from leave, enter the inclusive dates charged in block 30, and complete blocks 31 through 33. Remove Part 2 from the approved leave file, annotate blocks 27a through 27c and 28a through 28c from Part 1 to Part 2. Leave must be charged within ten working days after the date of return. Per reference (a), when a member fails to return Part 1 within ten days of completion of leave, annotate blocks 30 and 31 with leave to be charged based on authorized leave dates and times in conjunction with block 16 information.

(a) Ensure leave extensions and cancellations are reported to the office maintaining the LAN log. Annotate this information in the Leave Authorization Log.

(b) If a member is hospitalized while on leave, end the leave period the day before hospitalization. Unless authorized convalescent leave, restart leave the day following release from hospitalization.

(c) Direct member to return NAVCOMPT 3065 (Part 1) immediately upon completion of leave.

(d) Commands issuing meal passes should monitor temporary withdrawal of meal passes for members on leave and record appropriate entry in block 24.

(3) Report leave taken:

(a) Per reference (a), prepare a SB03 - REPORT LEAVE transaction reporting the inclusive dates charged as leave from block 30 of the NAVCOMPT 3065.

(b) Give completed Part 2 of NAVCOMPT 3065 to the member.

(c) Forward SB03 transaction along with the Part 1 of NAVCOMPT 3065 to MILPAY and annotate the date submitted in the Leave Authorization Log.

(d) Complete the following transactions to correct/cancel a period of leave that has posted to the MMPA:

1 Prepare a SB05 - CORRECT LEAVE TRANSACTION to correct dates and types of leave.

2 Prepare a SB06 - CANCEL LEAVE TRANSACTION to remove the entire leave period.

b. **Office Maintaining the LAN Log**

(1) Monitor LAN log and tickler file of NAVCOMPT 3065 (Part 3).

(a) When gaps appear in LAN's, request verification from office maintaining Leave Authorization Log.

(b) File Part 3 in tickler file in chronological order by leave expiration date. Review this file daily.

(c) Upon receipt of Part 1 indicating cancellation of a leave period, annotate "Cancelled" in the LAN log and destroy Parts 1 and 3.

(2) Once the SB03 and Part 1 charging the leave is received, remove Part 3 from the leave tickler and destroy.

4. **Separation Leave**

a. MILPERS will prepare an SB01 - START LEAVE TRANSACTION (using MIL-LV-TYPE "P"). This leave transaction can be posted to the MMPA up to 30 days prior to scheduled transition date.

Note: MIL-LV-TYPE "P" will account for the entire leave period.

(1) The ending date of leave will be the date of separation (USN)/date of detachment (USNR).

(2) The separation date on the E503 - REPORT FINAL SEPARATION transaction must agree with the ending date of leave on the SB01 transaction.

b. Refer to Part 1, Chapter 3 of reference (a) for separation processing of enlisted/officers.

5. **Fleet Reserve/Retirement Leave**

a. MILPERS will prepare an SB01 - START LEAVE TRANSACTION (using MIL-LV-TYPE "P"). This leave transaction can be posted to the MMPA up to 30 days prior to scheduled transition period. Stop Career Sea Pay (CSP) during periods of authorized leave or for TAD periods over 30 consecutive days.

Note: MIL-LV-TYPE "P" will account for the entire leave period.

(1) The leave ending date should be computed to the day prior to the date member is transferred to retire or date of transfer to the retainer rolls. This date should be the same as the separation date on the E503 - REPORT FINAL SEPARATION transaction.

b. Refer to Part 1, Chapter 3 of reference (a) for separation processing of enlisted/officers.

6. **Rest and Recuperative Absence (EXOS Leave)**

a. An enlisted member can take either 15 or 30 days when he or she extends their tour of duty at designated overseas duty stations.

b. The ENLTRANSMAN Chapter 4 explains policies for overseas tour extensions.

c. Use MIL-LV-TYPE "H" on the SB03 - REPORT LEAVE TRANSACTION.

7. **Delay en Route (PCS) Leave**

a. To report delay en route leave, complete an SB03 - REPORT LEAVE TRANSACTION using MIL-LV-TYPE "I". This transaction requires a Leave Authorization Number (LAN). The LAN's Input Source Code should be specifically for PCS receipts. A separate log for the tracking of PCS leave LAN's should be established.

b. Computation of PCS Leave.

(1) For PCS transactions, the day of departure from LPDS is considered a day of leave and the day of arrival at the new PDS is considered a day of duty.

Example 1: Member departed LPDS on 971201 and arrived NPDS 971215. Member was authorized four days travel and four days proceed time. The transaction is processed as follows:

Leave: 971201 - 971206 (6 days LV - done on a SB03 transaction)
Proceed: 971207 - 971210 (4 days PT)
Travel: 971211 - 971214 (4 days TT - TT and PT reported on the same SG03 transaction)

Example 2: Member departed on 970901 and arrived 970930. No proceed time involved. Member was authorized two days travel time to TDY point and 1 day travel to NPDS, TDY was three days (970910 - 970912). The transaction is processed as follows:

Leave:	970901 - 970907	(7 days LV - SB03 transaction)
Travel:	970908 - 970909	(2 days TT - SG03 transaction)
TDY:	970910 - 970912	(3 days TDY - SG03 transaction)
Leave:	970913 - 970928	(16 days LV - SB03 transaction)
Travel:	970929 - 970929	(1 day TT - SG03 transaction)

Entries on SG03 transaction: TVL TIME ENTL: 3
DAYS TDY: 3
PROCD DYS GRNTD: 0

Note: Two separate SB03 transactions are required for reporting the two leave periods, 970901-970907 and 970913-970928.

c. Refer to Chapter 9 of this manual for information concerning elapsed time on PCS gains.

8. **Excess Leave**. Excess leave is leave taken that exceeds the combination of earned leave and accrued leave balance in a current enlistment.

a. Members are highly discouraged from carrying over a negative leave balance to an extended enlistment/reenlistment. Under DJMS, pay will be deducted the payday after excess leave has occurred.

b. Recommend personnel closely monitor their leave balance.

9. **Emergency Leave - OUTCONUS to CONUS, CONUS to OUTCONUS, OUTCONUS to OUTCONUS**

a. Prior to granting Emergency Leave (funded), review reference (b) and the Type Commander's instruction concerning the granting, order preparation, and processing of emergency leave.

b. Policies governing emergency leave to OUTCONUS locations (i.e. Republic of the Philippines) frequently change, therefore, we recommend contacting the nearest NAVPTO for the latest guidance.

c. Upon completion of emergency leave, MILPERS will prepare a SB03 - REPORT LEAVE TRANSACTION using MIL-LV-TYPE "D".

CHAPTER 6
ENLISTED SERVICE RECORD

REFERENCE

(a) MILPERSMAN

EXHIBITS

6-1 Enlisted Service Record Verification List

1. **General**. Reference (a) provides general information and guidance on the maintenance of the enlisted service record for each member of the Navy or Naval Reserve. The up-keep of the field service record (FSR) is a continuous process that should always reflect accuracy and pertinent data regarding an individual's career.

2. **Verification**. Per reference (a), the purpose of verification is to ensure the field service record contains all required documents, documents are properly completed, and that any misfiled documents are properly refiled. Verification is completed upon transfer of the member, upon arrival of the member at final destination, prior to disposal, and upon reenlistment/extension. Verification procedures include, but are not limited to:

a. Ensure the member's records and documents contain the correct name and social security number.

b. Verify the presence of all documents required by other directives.

c. Remove excess correspondence from left side and deliver to member.

d. Interview the member to ensure that the Page 2 and SGLI are up-to-date and accurate.

e. Entries are made only by those authorized by the Commanding Officer/Officer-in-Charge and on the date of the event.

Note: Birth certificates, marriage licenses, divorce decrees, wills, or other documents of a personal nature are not filed in the FSR. However, additional documents deemed necessary by the command may be filed on the left side of the FSR above the career separator, latest date on top.

3. **Career Performance Data Separator (NAVPERS 1070/617)**. For documents filed under the separator, group like documents together. Maintain each category in **chronological order** with the most recent on top.

4. **Corrections**. Reference (a) provide guidance for making or requesting authority for necessary corrections.

5. **Security of Personal Information**. Service records are to be safeguarded against loss and access by unauthorized personnel per reference (a). To safeguard service records restrict access and use a record check-out system to account for each record.

6. **Record of Disclosure**. The Record of Disclosure (OPNAV 5211/9) is to be annotated whenever access to information in the service record is granted to persons or agencies outside of the Department of Defense or Department of the Navy. This includes access to the record for verification of employment requests, VA home application, automobile purchases, etc. To ensure all records are fully accounted for, periodically review the records against names listed in Section 3 of the EDVR.

RIGHT SIDE **MILPERSMAN 1070-100**

_____ NAVPERS 1070/613, Administrative Remarks

_____ NAVPERS 1070/609, Enlisted Performance Record **(current for periods through December 1995)** if present in FSR

_____ NAVPERS 1070/607, Court Memorandum

_____ NAVPERS 1070/606, Record of Unauthorized Absence

_____ NAVPERS 1070/605, History of Assignments

_____ NAVPERS 1070/604, Enlisted Qualifications History

_____ NAVPERS 1070/603, Enlisted Classification Record (when tests score date is not on the Page 4)

_____ NAVPERS 1070/602, Dependency Application/Record of Emergency Data

_____ SGLV-8285, Request for Insurance (increase)

_____ SGLV 8286, Servicemen's Group Life Insurance Election and Certificate

_____ NAVCOMPT 3072, Dependency Status Action

_____ OPNAV 1740/1, Navy Family Care Plan Certificate

_____ SDS C05/C06 event, Agreement to Recall or Extend Active Duty

_____ SDS C02/C03 event, Agreement to Extend Enlistment

_____ SDS C01 event, Immediate Reenlistment Contract

_____ DD 4, Enlistment/Reenlistment Document - Armed Forces of the United States with Annex(s), when applicable

Exhibit 6-1

_____ NAVPERS 5510/415, Record Identifier for Personnel Reliability Program (supersedes NAVPERS 5510/1)

_____ NAVPERS 5510/1, Record Identifier for Personnel Reliability Program

_____ OPNAV 5211/9, Record of Disclosure, Privacy Act of 1974

_____ NAVPERS 5520/20, Certificates of Personnel Security Investigation, Clearance and Access

_____ All correspondence that pertains to an enlisted service member while at the permanent duty station (purge upon transfer and deliver to member)

_____ Current permanent change of station orders and endorsements

_____ OPNAV 5350/1, Drug and Alcohol Abuse Statement of Understanding

_____ DD 2366, Montgomery GI Bill (MGIB) Act of 1984

_____ OPNAV 1780/1, Statement of Understanding - Selected Reserve Educational Assistance Program

_____ DD 2384-1, Notice of Basic Eligibility

_____ SF 86, Questionnaire for Security Positions

_____ DD 398-2, Personnel Security Questionnaire (National Agency Checklist), (canceled) or

_____ DD 1879, Request for Personnel Security Investigation (PSI) (if PSI pending)

_____ DD 398, Personnel Security Questionnaire (BI/SBI)(canceled)

_____ NAVPERS 1070/877, Statements of Service

_____ DD 1966, Record of Military Processing - Armed Forces of the United States (canceled 9-96) (All old enlistment/ reenlistments documents and extensions.)

_____ NAVCRUIT 1133/7, USN Alcohol and Drug Abuse Screening Certificate, ANNEX "A" to DD 1966 (if present in member's field service record)

Exhibit 6-1

_____ NAVCRUIT 1133/53, Enlistment Statement of Understanding

_____ NAVPERS 1070/617, Career Performance Data Separator

Group like documents together as listed below. Maintain each category in chronological order with most recent on top.

_____ All personal and unit awards, citations, Letters of Commendation and Letters of Appreciation

_____ NAVPERS 1610/2, Fitness Report and Counseling Record (E7-O6) (supersedes NAVPERS 1616/24)

_____ NAVPERS 1616/26, Evaluation report and Counseling Record (E1-E6) (supersedes NAVPERS 1616/24)

_____ NAVPERS 1070/615, Record of Discharge from the U.S. Naval Reserve (Inactive)

_____ DD 214, Certificate of Release or Discharge from the Active Duty

_____ NAVPERS 1070/609, Enlisted Performance Record (certified copy)

_____ NAVPERS 1070/605, History of Assignments (reproduced copy)

_____ NAVPERS 1070/604, History of Enlisted Qualifications (reproduce copies upon immediate reenlistment and mail originals to the BUPERS for scanning into microfiche)

Exhibit 6-1

CHAPTER 7
EDUCATIONAL SERVICES

REFERENCES

(a) BUPERSINST 1430.16E
(b) DMRSMAN
(c) MILPERSMAN
(d) NETPDTC ltr w/encl
(e) BUPERSINST 1610.10
(f) BUPERSINST 1430.17E
(g) NAVEDTRA 12061
(h) OPNAVINST 1560.9
(i) OPNAVINST 1420.1

EXHIBITS

7-1 Sample PMA Computation Page
7-2 Advancement Exam Computation/Verification Worksheet

1. **Advancement Procedures**. Reference (a) provides assistance for service record (Page 4 and 13) entries required for all advancements. Reference (b) requires a SDS or DMRS entry for the following transactions:

a. Submit non-rated advancements and lateral conversions not later than two working days after the effective date of advancement.

b. If the obligated service is required with CAP/Accelerated/STAR/SCORE Advancements these types of advancements, obligated service entry Transaction Activity Codes (TAC's) must be reported prior to advancement entry on DMRS.

c. Restoration of rate under UCMJ Article 15 when effective date is after reduction.

d. Removal of striker designations.

e. Advancements withheld/withdrawn/declined. To avoid erroneous advancement and overpayment, submit within two working days of decision. In addition, notify BUPERS by message with information to Navy Education and Training Professional Development and Technical Center (NETPDTC) and DFAS. Per reference (a), prepare a Page 13 entry for withholding advancement or withdrawing advancement recommendations.

2. **Time-in-Rate Corrections**. Submit a letter to BUPERS 811A with a certified copy of Page 4. Forward a copy to the NETPDTC for corrections requested during the exam cycles. Do not submit DMRS entries.

3. **Effecting Advancements to Paygrade E-2/E-3 and Striker Designations**

a. **Advancement to Paygrade E-2/E-3**. NAVPERSCOM (PERS-333) automatically posts advancements to paygrade E-2/E-3 on the 16th day of a month. Qualified candidates who complete service requirement of nine months between the 1st and 16th of the month will be advanced on the 16th day of that month; candidates who complete service requirement of nine months on the 17th through the end of a month will be advanced on the 16th day of the following month. TIR date for advancement is determined per paragraph 216 of reference (a). E-2/E-3 advancements for personnel reduced in rate or whose prospective automatic advancement was removed by NAVPERSCOM (PERS-811A) must be effected locally.

b. **Delaying Advancement to E-2/E-3**. All personnel are considered eligible for advancement to E-2/E-3 upon meeting time in rate requirements. The prospective advancement will automatically post to the EMF/IMAPMIS and pay system when effective. To delay advancement, prepare NAVPERS 1070/613 and notify NAVPERSCOM (PERS-811A/862) by message (para 721a ref (a)). Message must indicate compliance with para 704b ref (a). Once advancement is delayed, the command must effect the advancement to E-2/E-3 locally. Message notification must be received by NAVPERSCOM (PERS 811A/862) prior to the prospective advancement date. Advancement cannot be delayed on or after the effective date. Do not info NETPDTC.

c. **Striker Identification**. MILPERSMAN 1440-050 governs striker identification.

d. **Backdating Advancement to Paygrades E-2/E-3**. If an administrative error precludes the advancement of a member to paygrade E-2/E-3 on the earliest date on which the candidate is fully qualified, the advancement may be established "as of" the date the member would have been advanced had the error not occurred, provided the backdating does not under any circumstances exceed six months.

4. **E4 through E9 Advancements**. A field input is not required for advancements authorized by NETPDTC.

5. **Obligated Service Requirements for Paygrades E7-E9**. Per reference (a), there is no service requirement for advancement to

E7-E9, however, requests for transfer to Fleet Reserve will not be approved before completion of two years of obligated service from the effective date of advancement.

a. Selectees who will become Fleet Reserve or Retired Reserve eligible within two years of their advancement date will execute a Page 13 per reference (a).

b. Advancees who will complete 30 years active service in less than two years from the effective date of advancement may request retirement at their option upon completion of 30 years. Advancement does not eliminate the requirement to request authority to remain on active duty beyond 30 years.

6. **Frocking**

a. References (a) and (c) establish policies and procedures for frocking enlisted personnel selected for advancement. Refer to the latest NAVADMIN applicable to the advancement cycle for current procedures.

b. Prior to frocking, ensure members meet the following criteria:

(1) E4 and E7 selectees must complete PO or CPO Indoctrination respectively and ensure the appropriate service record entry is completed. All selectees must meet the physical readiness standards.

(2) Reference (c) provides an example of the required frocking Page 13 entry. Frocking is voluntary. Frocking letters are optional, and do not replace the requirement for a Page 13 entry.

7. **Navy-Wide Examination (eligibility requirements)**. Use the sample Administrative Inspection Check-Off list in reference (a) to ensure required actions are completed prior to member's participation in exam. Eligibility requirements for advancement to E4 through E9 (except TIR) must be completed by the date published in the current BUPERSNOTE 1418/NAVADMINs for each exam cycle.

8. **Ordering Navy-Wide Examinations**. References (a) and (d) outline examination ordering procedures.

Note: When ordering exams don't overlook prospective gains. Section I of EDVR is used to determine those individuals.

9. **Handling Examinations**. All examinations shall be in the custody of a Chief Petty Officer or above or designated civilian GS-7 or above.

10. **Forwarding Examination Returns**. Forward examination returns for each pay grade to NETPDTC by registered mail within five working days after administration of the exams.

11. **Educational Services Officer**. The Commanding Officer shall establish, in writing or command 1301 notice, an Educational Services Officer (ESO) to act as liaison between the local ESO and ESO agreeing to administer an examination. The responsibilities of the ESO are outlined in reference (a).

12. **Worksheets (NAVEDTRA 1430/2)**. Points to remember during each examining cycle are:

a. Sign sections (b) and (c) prior to or on examination date.

b. Sign and fill in section (e) immediately after mailing the exam returns.

c. Complete section (h) upon receipt of the exam results and file with the command file. Retain for two years.

d. When computing the performance mark average (PMA), consult reference (e), and refer to Exhibit 7-1.

e. Refer to reference (a) and current NAVADMIN for award point guidance. Per NAVADMIN 117/00 advancement points are no longer awarded for warfare qualification.

f. Advancement candidates may no longer obtain credit in their advancement computation for AA/BA/BS degrees earned after entry into active duty. NAVADMIN 117/00 refers.

g. When completing worksheets prior to exam administration, enter the member's new UIC for candidates transferring prior to publication of exam results on the worksheet and annotate on the answer sheet. In the event exam results are received for candidates who have subsequently transferred, forward a certified copy of ESVR/RCA or Data Mailer and the exam profile sheet to member's new duty station.

13. **Command Advancement Program (CAP) Advancements**. Per reference (f), Commanding Officers of commands that are designated as sea duty (Type 2, 4, or 8) may automatically advance a limited number of eligible personnel in paygrades E3, E4, and E5 to the next higher paygrade without referring to higher authority. NAVADMIN 246/99 modified paragraph 7 of reference (f) to clarify command requirements for CAP in the

case of sea duty detachments that have shore duty parent commands (e.g. Military Sealift Commands). Accordingly, sentence 2 to paragraph 7 of reference (f) is modified to read, "Officers in Charge (OICs) of commands designated as sea duty (Type 2, 4, or 8) are not authorized to approve CAP, but may recommend eligible candidates to their parent command, regardless of the type duty classification of that parent command (e.g. Military Sealift Detachments on sea duty would recommend candidates to their respective Military Sealift Fleet Commander)." CAP advancements will be effected between 1 January and 31 December inclusive. The procedures are:

a. Complete an Examination Worksheet, NAVEDTRA 1430/2 (Rev. 8-92) on the individual(s) being advanced per references (a) and (f). The Commanding Officer must sign the worksheet (by direction signature not authorized) and the effective date of advancement is the date the Commanding Officer signs the worksheet. The time in rate date is assigned per reference (a).

b. After the CO signs the worksheet, file the original in the service record, make appropriate Page 4 service record entry and submit the appropriate entry via Diary Message Reporting System (DMRS), TAC 328 or Source Data System (SDS), Event M63.

Note: Personnel advanced to pay grade E4 via the CAP program must complete the Petty Officer Indoctrination Course at the earliest available opportunity after advancement.

14. **Training Material**

a. **Manuals/Correspondence Courses**. Guidelines for ordering training manuals/correspondence courses are outlined in reference (g) and online at https://www.advancement.cnet.navy.mil.

b. **Classified Courses**. Each application for a classified course must include a letter submitted on command letterhead and signed by the CO or "By direction," certifying that the enrolled has the appropriate security clearance and need to know. NETPDTC will not forward classified courses without this certification.

c. **Obsolete Courses**. Reference (g) lists obsolete editions of courses with the disenrollment or cut-off dates. Submit answer sheets for obsolete courses to ESO/NETPDTC prior to disenrollment or cut-off date.

15. **Educational Programs**

a. **Tuition Assistance Program**. Reference (h) outlines eligibility requirements, approved institutions, courses and programs under Tuition Assistance.

b. **Navy Campus Academic Skills Program (NCASP)**. This program provides skill enhancement in Reading, English, and Mathematics to improve military training and fleet readiness. Academic skills classes are provided under contract to shore and afloat commands by educational institutions. Details and eligibility requirements are outlined in reference (h).

c. **Program for Afloat College Education (PACE)**. PACE is designed to give sailors onboard commissioned ships the opportunity to pursue a college education. Details on this program are contained in reference (h).

d. **Defense Activity for Non-Traditional Education Support (DANTES)**. DANTES is an educational support organization that provides funded tests (at no cost to the active duty member) for SAT, GED, and CLEP (college level exams). Reference (h) provides details on available courses and tests.

Note: Contact the Educational Service Office (i.e. Navy Campus) for more information on these and other programs.

e. **Other Educational Programs**.

(1) **Enlisted Commissioning Program (ECP)**. Provides up to 36 months of education and commissioning upon graduation with a Baccalaureate degree. Refer to reference (i).

(2) **Broadened Opportunity for Officer Selection and Training (BOOST)**. Prepares applicants for entry into Naval Reserve Officers Training Corps (NROTC) or the Naval Academy. The NROTC and Naval Academy provide four years of education and a commissioning upon graduation. Refer to reference (i).

(3) **Medical Enlisted Commissioning Program (MECP)**. Provides the opportunity to earn a Baccalaureate Degree and a commission. Refer to reference (i).

(4) **Medical Service Corps/Physician's Assistant Programs**. Enlisted medical and dental personnel can apply for the Medical Service Corps, and HM personnel may apply for the Physician's Assistant Program. Refer to reference (i).

f. **Commissioning Programs**. The primary enlisted-to-officer program not requiring a college degree is the Limited Duty Officer/Chief Warrant Officer Program. For information refer to reference (i).

16. **Educational Veterans Benefits**. Refer to the Retention Team Manual for information and eligibility requirements for educational assistance programs.

17. **Training Petty Officers**. Training Petty Officers (TPOs) provide valuable assistance to the Educational and Administration Officers. Some of the benefits include grading correspondence courses, entering PQS, PARS, and courses into the ADP system and ordering correspondence courses. TPO's may also be asked to review member's service record upon reporting to ensure member meets all the requirements for the next rate and/or has the tools to prepare for the next higher pay grade.

Note: Final multiple score (FMS) computation for E4 through E6 was revised to more evenly balance the three factors of knowledge, performance, and experience used to rank order candidates for advancement. FMS was originally devised to give equal weighting to each factor; however, the original FMS computation provided more emphasis on exam score and less emphasis on performance and experience. The following changes to FMS were approved and implemented for September 2000 advancement exams:

Weighting for performance mark average (PMA) was increased by 20 percent. The new maximum points for PMA factor is 84.

Length of service factor was eliminated.

Weighting for passed-not-advanced (PNA) points was doubled and the limit on total PNA points was removed. The new maximum possible total for PNA points is 30.

The new FMS computation for E-4/5 is as follows:

Factor	**Computation**	**Maximum Points**	**Percentage**
Exam Standard Score	Indicated on Exam Profile Sheet	80	34%
Performance Factor	(PMA X 60) - 156	84	36%
Service in Paygrade	(2 X SIPG) + 15	30	13%
Awards	Values in ADVMAN	10	4%
PNA Points	2 X PNA Points	30	13%

The new FMS computation for E-6 is as follows:

Factor	**Computation**	**Maximum Points**	**Percentage**
Exam Standard Score	Indicated on Exam Profile Sheet	80	30%
Performance Factor	(PMA X 60) - 130	110	41.5%
Service in Paygrade	(2 X SIPG) + 19	34	13%
Awards	Values in ADVMAN	12	4.5%
PNA Points	2 X PNA Points	30	11%

Note: The new exam questions cover both rating specific knowledge and general professional military knowledge, with the mixture of questions as follows:

E-4 - 150 rating specific, 50 - professional military
E-5 - 135 rating specific, 65 - professional military
E-6 - 115 rating specific, 85 - professional military
E-7 - 110 rating specific, 100 - professional military

PERFORMANCE MARK AVERAGE (PMA) COMPUTATION SHEET

EVAL DATE	4.0	3.8	3.6	3.4	3.2	3.0	2.8	2.6	2.0	1.0
95 MAR 31	2	8	2							
95 AUG 18	3	8	1							
96 MAR 31*		MP								
97 MAR 31*	EP									

Note: The average for each eval is as follows:

95 MAR 31 - 3.80
95 AUG 18 - 3.83
*96 MAR 31 - 3.80
*97 MAR 31 - 4.00

PMA EXAMPLE STEPS:

a. Consult current NAVADMIN for determining inclusive dates of evals used in computing PMA. In the above example, the inclusive period is 94SEP01 to 97AUG31 for the member's eligibility for 97SEP E-6 exam.

b. Member had a regular eval on 95MAR31, a transfer eval 95AUG18, and regular evals on 96MAR31 and 97MAR31.

c. In the above example member received a "MUST PROMOTE" (MP) on the 96MAR31 eval and an "EARLY PROMOTE" (EP) on the 97MAR31.

d. On evaluations dated before 1996, you should add all the trait grades, including the overall grade, and divide by the number of grades (excluding NOB traits) on that evaluation.

Example:

95 MAR 31 4.0 x 2 = 8.0
evaluation 3.8 x 8 = 30.4
3.6 x 2 = 7.2
45.6 divided by 12 = 3.80 eval avg

e. **(*)** When computing the PMA using evaluations prepared on or after 1 January 1996 use the following promotion breakdown:

(1) Early Promote = 4.0
(2) Must Promote = 3.
(3) Promotable = 3.6
(4) Progressing = 3.4
(5) Significant Problems = 2.0

Note: To be able to take the exam, minimum PMA of 2.60 is required.

Exhibit 7-1

f. To compute the PMA, add evaluation averages/promotion recommendations. Divide the total by the number of evaluations used. Carry the computation three decimal places and "round off" to two decimal places.

Example:	95 MAR 31 eval	3.80
	95 AUG 18 eval	3.83
	96 MAR 31 eval	3.80
	97 MAR 31 eval	4.00
		15.43 divided by 4 = 3.857
		Round 3.857 to 3.86

The Performance Mark Average (PMA) is computed to be 3.86.

Exhibit 7-1

ADVANCEMENT EXAM COMPUTATION/VERIFICATION WORKSHEET

EVAL ELIGIBILITY PERIOD

_____	_____	_____	_____	_____
4.0 X ___=___	4.0 X ___=___	4.0 X ___=___	4.0 X ___=___	4.0 X ___=
3.8 X ___=___	3.8 X ___=___	3.8 X ___=___	3.8 X ___=___	3.8 X ___=
3.6 X ___=___	3.6 X ___=___	3.6 X ___=___	3.6 X ___=___	3.6 X ___=
3.4 X ___=___	3.4 X ___=___	3.4 X ___=___	3.4 X ___=___	3.4 X ___=
3.2 X ___=___	3.2 X ___=___	3.2 X ___=___	3.2 X ___=___	3.2 X ___=
3.0 X ___=___	3.0 X ___=___	3.0 X ___=___	3.0 X ___=___	3.0 X ___=
2.8 X ___=___	2.8 X ___=___	2.8 X ___=___	2.8 X ___=___	2.8 X ___=
2.6 X ___=___	2.6 X ___=___	2.6 X ___=___	2.6 X ___=___	2.6 X ___=
2.0 X ___=___	2.0 X ___=___	2.0 X ___=___	2.0 X ___=___	2.0 X ___=
TOTAL:___ ___	TOTAL:___ ___	TOTAL:___ ___	TOTAL:___ ___	TOTAL:___=

(TOTAL POINTS EARNED DIVIDED BY TOTAL MARKS ASSIGNED = PERFORMANCE AVERAGE)

MEDALS

3 x ___=___ PURPLE HEART
3 X ___=___ MERITORIOUS SERVICE
3 X ___=___ JOINT SERVICE COMMENDATION
3 X ___=___ COMMENDATION MEDAL
2 X ___=___ JOINT SERVICE ACHIEVEMENT
2 X ___=___ ACHIEVEMENT
2 X ___=___ COMBAT ACTION RIBBON
2 X ___=___ GOOD CONDUCT
1 X ___=___ USNR MERITORIOUS SERVICE
1 X ___=___ AIR MEDAL (STRIKE/FLIGHT)
1 X ___=___ NAVY FLEET MARINE FORCE

NAVLEAD FOR CPO **MR** 3 2 1 C
REQUIREMENTS:

LETTERS OF COMMENDATION

2 X ___=___ PRESIDENT, SECDEF, SECNAV, MIL HEADS OF US SERVICE
1 X ___=___ FLAG OFFICER
___=___ OTHER MEDALS (11 TYPES)
1 X ___=___ BASIC/SENIOR EXPLOSIVE ORDNANCE TECH (SEE NECS) 5332, 5333, 5334, 5335

TOTAL ___ PERFORMANCE AVERAGE ____

____ ALL REQUIREMENTS COMPLETE
____ USED SCHOOL FOR COMPLETION
____ NEEDS EVAL REC
____ NEEDS MR, AMR, PROF, PERF TEST

COMPUTED BY: _____ CHECKED BY: _____

NAME: _____ SSN: _____

EXAM RATE: _____

NOTE: REMOVE FROM YN/PN EXAMINATION PRIOR TO TAKING NAVY-WIDE EXAM.

Exhibit 7-2

CHAPTER 8
REENLISTMENTS/EXTENSIONS

REFERENCES

(a) ENLTRANSMAN
(b) DJMS PTG
(c) MILPERSMAN
(d) OPNAVINST 1160.5C
(e) MANMED art. 15-11
(f) OPNAVINST 1040.10
(g) OPNAVINST 1160.6A
(h) DMRSMAN

EXHIBITS

8-1 Reenlistment Check-off List

1. **Policy Changes**. Under DJMS a "Hard EAOS" is now Expiration of Term of Service (ETS). This is established upon the member's entry into the service and only changes when a member executes a new contract. The "Soft EAOS" is now the Date of Separation (DOS), which is also established upon entry into the service.

2. **General**. References (a) through (d) provide detailed guidance, step-by-step procedures for processing reenlistments and extensions. Personnel responsible for these areas must become thoroughly familiar with these references. The EDVR Section 2, input from the Command Career Counselor, and special request chits should be utilized to prepare a working list of personnel projected to reenlist or extend within a 120-day period. MILPERS will establish local written procedures, approved by the Commanding Officer of the PSA or afloat command, to process paperwork on reenlistment and extensions, establishing proper lead times to ensure timely receipt and processing of required documents. The procedures will specifically request timely notification of those members intent to reenlist or extend when they are within two months of their date of separation. Upon notification of service member's intention to reenlist or extend, MILPAY will process a TU04 - CHANGE DOS/ETS DATE TRANSACTION to DFAS-CL to update member's MMPA so pay will not be interrupted. DJMS will suspend a member's MMPA if a reenlistment is not processed before the DOS.

Note: Commands should take extra care when approving leave requests to ensure personnel are not authorized leave in excess in any current enlistment per reference (b) par 10253i. The practice of carrying over a negative leave balance to an

extended enlistment/reenlistment will be discontinued. Under DJMS, pay will be checked the payday after excess leave has occurred.

3. **Physical Requirements**. Ensure required physical and/or medical record updates are documented prior to action dates, especially in cases of extension(s) totaling 24 months or more. Reference (e) outlines the policy for routine physical exams for active duty personnel. Physical exams are required as follows:

a. 17-24 years of age - one physical examination.

b. 25-49 years of age - a physical examination every five years within 30 days of anniversary date of last physical exam, beginning at age 25.

c. 50-59 years of age - a physical examination every two years within 30 days of anniversary date of last physical examination, beginning at age 50.

d. 60 years of age or older - annual physical examinations are to be conducted within 30 days of last physical examination anniversary date.

e. Personnel assigned to flying duty - annual physical examinations will be conducted per NAVMED P-117 (NOTAL).

f. Personnel involved in special duties or circumstances requiring more frequent physical exams shall comply with applicable current directives for exams. Members who are reenlisting or extending enlistments **do not** require a complete physical examination if they comply with reference (e).

4. **Argus Career Milestones Tracking System**. Per reference (f), all Navy commands including naval components assigned to joint commands will offer assigned personnel the opportunity to complete the Argus Career Milestones Tracking System questionnaire at designated career milestones. This questionnaire provides information for statistical use in additional to forming policies and initiatives which affect naval personnel. This questionnaire is accessible electronically at http://www.bol.navy.mil.

5. **Selective Reenlistment Bonus (SRB)**.

a. Reference (g) provides authority for the Enlisted Bonus and Special Duty Assignment Pay (SDAP) programs. The Enlisted Bonus program consists of the Enlistment Bonus (EB) and Selective Reenlistment Bonus (SRB). Reference (g) also establishes procedures and guidelines for requesting mandatory

precertification of SRB eligibility and payment prior to reenlistment/extension.

b. When BUPERS receives the request for SRB they will generate an E603 - REPORT REENLISTMENT/EXTENSION TRANSACTION in advance of members DOS. A PQ61 - PAY AUTHORIZATION TRANSACTION will be done 10 days from scheduled reenlistment date. Subsequent anniversary payments will be paid each year on 1 October by DFAS-CL through Electronic Fund Transfer.

Example: Member reenlisted August 26, 2002 and received initial installment on that day. First installment is due October 1, 2002 (FY 03) for the reenlistment anniversary date of August 26, 2003. Second installment is due October 1, 2003 (FY 04) for the reenlistment anniversary date of August 26, 2004.

6. **Diary Reporting for Reenlistments/Extensions**. Per reference (b), reenlistments and extensions (executed, operative or cancelled) must be reported by SDS or diary. Annotate appropriate document, i.e., SDS C01, C02, C03, C05, and C06 with DMRS DTG per reference (h), ECN for SDS activities or sequence code number for SDS III-A activities.

Note: Cancel any inoperative extensions prior to reporting reenlistment.

7. **Reenlistment Procedures**

a. For reenlistments prepare C01 - IMMEDIATE REENLISTMENT CONTRACT event. If member is selling leave, include LSL data on the C01 event. Notify member that SGLI will be restarted upon reenlistment at the maximum coverage amount. If service member desires reduced or no coverage prepare SGLV 8286 form. When reenlistment has taken place, ensure all required Page 13's are completed, signed and filed in the field service record (i.e., LSL, Code of Conduct, DDS, Statement of Service, and SRB if applicable).

b. Upon receipt of the C01 event and SRB precertification, BUPERS will process the E603 - REPORT REENLISTMENT/EXTENSION TRANSACTION. If an E603 transaction is not received at DFAS-CL by Date of Separation (DOS), the member's account will be placed into a "T" (suspended) status.

8. **Extension Procedures**

a. **Agreement to Extend Enlistment (USN)**

(1) MILPERS will prepare and submit a C02 event to BUPERS. Ensure all required documents are completed.

(2) Upon notification, BUPERS will generate a TU04 - CHANGE DOS/ETS DATE transaction to DFAS-CL to update member's MMPA.

b. **Extension Becomes Operative (USN)**

(1) MILPERS will prepare and submit a C03 event to BUPERS. If this is a first extension, entitlement to LSL settlement exists. Include LSL data on the C03 event. Make sure proper annotations are made on the Page 13 and on the Page 5. Ensure these documents are signed and filed in the field service record.

(2) Submit request for SRB precertification to BUPERS if applicable.

(3) Upon receipt of C03 event, BUPERS will generate an E603 - REPORT REENLISTMENT/EXTENSION TRANSACTION.

c. **Correction/Cancellation of Extension of Agreement (USN)**

(1) See MILPERSMAN for conditions under which a member's agreement to extend may be canceled.

(2) MILPERS will submit the C03 event (Cancel) to BUPERS. Hand-annotate the original service record copy to show cancellation action.

(3) Upon receipt of the C03 event canceling the extension, BUPERS will submit an E606 - CANCEL REENLISTMENT/EXTENSION transaction to DFAS-CL.

(4) MILPERS will notify BUPERS when information is submitted on the C03 in error. BUPERS will submit an E604 - CHANGE REENLISTMENT/EXTENSION TRANSACTION.

d. **Agreement to Remain on Active Duty (USNR)**

(1) MILPERS will prepare and submit a C05 event to BUPERS. Ensure all other documentation is completed.

(2) Upon receipt of the C05 event, BUPERS will submit a TU04 - CHANGE DOS/ETS DATE transaction to DFAS-CL.

e. **Agreement to Remain on Active Duty Becomes Operative (USNR)**

(1) MILPERS will prepare and submit a C06 event to BUPERS.

(2) BUPERS will submit an E603-REPORT REENLISTMENT/EXTENSION transaction to DFAS-CL.

f. **Cancellation of Agreement to Remain on Active Duty (USNR)**

(1) MILPERS will submit a C06 event (Cancel) to BUPERS. Hand-annotate the original service record copy to show cancellation action.

(2) Upon receipt of the C06 event canceling the agreement, BUPERS will submit an E606 - CANCEL REENLISTMENT/EXTENSION transaction to DFAS-CL.

Note: For members who are extending, if the E603 transaction is not processed by BUPERS, EFT will stop 60 days after Date of Separation (DOS).

9. **Retained in Service for Medical Care or Hospitalization**. Members in the Regular Navy, Naval Reserve, and Fleet Reserve on active duty other than training duty of less than 30 days, who are in need of medical care or hospitalization as a result of disease or injury incident to service and not due to their own misconduct, may be retained with their consent beyond the date of their normal expiration of active obligated service. Such consent shall be entered on NAVPERS 1070/613, and signed by member concerned and MILPERS will submit a TU04 - CHANGE DOS/ETS DATE transaction with a DOS-XTENSION-RESN of "7" to indicate Medical Hold. When processed, this transaction will ensure pay and allotments continue.

10. **Special Programs**. The Enlisted Navy Career Options for Reenlistment (ENCORE) Program is not being cancelled. The underlying goal for ENCORE is to keep Sailors in ratings where they are needed, encourage Sailors to enter undermanned ratings, and discourage Sailors from entering the career force in overmanned ratings. While these goals are still valid, the diminishing number of CREO three ratings, coupled with continued migration of ratings into CREO two, justifies increased latitude for managing retention decisions at the commanding officer/command career counselor level.

11. **Electronic Fund Transfer**. The Debt Collection Improvement Act of 1996 makes it mandatory for all DoD personnel to participate in the Direct Deposit Program. This policy covers all categories of DoD personnel, including civilians, military, military retirees, and annuitants. Ensure all members eligible for reenlistment or extension sign a Page 13 acknowledging their continued enrollment in the Direct Deposit Program as a condition of reenlistment/ extension.

EXTENSION/REENLISTMENT CHECKLIST

Name: _____Rate: _____SSN: _____
Reenl date:_____Term of reenl:_____DOS/ETS:_____

	ITEM	REFERENCE
_____	Member's request chit approved by CO for reenlistment. Complete SDS C07 event (Intent to reenl/ext)	MILPERSMAN ENLTRANSMAN
_____	Member reenl/ext eligible	MILPERSMAN OPNAVINST 1160.5C
_____	SRB requested	OPNAVINST 1160.6A
_____	Verify member physically qualified for reenl/ext	MANMED Art 15-11
_____	Receipt of BUPERS authority for reenl/ext (First Termers)	OPNAVINST 1160.5C
_____	Cancellation of inoperative extension (Hand annotate on document)	MILPERSMAN
_____	Completion of Argus Questionnaire	OPNAVINST 1040.10
_____	Service record verified and purged	MILPERSMAN
_____	Pay documents and copy of SRB authorization to disbursing	OPNAVINST 1160.6A
_____	Immediate reenl contract/ext prepared	DJMS PTG
_____	Prepare Spouse Certificate of Appreciation	ENLTRANSMAN
_____	Prepare discharge certificate	MILPERSMAN
_____	Prepare reenlistment certificate	ENLTRANSMAN
_____	Page 2 signed/SGLI verified with member. Notify member that SGLI will automatically increase to maximum coverage if reduced or no coverage exist prior to reenlistment	MILPERSMAN DJMS PTG
_____	ID card application for member	MILPERSMAN
_____	ID card application for family members. DEERS enrollment.	BUPERSINST 1750.10A

Exhibit 8-1

_____	Code of Conduct Page 13	ENLTRANSMAN
_____	LSL Page 13	MILPERSMAN
_____	SRB counseling Page 13	OPNAVINST 1160.6A
_____	Direct deposit Page 13	MPA 63/91
_____	Statement of Service Page 13	DJMS PTG
_____	Reenl more than 3 months early Page 13 (if applicable)	MILPERSMAN
_____	Close out service record and forward to BUPERS for microfiche	MILPERSMAN DJMS PTG
_____	Open new service record for reenl/ complete page 5 entry for ext	ENLTRANSMAN

Exhibit 8-1

CHAPTER 9
OFFICER/ENLISTED RECEIPTS

REFERENCES

(a) OFFTRANSMAN
(b) ENLTRANSMAN
(c) EDVRMAN
(d) DMRSMAN
(e) MILPERSMAN
(f) OPNAVINST 4650.15
(g) DJMS PTG
(h) Joint Federal Travel Regulations (JFTR)
(i) OPNAVINST 1740.3A

EXHIBITS

9-1 Receipt Checklist

1. **General**. References (a) through (i) cover receipt procedures for officer and enlisted personnel. Exhibit 9-1 provides a receipt checklist with corresponding references for officer and enlisted gains.

2. **Prior to Check-in**. Take the following action when PCS orders (assignment directives) are received.

a. Annotate ODCR/EDVR with gain information for future tracking.

b. Verify member's eligibility for Sub-specialty/NECs, if applicable. If not, contact the appropriate rating detailer to get enroute Sub-specialty/NEC training prior to reporting.

c. Route a copy of the orders to the appropriate chain of command.

d. Upon receipt of advance Passenger Reservation Request (PRR), Passenger Reservation Confirmation (PRC), port call or travel advisory, ensure member proceed to correct port. If not, advise NAVPTO regarding correct personnel routing instructions per reference (f).

e. File orders in alphabetical order by receipt month to allow for convenient tracking.

f. Forward sponsor letter and welcome aboard package.

g. If member fails to report as ordered, inquire by phone or message to the transferring command and/or the order-issuing authority to determine why member has not reported. References

(a) through (e) provide guidance for what action to take depending on the circumstances. Never automatically declare a member a deserter for failure to report if you have not checked with the transferring command/order-issuing authority first. Notify legal, if a member fails to report, for appropriate action.

h. Send a copy of orders to Command Career Counselor or the Command Sponsor and Indoctrination Coordinator per reference (i).

i. Several procedures are identical to those of officer and enlisted personnel. Limit the number of areas a member must check in on your command's check-in sheet.

3. **Service Record**. The importance of required service record verification with the ODCR/EDVR as part of the receipt process cannot be overemphasized. Chapters 6 and 14 of this manual discuss service record verification for enlisted and officers respectively, and provide a sample record verification sheet.

4. **SDS/DJMS Processing**

a. **Procedures**

(1) MILPERS should review MMPA first to verify member's status. Prepare a gain event first under SDS from the UMIDS DJMS Transaction Reporting menu. The gain event will then prompt the DJMS transaction to report PCS leave and PCS arrival to Central site (DFAS-Cleveland).

(2) Previously the NAVCOMPT 3068 reports all leave taken in conjunction with PCS, post basic allowance for subsistence, starts any special pay and entitlements, if applicable. Now under DJMS, separate transactions are needed to report the gain, period of leave, rations and any entitlements.

(3) Elapsed time computation is different under DJMS from NJUMPS.

(a) When computing elapsed time, first determine the total number of days of the PCS period. This is accomplished by subtracting the departure date from the arrival date. Computation is still based on the mode of travel and what is authorized during PCS.

(b) For computation purposes include leave, proceed, and travel. The leave will be reported on a SB03 transaction, whereas proceed and travel days are reported on the SG03 PCS arrival transaction. When processing these

transactions, always process the leave first before doing the gain transaction.

(c) When processing the leave transaction, separate transactions must be completed for all periods of leave taken during PCS with the exception of leave taken at the TDY command. The new ultimate duty station will be required to account for PCS leave, proceed, and travel.

(d) The PCS period is initially calculated systematically to determined if it balances with the SG03 transaction. It is required to manually compute elapsed time prior to processing the SG03 in order to balance on the MMPA.

Example Elapsed Time: Member departed on 981101 and arrived 981115. Member was authorized 4 days travel and 4 days proceed time.

Determine elapsed time by subtracting report and departure dates:

		Julian Date
Report date:	981115	319
Departure date:	981101	305
Total elapsed time:		14

Working backward from the report date (981115) determine the period of travel, then the period of proceed time and the remaining dates will be the period of leave.

Travel: 981111-981114 = 4 days direct travel to PCS destination
Proceed: 981107-981110 = 4 days
Leave: 981101-981106 = 6 days of leave enroute to PCS

The leave must be processed on the SB03 transaction and travel and proceed must be processed on the SG03 transaction. Always process the SB03 transactions before processing the SG03 transactions.

Total number of days for leave, proceed and travel must equal the total elapsed time. The day of departure is a day of leave, proceed or travel. If the departure and report date are the same, day of departure is a day of duty. The day of reporting is always a day of duty. Accountable days will be charged in the following order: leave, proceed and travel.

b. **Other PCS Arrival Processing**

(1) Submit an LG04 - CHANGE OF ACTIVITY UIC TRANSACTION once a member is processed as a gain to change the UIC to the current duty station.

(2) Submit an SC04 - CHANGE OF LES ADDRESS UPDATE TRANSACTION to change pay product support (LES, Net Pay Advisory) and to update the check mailing address for those members not participating in EFT.

(3) If eligible for BAH, submit a 3504 - CHANGE BAH transaction.

(4) Upon receipt, assist member in completing travel claims. Ensure travel claim is submitted within five calendar days upon receipt.

(5) Per reference (h), the Admin Office should advise member on advance pay entitlements, if necessary.

5. **Retains**. Retain files are maintained for tracking and reference pertaining to receipts, transfer and separation. Retains for transactions processed under DJMS are not required other than the Document Transmittal List (DTL). We recommend maintaining transaction retains based on your need. Refer to Exhibit 9-1 for recommended retains.

6. **Common Errors**

a. Travel claim itineraries do not match information on the gain event.

b. Erroneous computation of elapsed time (LV, PT, TT).

c. Endorsement prepared before submission of travel claim by the member.

RECEIPTS CHECKLIST

A - ACTION TO BE TAKEN FOR OFFICERS/ENLISTED
B - ACTION TO BE TAKEN FOR OFFICERS
C - ACTION TO BE TAKEN FOR ENLISTED

	ITEM	REFERENCE
A_____	ROUTE A COPY OF ORDERS (RECEIPT DIRECTIVE) XO PROVIDES ADMIN WITH PLANNED PRIMARY BILLET ASSIGNMENT FOR OFFICERS.	
A_____	COMPARE RECORD AND ACCOUNTS. ENSURE RECEIPT OF SERVICE/PAY/HEALTH AND DENTAL RECORDS.	MILPERSMAN
A_____	REMOVE ASSIGNMENT DIRECTIVE FROM TICKLER. ENSURE ALL COMPLY WITH ITEMS HAVE BEEN ACCOMPLISHED.	
A_____	VERIFY SERVICE RECORD WITH MEMBER USING THE ODCR OR EDVR.	MILPERSMAN EDVRMAN BUPERSINST 1301.40
A_____	VERIFY OVERSEAS SCREENING AND TOUR ELECTION PAGE 13 ENTRY, WHEN APPLICABLE	ENLTRANSMAN
A_____	ASSIST MEMBER IN PREPARING TRAVEL CLAIM AND DEPENDENT TRAVEL CLAIM WHEN APPLICABLE	DoDFMR VOL 9
C_____	ENSURE REQUIRED OBLISERV COMPLETED	ENLTRANSMAN
A_____	DEERS ENROLLMENT	BUPERSINST 1750.10A
A_____	GENEVA CONVENTION IDENTIFICATION CARD, DD 1934 (MEDICAL/RELIGIOUS PERSONNEL)	MILPERSMAN
A_____	FAMILY CARE PLAN CERTIFICATE (Single parent with custody/ military married to military)	OPNAVINST 1740.4A MILPERSMAN NAVPERS 1740/6(4-96)
A_____	CONTACT SPONSOR TO ESCORT MEMBER	
A_____	GIVE MEMBER CHECK-IN SHEET	

Exhibit 9-1

<u>SERVICE RECORD ENTRIES</u>: TAKE ALL NECESSARY ACTIONS REQUIRED TO BRING SERVICE RECORD UP TO DATE.

A_____	VERIFY, PREPARE, AND/OR SIGN PAGE 2/SGLI	DJMS PTG MILPERSMAN
A_____	PAGE 5 RECEIPT ENTRY VERIFY/RECORD SDCD OR SHDCD	MILPERSMAN ENLTRANSMAN OFFTRANSMAN
A_____	TRANSFER FITREP/EVALUATION/PIM (When applicable, prepare letter for missing FITREPs/EVALs and place on 30-day tickler file.)	BUPERSINST 1610.10

VERIFY PRESENCE/ACCURACY OF PRIOR DETACHING/REPORTING ENDORSEMENTS

A_____	COMPLETE SDS GAIN EVENT/DJMS GAIN TRANSACTION	DJMS PTG
B_____	ANNOTATE BSC ON ENDORSEMENT	DJMS PTG BUPERSINST 1301.40
A_____	COMPLETE DJMS TRANSACTIONS (i.e. BAH, FSA, CSP)	DJMS PTG/DoDFMR
A_____	COMPLETE DOS ENTRY (INCONUS/OUTCONUS)	SDSPROMAN
A_____	TEMPORARY LODGING ALLOWANCE/EXPENSE	JFTR
A_____	VERIFY LEAVE/PROCEED/TRAVEL TIME (One day POV travel equals 350 miles; anything over 50 miles warrants an extra day)	DJMS PTG MILPERSMAN
A_____	PAGE 13 DEERS CERTIFICATION	MILPERSMAN
A_____	PAGE 13 ELECTION OR REFUSAL OF ASSIGNMENT TO GOVERNMENT QUARTERS (<u>All</u> single E6 and above)	DJMS PTG
A_____	DENTAL PLAN (<u>Stop or modify for overseas</u>)	OPNAVINST 1751.1A DJMS PTG
C_____	RECRUITER ASSISTANCE PROGRAM (RAP) LEAVE	DJMS PTG
A_____	START SPECIAL DUTY ASSIGNMENT PAY (if applicable)	DMRSMAN OPNAVINST 1160.6A NAVADMIN

C_____	VERIFY GOOD CONDUCT ELIGIBILITY (Enter on tickler file)	SECNAVINST 1650.1G
A_____	VERIFY CONSECUTIVE SEA DUTY START DATE (Complete Page 13)	SECNAVINST 7220.77D
A_____	COMPLETE TRANSACTION FOR EMBARKED PERSONNEL TO START SEA DUTY PAY	SECNAVINST 7220.77D
A_____	PURGE SERVICE RECORD FOR EXCESS DOCUMENTS AND RETURN TO MEMBER	MILPERSMAN
A_____	FORWARD PAY RECORD, ORDERS, ENDORSEMENTS AND TRAVEL CLAIM TO DISBURSING. ENSURE SIGNATURES ARE OBTAINED.	
A_____	ASK MEMBER TO DELIVER MEDICAL AND DENTAL RECORDS TO MEDICAL	

DOCUMENTS FOR RETAIN

A_____PCS ORDERS WITH MODIFICATIONS, IF APPLICABLE

A_____SDS GAIN EVENT (DJMS TRANSACTION IF DESIRED)

A_____COPIES OF TRAVEL VOUCHERS AND RECEIPTS

A_____CHECK-IN SHEET

CHAPTER 10
OFFICER/ENLISTED TRANSFERS

REFERENCES

(a) ENLTRANSMAN
(b) OFFTRANSMAN
(c) MILPERSMAN
(d) EDVRMAN
(e) DJMS PTG
(f) JFTR
(g) OPNAVINST 1300.14C
(h) OPNAVINST 1740.4A
(i) OPNAVINST 1300.15
(j) BUMEDINST 1300.2
(k) OPNAVINST 4650.15
(l) OPNAVINST 5350.4C
(m) OPNAVINST 6110.1F

EXHIBITS

10-1 Transfer Checklist

1. **General**

a. References (a) through (e) contain basic guidance for functions associated with officer and enlisted transfers. References (f) through (m) provide additional requirements and information involving overseas duty transfers for members and their dependents.

b. Exhibit 10-1 is a sample checklist for processing transfers.

2. **Prior to Check-out**. Take the following action when PCS orders (assignment directives) are received.

a. Upon receipt of PCS orders, route a copy to the appropriate chain of command and cognizant personnel.

b. Review of all "comply with" items on the PCS orders. Notify BUPERS by message with an info copy to the prospective command if member fails to meet screening requirements. Upon receipt of orders, forward Transfer Information Sheet (TIS) to member and Division Officer.

c. Follow transfer sequence of events using Exhibit 10-1. Upon return of the TIS, file in chronological order by date of pending transfer and ensure priority is given to any special requirements and/or overseas action items.

d. Several procedures are identical to those of officer and enlisted personnel. Limit the number of areas a member must check-out on your command's check-out sheet.

e. Annotate ODCR/EDVR with loss information upon member's transfer.

3. **Service Record**. Verify the service record against the ODCR/EDVR as a part of the transfer process. Chapters 6 and 14 of this manual discuss service record verification.

4. **SDS/DJMS Processing**

a. **Policy Changes**

(1) As discussed in Chapter 9, under DJMS the day of departure is now a day of PCS (charged either leave, proceed, or travel).

(2) Under DJMS, there are eight distinct movement reason codes on PCS departure. The same codes are used for departure and arrival. These codes help ensure appropriate MMPA processing and cause the generation of information relevant to the situation.

(3) The loss event/SH03 transaction is a type of PCS transaction that reports the member's status.

b. **Procedures**

(1) MILPERS must prepare a loss event first under SDS from the UMIDS DJMS Transaction Reporting Menu. The loss event will then prompt the DJMS transaction to report PCS departure to Central-site (DFAS-Cleveland).

(2) The loss transaction, not the event, can be submitted up to 29 days in advance if desired. There are advantages and disadvantages regarding submission of the loss transaction. The advantage is the transaction will post immediately on the effective date and will start and stop pay entitlements in a timely manner. In addition, a non-Electronic Funds Transfer (EFT) member's check, which is mailed to a desired address, will stop on the date of detachment. This will assist in avoiding overpayments. The disadvantage is that the loss event cannot be submitted until the effective date. Therefore, if it becomes necessary to change the date on the loss event, you have to remember to submit a change or correction to the loss transaction (SH03).

(3) If there is a change of the departure date, the SH04 transaction will be used for a diversion enroute and to change only the projected date that was submitted on the SH03 transaction. This transaction can only be submitted by the detaching activity.

(4) If there is a correction of departure date, the SH05 transaction will be used to correct any field on the original SH03, even an SH03 submitted in advance. Fill in only those fields, which are being corrected and leave the others blank. This transaction can only be submitted by the detaching activity.

(5) To cancel a departure, submit an SH06 transaction. This automatically restores the member to an on station status. The date must match the date on the SH03 transaction.

c. **Other PCS Departure Processing**

(1) Under DJMS the following items must be stopped individually: Parachute Duty Pay, Special Duty Assignment Pay, Diving Duty Pay and Fly Pay for crewmembers.

(2) If the member does not have a financial institution for EFT upon PCS departure, all net pay will be held in accrual.

(3) Split pay option will stop. All funds will be released the next available payday.

4. **Retains**. Retain files are maintained for tracking and reference pertaining to receipts, transfer and separations. Retains for transactions processed under DJMS are not required other than the Document Transmittal List (DTL). We recommend maintaining transaction retains based on your need. Refer to Exhibit 10-1 for recommended retains

5. **Common Errors**

a. Transfer procedures not completed in a timely manner to prevent hardships.

b. Total Authorized Delay (LV, PT, TT) greater than elapsed time between the transfer and report no later than date. Computation of travel time based on mode of travel not computed correctly.

c. Non-preparation of command endorsement to PCS orders for enlisted personnel.

d. Entitlements requiring stoppage not completed before transfer.

TRANSFER CHECKLIST

A - ACTION TO BE TAKEN FOR OFFICERS/ENLISTED
B - ACTION TO BE TAKEN FOR OFFICERS
C - ACTION TO BE TAKEN FOR ENLISTED

	ITEM	REFERENCE
A_____	ANNOTATE EDVR SECTIONS 2-4/ODCR	EDVRMAN BUPERSINST 1301.40
A_____	PREPARE TRANSFER INFORMATION SHEET (TIS) AND FORWARD W/COPY OF ORDERS TO MEMBER	
A_____	CERTIFY ORDERS "ORIGINAL MESSAGE/ CERTIFIED ORIGINAL ORDERS"	OFFTRANSMAN ENLTRANSMAN
A_____	REVIEW DIRECTIVE COMPLY ITEMS AND HIGHLIGHT SPECIAL REQUIREMENTS	ENLTRANSMAN OFFTRANSMAN
A_____	**MANDATORY CHECKLIST** FOR OVERSEAS SCREENING/SEA DUTY SCREENING	ENLTRANSMAN OPNAVINST 1300.14C OFFTRANSMAN
C_____	ENSURE MEMBER HAS REQUIRED OBLIGATED SVC	ENLTRANSMAN
A_____	ANTITERRORISM/FORCE PROTECTION AWARENESS FOR OVERSEAS	ENLTRANSMAN OPNAVINST 3300.55
C_____	PREPARE LOCAL COMMAND MEMORANDUM ENDORSEMENT FOR PCS TRANSFER ORDERS OR STANDARD TRANSFER ORDER (STO) (As applicable)	ENLTRANSMAN
A_____	PREPARE NATO TRAVEL ORDERS (to or within the NATO countries)	BUPERSINST 1320.6
A_____	PROVIDE CHECK-OUT SHEET	DJMS PTG
A_____	PREPARE SDS LOSS EVENT/DJMS LOSS TRANSACTION	DJMS PTG
A_____	PURGE SERVICE RECORD UPON TRANSFER	MILPERSMAN
A_____	PREPARE DJMS TRANSACTIONS TO STOP ENTITLEMENTS (I.E. CSP, SDAP, ETC), IF APPLICABLE	DJMS PTG JFTR
A_____	IF MEMBER VACATES GOVERNMENT HOUSING PRIOR TO TRANSFER, START BAH (BAQ/VHA TRANSACTIONS)	DJMS PTG

Exhibit 10-1

A_____	ADVISE/ASSIST WITH DLA ENTITLEMENT (if applicable)	JFTR
A_____	GENEVA CONVENTION CARD (DD 1934) (MEDICAL/RELIGIOUS PERSONNEL)	MILPERSMAN
A_____	FAMILY CARE PLAN CERTIFICATE (OPNAV 1740/1) IN SERVICE RECORD (if applicable)	OPNAVINST 1740.4A
A_____	DEPENDENTS DEERS VERIFICATION (if applicable)	MILPERSMAN ENLTRANSMAN
A_____	THREE DAYS PRIOR TO TRANSFER, PREPARE TRAVEL INFORMATION FORM (NAVPERS 7041/1)	BUPERSINST 7040.6 BUPERSINST 7040.7
A_____	OBTAIN MEMBER'S TRANSFER EVALUATION/ FITNESS REPORT	BUPERSINST 1610.10
A_____	DELETE MEMBER FROM ODCR/EDVR WITH INFO	OFFTRANSMAN EDVRMAN BUPERSINST 1301.40
A_____	DELETE FROM COLLATERAL DUTIES LIST	
B_____	DELETE FROM OFFICER SOCIAL ROSTER	
A_____	MEMBER COMPLETES ARGUS SURVEY HTTP://WWW.BOL.NAVY.MIL	OPNAVINST 1040.10

ADVANCE COPIES FOR:

A_____PERSONAL PROPERTY

A_____INTERMEDIATE/ULTIMATE DUTY STATIONS

REVIEW REQUIREMENTS FOR:

A_____	LEAVE/PROCEED/TRAVEL TIME	MILPERSMAN JFTR
A_____	ADVANCE PAY	DJMS PTG SECNAVINST 4650.19C

SERVICE RECORD ENTRIES:

A_____	VERIFY SERVICE RECORD	MILPERSMAN
A_____	HAVE MEMBER VERIFY/SIGN PAGE 2 AND SGLI FORM	MILPERSMAN
A_____	PAGE 5 LOSS ENTRY	MILPERSMAN
A_____	PAGE 13 ENTRIES (driven by comply items)	ENLTRANSMAN OFFTRANSMAN

RECORDS TO MEMBER DURING CHECK-OUT PROCESS:

A_____	HEALTH/DENTAL/PAY/SERVICE	
A_____	OPNAV 5520/20 (SECURITY DATA SHEET)	SECNAVINST 5510.30A
A_____	TRANSFER BRIEFING WITH MEMBER	ENLTRANSMAN OFFTRANSMAN

RECOMMENDED ACTIVITY RETAIN FILES (COPIES):

A_____	PCS ORDERS (W/MODS IF APPLICABLE)	
A_____	TRAVEL INFORMATION FORM (NAVPERS 7041/1)	BUPERSINST 7040.6 BUPERSINST 7040.7
C_____	LOCAL MEMORANDUM ENDORSEMENT TO PCSTO OR STO (W/MBR'S SIGNATURE)	ENLTRANSMAN
A_____	LOSS EVENT (DJMS TRANSACTION IF DESIRED)	
A_____	CHECK-OUT SHEET	
A_____	TRANSFER INFORMATION SHEET	

ANY DOCUMENTS PERTINENT TO:

A_____OVERSEAS SCREENING

A_____TRANSPORTATION REQUEST/CONFIRMATION

A_____FAMILY ENTRY APPROVAL REQUEST/REPLY

A_____PAGE 13 ENTRIES

A_____SPECIAL PROGRAMS SCREENING

CHAPTER 11
OFFICER/ENLISTED SEPARATIONS

REFERENCES

(a) ENLTRANSMAN
(b) OFFTRANSMAN
(c) DJMS PTG
(d) MILPERSMAN
(e) BUPERSINST 1900.8
(f) Pay/Personnel Information Bulletin (PPIB) 02-06
(g) OSD Memorandum dtd 27Mar00
(h) DoDINST 1336.1
(i) OPNAVINST 1040.10
(j) BUPERSINST 1750.11
(k) OPNAVINST 1900.2A
(l) Retention Team Manual
(m) NAVADMIN 229/00

EXHIBITS

11-1 Separation Check-Off List

1. **General**. References (a) through (d) provide detailed guidance, step-by-step procedures and check-off lists for processing separations. MILPERS and MILPAY should establish written procedures to handle paperwork on separations. Use Section 2 of the EDVR, input from the Command Career Counselor, special request chits and BUPERS approval message to prepare a working list of personnel projected to separate/transfer to the fleet reserve/retire in the next 90-150 days. Complete all required documents for transfer to the fleet reserve/retired list within 120 days prior to the release date.

2. **Pre-Retirement Pay Information Request (NAVCOMPT 2274)**. Reference (c), provides the opportunity for members to obtain an automated computation of retire/retainer pay prior to member's proposed release date.

3. **DD 214**. The Certificate of Release or Discharge from active duty (DD 214) and correction to the Certificate of Release or Discharge from Active Duty (DD 215) are important records of service. Accurate completion of these documents is imperative because they are the sole instruments transmitted to various governmental agencies for use in determining benefits' eligibility. Guidelines for completion and distribution of DD 214/215 are contained in reference (e). Per reference (f), it is no longer required to mail copy seven to the Naval Reserve Personnel Center. Reference (g) approved the formflow (JETFORM) electronically generated DD 214 and DD 215 as the only DoD-approved automated versions authorized within the Department of the Navy.

Per reference (h), no change to the design or language of DD Forms is permitted. Electronic generation of the DD 214 improves efficiency and readability as well as reducing cost of production. Procedures to ensure compliance with DoD Directives include:

a. Appropriate security measures are in place to safeguard unauthorized use of the electronic DD 214/215 by placing the form on a separate directory, using LAN security and restricting access only to qualified personnel creating actual form.

b. Assigning a serial number in block 18 of the DD 214 (block 5 of the DD 215) and maintaining these serial numbers in either an electronic or paper log. The serial number consists of four elements (14 spaces), to include command UIC, two digit calendar year, four digit consecutive number, and the initials of the preparer (example - Ser: 62981-00-0001-DWC).

c. Log consists of, at a minimum, serial number, name of person discharged/separated, and effective date of discharge/separation. Commands may add additional elements as desired. When the form is prepared and printed, all eight copies will print with distribution identified on each individual page. Original signatures of member and verifying official must be on each copy. Per reference (h), copy eight must be maintained at the activity for a minimum of two years.

4. **VA Dental**. Ensure member is provided a written explanation of VA dental eligibility requirements covered in reference (e), which includes member's acknowledgement on Page 13 and entries in block 17 of the DD 214 pertaining to member's dental examination and treatment within 90 days prior to separation.

5. **Officer/Enlisted ARGUS Career Milestone Questionnaires**. Per reference (i), afford service members the opportunity to complete the Argus Questionnaire. The survey can be accessed at http://argus.nprdc.navy.mil. Participation in ARGUS will allow collection of data reflecting retention influences on both those leaving the Navy and those choosing to stay.

6. **Administrative Separation Procedures**. Reference (d) contains additional guidance and details for processing administrative separations.

7. **High Year Tenure (HYT)**. Reference (d) establishes HYT guidelines. Personnel whose waiver request was disapproved by BUPERS are eligible for separation bonuses. If eligible for transfer to fleet reserve, submit an SDS entry requesting transfer to the fleet reserve, otherwise member will be discharged at ETS.

8. **Special Programs**

a. **Survivor's Benefit Plan (SBP)**. Reference (j) discusses the requirement to advise personnel transferring to fleet reserve or retired list to submit their SBP elections to MILPAY 45 days prior to effective date of retirement/fleet reserve. MILPAY must submit documents to reach DFAS Cleveland not later than 30 days prior to effective release date. Members electing less than maximum coverage must have spouse concurrence (if applicable) on part VIII, DD 2656. If spouse does not concur, DFAS Cleveland will automatically start SBP at the full base amount.

b. **Transition Assistance Management Program (TAMP)**. Per reference (k), it is mandatory that separating and retiring members, officer and enlisted, receive separation counseling. It is highly recommended that members be afforded the opportunity to attend one of the transition assistance programs. If members are unable to attend, the designated TAMP Officer (normally the Command Career Counselor) will conduct the counseling.

c. **Permissive Temporary Duty (PTDY) for Job Search and House Hunting**. NAVADMIN 78/95 allows eligible personnel additional time for pre-separation job search and house hunting. PTDY may be granted for up to 20 days INCONUS and up to 30 days OUTCONUS.

d. **Veterans Group Life Insurance (VGLI)**. Per reference (l), members on active duty who have SGLI and are enrolled prior to separation are eligible for VGLI. Application and payment of the first premium must be made within 120 days of separation.

9. **Health Records**. Mail health records for the following personnel to: Department of Veterans Affairs, Service Medical Record Center, P.O. Box 150950, St Louis, MO 63115-8950.

a. USN/USNR members released from active duty, after serving on active duty over 20 consecutive days (including one year recall, active duty for special work, and active duty training).

b. USN/USNR members discharged from the Naval Service (including members of the selected, ready, and standby reserve).

c. USN/USNR retired members (including transfer to the fleet and retired reserve, permanent disability retired list (PDRL), and temporary disability retired list (TDRL).

10. **Transfer of Officer/Enlisted Service Record - Closed**

a. **Officer Service Record**. The requirement to forward Officer Service Records no longer exists due to the elimination of the Service Record. For further guidance refer to reference (m).

b. **Enlisted Service Record**. Enlisted Service Records are mailed to the Naval Reserve Personnel Center, Code N31 for personnel who are discharged from a voided enlistment, discharged without immediate reenlistment, discharged to accept a commission, transferred to the fleet reserve, retired list.

11. **DJMS/SDS Processing**

a. **Policy Changes**

(1) Under DJMS a "Hard EAOS" is now Expiration of Term of Service (ETS). This is established upon the member's entry into the service and only changes when a member executes a new contract.

(2) The "Soft EAOS" is now the Date of Separation (DOS), which is also established upon entry in the service.

b. **Procedures**

(1) Under DJMS, MILPERS will submit an E503 - REPORT OF FINAL SEPARATION Transaction to notify DFAS-CL of member's separation. Ensure the correct SPD code is entered. This prepares the pay account for the upcoming separation date and will prompt separation-related Management Notices to the separation activity. This input can be submitted 120 days in advance of the DOS, but it is required 10 days prior to DOS.

(2) Any errors made in the initial input can be corrected with an E504 transaction. To cancel action completely, submit an E506 transaction. These transactions should be submitted at the time the cancellation or correction is known, but must reach DFAS-CL no later than 20 days after the date of separation.

(3) Members stationed overseas whose separation will occur in CONUS are considered in a PCS status for entitlement purposes. The detaching activity will prepare SH03 - REPORT PCS DEPARTURE transaction. The CONUS gaining activity will prepare the SG03 - REPORT PCS ARRIVAL, Loss Event and the E503 transaction.

(4) A Management Notice is issued when a service member married to another service member is separated. This notifies the remaining member's activity of a dependency change and a need to review the dependency status.

(5) Submit SB01 - START LEAVE STATUS Transaction using MIL-LV-Type "P" if member requests separation leave. Refer to Chapter 5 of this manual.

(6) MILPERS will still notify BUPERS via SDS of the separation with a Loss Event (LO2 - OFFICER STRENGTH LOSS Event/L28 - ENLISTED STRENGTH LOSS Event). The SDS Loss Event will now report Lump Sum Leave election. BUPERS will notify DFAS-CL with an MN03 - SEPARATION CONFIRMATION Transaction. Endorsement for leave and accounting data is no longer required on the loss event.

12. **Retains**. Retain files are maintained for tracking and reference pertaining to receipts, transfer and separation. Retains for transactions processed under DJMS are not required other than the Document Transmittal List (DTL). We recommended maintaining transaction retains based on your need. Refer to Exhibit 11-1 for recommended retains.

13. **Common Errors**

a. Ensure travel time for reservists that are being released from active duty is annotated on the DD 214 and separation orders. Travel time for reservists should be computed prior to departure, advising member of the entitlement.

b. When completing blocks 5 and 18 on the DD 214 comply with reference (e).

c. Ensure TAMP Page 13 is retained in the command files for 24 months.

d. For members going on separation leave, do not issue the DD 214 until member's DOS/ETS. Ensure member returns travel claim and ID Cards for himself and family members.

e. Ensure member is counseled by MILPAY on all separation entitlements.

f. Ensure BUPERS separation message is used to complete the DD 214 for the separation of officers.

g. If member elects mileage for POV travel, ensure the member's signature is obtained on the loss event.

SEPARATIONS CHECKLIST

RELEASE FROM ACTIVE DUTY/DISCHARGE/FLEET RESERVE/ADMINISTRATIVE/ VSI/SSB/EARLY OUT SEPARATIONS WORKSHEET

A - ACTION TO BE TAKEN FOR OFFICERS/ENLISTED
B - ACTION TO BE TAKEN FOR ENLISTED

NAME:_____ SEP LV DATE: _____
TYPE OF SEPARATION/DATE:_____ DISB DATE: _____
SBP DATE: _____

	ITEM	REFERENCE
A _____	ORDERS	ENLTRANSMAN/ MILPERSMAN
A _____	TRANSPORTATION REQUESTS	SECNAVINST 4650.15
A _____	MONTGOMERY GI BILL	DoD DIRECTIVE 1322.16
A _____	ID CARD APPLICATIONS	BUPERSINST 1750.10A MILPERSMAN
A _____	DD FORM 214	BUPERSINST 1900.8
A _____	NAVPERS 1070/602	DJMS PTG/ ENLTRANSMAN/ MILPERSMAN
B _____	NAVPERS 1070/604 (GOOD CONDUCT)	SECNAVINST 1650.1G MILPERSMAN/ ENLTRANSMAN
B _____	NAVPERS 1070/605	MILPERSMAN/ ENLTRANSMAN
A _____	NAVPERS 1070/613	MILPERSMAN/ ENLTRANSMAN
A _____	REQUEST FOR FLEET RESERVE/RETIREMENT	MILPERSMAN
A _____	CERTIFICATES OF DISCHARGE/FLEET RESERVE/ APPRECIATION	MILPERSMAN
B _____	DISCHARGE PIN	MILPERSMAN

Exhibit 11-1

A _____	SDS/ODCR/EDVR ENTRY	BUPERSINST 1301.40 EDVRMAN
A _____	LOSS EVENT/DJMS TRANSACTION	DJMS PTG/SDSPROMAN
A _____	PTDY	MILPERSMAN
A _____	LEAVE	DJMS PTG MILPERSMAN
A _____	BAH	JFTR/DJMS PTG
A _____	BAQ	DoDFMR
A _____	SERVICE RECORD CLOSEOUT/DISPOSITION	MILPERSMAN

THINGS TO GET FROM THE MEMBER:

A _____	TAMP PAGE 13	OPNAVINST 1900.2A
A _____	MEDICAL/DENTAL/PRT RECORDS	MILPERSMAN
A _____	PHYSICAL EXAMINATION	MILPERSMAN
A _____	SECURITY TERMINATION	SECNAVINST 5510.30A
A _____	ACTIVE & DEPN ID CARDS	BUPERSINST 1750.10A
A _____	LEAVE PAPERS	DJMS PTG
A _____	ARGUS QUESTIONNAIRE	OPNAVINST 1040.10
A _____	CHECK-OUT SHEET	LOCAL INSTRUCTIONS
A _____	CERTIFICATE TO PERFORM TVL BY POV	ENLTRANSMAN
A _____	SPECIAL PROGRAM SEPARATION REQUEST (As appropriate)	MILPERSMAN NAVADMINS
A _____	PCS TRAVEL INFORMATION SHEET (NAVPERS 7041/1)	BUPERSINST 7040.6 BUPERSINST 7040.7
A _____	DATA FOR PAYMENT OF RETIRED PERSONNEL (DD 2656)	BUPERSINST 1750.11 DJMS PTG ENLTRANSMAN
A _____	TRAVEL CLAIM	DoDFMR, VOL 9

Exhibit 11-1

A _____	DEPARTMENT OF LABOR REFERRAL FORM	ENLTRANSMAN
A _____	FITREP/EVALUATION	BUPERSINST 1610.10

DOCUMENTS FOR RETAIN:

A _____	SF 88/93	ENLTRANSMAN
A _____	ORDERS/CONFIRMATION/AUTHORIZATION MSG	MILPERSMAN
A _____	LOSS EVENT	SDSPROMAN
A _____	DD FORM 214	BUPERSINST 1900.8
A _____	SECURITY TERMINATION STATEMENT	SECNAVINST 5510.30A
A _____	DMRS REQUEST FOR FLEET RESERVE/ RETIREMENT	DMRSMAN MILPERSMAN
A _____	SEPARATION AUTHORITY MSG FROM BUPERS	DEPENDENT UPON TYPE OF SEPARATION
A _____	DATA FOR PAYMENT OF RETIRED PERSONNEL (DD 2656)	BUPERSINST 1750.11 DJMS PTG ENLTRANSMAN
A _____	RECORD TRANSMITTAL SHEET	MILPERSMAN
A _____	TAMP PAGE 13	OPNAVINST 1900.2A
A _____	PRE-SEPARATION BRIEF	OPNAVINST 1900.1D
A _____	PTDY JOB SEARCH/HOUSE HUNTING	MILPERSMAN NAVADMIN 78/95

CHAPTER 12
EVALUATIONS/FITNESS REPORTS

REFERENCE

(a) BUPERSINST 1610.10
(b) NAVADMINs 049/97, 175/98, 239/98, 276/98, 050/99, 054/00, and 213/02
(c) NAVOP 043/95

EXHIBITS

12-1 Evaluations/Fitness Report Flow Sheet

1. **Evaluations/Fitness Reports**. References (a) and (b) list report due dates for E1-E6 Enlisted Evaluations (EVALS) and E7-O6 Fitness Reports (FITREPS). Delay in **TIMELY** submission of reports could affect selection for or delay promotion.

a. **Evaluation/Fitness Report Flow Sheet**. Exhibit 12-1 is designed for information to be used when completing FITREPS during the member's current tour of duty and maintaining the flow of rough drafts and smooth reports through signature and mailing process.

b. **Evaluation/Fitness Report Preparation**

(1) Complete blocks 1 through 31 of the worksheet 45 days prior to due date. Attach any letters of qualification or awards received during the period. Forward to member for input. Inputs should be received NLT 30 days prior to due date. Process inputs through the proper chain of command for comments to the reporting senior.

(2) When the CO approves and returns rough EVAL/FITREPS, review typing instructions in Annex A of reference (a) prior to going smooth. Continuation sheets will not be used, nor will enclosures, attachments or related correspondence be accepted. The following are some "Do's" and "Don'ts" to remember in preparing EVALS/FITREPS:

(a) **Do's**:

1 Substantiate more than one block with single bullet. Give examples of performance and results, be concise - bullet style preferred; complete report in upper/lower case; comment on poor performance/misconduct; define acronyms.

2 Per NAVADMIN 213/02, it is now mandatory in reports on Commanding Officers, Officers, Chief Petty Officers, and Leading Petty Officers, who are responsible for officer and

enlisted personnel to comment on efforts and quality of results in fostering a command and workplace environment conducive to the growth and development of personnel.

(b) **Don'ts**:

1 Do not use underlining, boldface, italics, centering, or other highlighting. Avoid preambles and handwritten comments.

2 NAVADMIN 213/02 eliminates the requirement to substantiate 5.0 grades in the comments section.

(c) NAVADMIN 049/97 eliminates ranking restrictions and career, promotion, or retention recommendation restrictions in the comment section.

(3) NAVADMIN 049/97 eliminated the requirement for "Detachment of Reporting Senior" FITREPS for E7-E9. (This FITREP is now OPTIONAL and must be submitted at the same time for all personnel in the same pay grade who are normally evaluated by the reporting senior).

(4) Per NAVADMIN 050/99, effective 1 March 1999 sub-categorization (block 21) is mandatory for anyone who has an APPROVED resignation, retirement, or fleet reserve date. (This places the member into a separate summary group, no longer distorting the summary group for those members eligible for the next selection board.) For those with an APPROVED resignation, retirement, or fleet reserve date, indicate “Approved” in block 21. Indicate "Basic" to identify those who otherwise share the same summary group characteristics.

(5) NAVADMIN 050/99 also eliminated the submission of a closeout evaluation for E1 to E5 personnel at the time they are frocked or advanced. These reports are not necessary for promotion and are an administrative burden on the command; however, under no circumstances, shall a regular reporting period exceed 15 months.

(6) Credibility - There must be consistency between the trait grades, comments, and career and promotion recommendations.

c. **Submission**

(1) Per reference (a) and NAVADMIN 175/98, E5-E6 EVALS and FITREPS must be submitted to PERS-311 within 15 days of the end of reporting period. Disks are no longer required to be submitted with hard copy reports. PERS-311 now uses the

Electronic Military Personnel Records System (EMPRS), which scans the original EVAL/FITREP reports.

(a) All reports should be duplex copies (front-to-back, head-to-toe). Reports should not contain any attachment devices, such as staples, paper clips, etc.

(b) Do not delay an entire summary group to await a member's signature. Per NAVADMIN 175/98, unsigned advance copy reports are required to be "certified", documenting the fact that the member was provided a copy. The reporting senior must make this certification in the member’s signature block (FITREP block 46, EVAL block 51) by writing the words, in black ink, "Certified, copy provided." Unsigned advance copies will be rejected by NAVPERSCOM.

(2) Most common reasons for report rejections:

(a) Report not signed by reporting senior.

(b) All summary line blocks (FITREP block 43/EVAL block 46) not filled in.

(c) No entry in FITREP block 39 on officer reports (if NOB then so indicate).

(d) No entry in block 21 (billet subcategory). Enter "NA" if there is no subcategory.

(e) Report marked periodic, but "to date" is not a periodic end date.

(f) Summary group and summary letter do not match number of reports sent. All reports in summary group must be sent together.

(g) Summary letter not sent with report.

(h) Mixed competitive categories.

(i) Concurrent reports not signed by regular reporting senior.

(3) Concurrent reporting senior shall forward all copies of the report to the regular reporting senior, with the summary letter. Retain a reproduced copy. The regular reporting senior must forward the report to PERS-311 within seven days or return the signed report to the originator with an explanation.

(4) Extension of periodic reports. Annex D of reference (a) sets requirements whereby reporting seniors may extend EVAL/FITREPS.

(5) After member signs EVAL/FITREPS:

(a) Forward to NAVPERSCOM using guidance in Annex A of reference (a) and NAVADMIN 175/98.

(b) Annotate recurring reports tickler and FITREP flow sheet with the mailing date of fitness report(s).

(c) Reporting seniors should retain copies of FITREPS, E7 and above for at least five years. These reports will not be retained in command files, but the command shall maintain a log of FITREPS submitted and periods covered. Copies of reports on Chief Petty Officer (E7-E9) are filed in the member's field service record. Retain copies of E6 and below EVALS in the command files for two years.

(d) Upon separation, all E4 and below EVALS should be forwarded to NAVPERSCOM for incorporation in member’s microfiche record.

(e) Erase all computer disks/magnetic media containing FITREPS.

d. **Processing the Completed Reports**. The number and identity of required paper copies is as follows:

Grade of Member	Number of copies	PERS-311	Field Service Record	Member	Reporting Senior	Command File
01 - 06 W1 - W4	3	X		X	X	
E7 - E9	4	X	X	X	X	
E5 - E6	4	X	X	X		X
E1 - E4	3		X	X		X

2. **Performance Information Memorandum (PIM)**

a. Reports performance information to another command for consideration in a FITREP or EVAL and will be submitted in the following situations:

(1) Duty, DUINS, TEMDU, or TEMDUINS for three months or less, in place of a Regular report.

(2) ADDU or TEMADD of any length as an alternative to a Concurrent report.

b. Format for a PIM is contained in Annex M of reference (a). Commands may prepare their own PIM format tailored to these requirements. Handwritten entries are acceptable.

c. A PIM that contains only administrative or academic information may be signed "By direction". If evaluative comments are included, the PIM must be signed by a person eligible to act as a reporting senior for the member.

d. Forward the PIM within 15 days to the regular reporting senior for inclusion in the next Regular report. It should be retained by the reporting senior as long as needed and may by discarded or returned to the member after serving its purpose.

Note: A FITREP or EVAL report is preferred to a PIM for significant observed performance.

3. **Delegation of Reports**. FITREPS on officers are held to the Commanding Officer level, with delegation permitted only in very large commands. Reporting seniors for officer reports must be in the grade of Commander or GS-14, or equivalent. Reporting seniors for E5-E9 may not be delegated below the grade of Lieutenant Commander or GS-12 or equivalent. Reporting seniors for E4 and below EVALS may not be delegated below the grade of Chief Petty Officer or GS-11 or equivalent. Refer to reference (a), Annex B for further guidance. Delegation of EVAL/FITREPS should be accomplished in writing, by either a command instruction, a SORM article, or included in the Supplemental Chapter 4 to the Correspondence Manual. This directive should designate delegated reporting seniors by billet and define their scope of authority.

EVALUATIONS/FITNESS REPORT FLOW SHEET

NAME:_____ **RANK**:_____ **DESIG**:_____

SSN:_____ **DATE DETACHED LAST COMMAND**:_____

DATE REPORTED:_____ **LEAVE/TRAVEL**:_____

SUBSPECIALTY(IES):_____ **TEMDUINS**:_____

LINEAL NUMBER:_____

OCCASION:
- **P** PERIODIC
- **DRS** DETACHMENT OF REPORTING SENIOR
- **DI** DETACHMENT OF INDIVIDUAL

TYPE OF REPORT:
- **R** REGULAR
- **C** CONCURRENT
- **S** SPECIAL

Period of Report		Occasion/ Type	Worksheet Rough to				Smooth to		Date Sign/Mail
From	To		MBR	DH	XO	CO	XO	CO	

PRIMARY/COLLATERAL DUTY

Primary Duty	From	To	Collateral Duty	From	To

Exhibit 12-1

CHAPTER 13
OFFICER DISTRIBUTION CONTROL REPORT (ODCR)

REFERENCES

(a) BUPERSINST 1301.40
(b) NAVPERS 15839I, Volumes I and II
(c) DMRSMAN
(d) DJMS PTG
(e) OPNAVINST 1000.16J
(f) SECNAVINST 1421.3H

EXHIBITS

13-1 Long Range Training and Relief Plan (LORTARPS)

1. **Personnel Management Document**. The ODCR is vitally important to each individual officer attached to the command. To ensure the ODCR is a meaningful personnel management document at the command level, accurate verification, correction, and maintenance are essential. References (a) through (f) provide the procedures for accomplishing these actions.

a. **Verification**. Information concerning an officer must be updated on a daily basis as changes occur. This information represents BUPERS computer data bank input by CNO, BUPERS, Navy activities and the individual officer. When data concerning an officer is incorrect, the officer's record at BUPERS is also in error. Use references (a) and (b) when verifying the ODCR.

(1) Upon receipt of ODCR, stamp one copy "MASTER COPY," indicate date received and verify block by block. Route a copy to all officers onboard for review. When extra copies are required, reproduce locally.

(2) Route the "MASTER COPY" ODCR to CO and XO for verification of primary duty assignments.

(3) Annotate date verification completed under "Date Received" at top of the ODCR. Notify the Personnel Office when verification is complete so a DMRS/SDS entry can be accomplished per reference (b).

(4) Upon receipt of an officer, verify the ODCR with the officer during the check-in process to identify potential problems.

(5) Maintain the current and previous months ODCR along with reference (a) and the Activity Manpower Document (AMD) in a binder. Recommend filing the older ODCRs in the command SSIC files under the 1301 series.

b. **Corrections**. Procedures for requesting corrections to the ODCR are outlined in references (a) and (b). In addition PERS 312's website lists the following technicians that maintain and update the officer master file:

Title	Responsible for SSN ending in:	Extensions/Email COMM (901) 874-XXXX DSN 882 – XXXX
OFF QUALS/ODC CORRECTIONS	0000 – 3333	3377 p312g5@persnet.navy.mil
OFF QUALS/ODC CORRECTIONS	3334 – 6666	3392 p312g6@persnet.navy.mil
OFF QUALS/ODC CORRECTIONS	6667 – 9999	3552 p312g4@persnet.navy.mil

c. **Recommended Maintenance Procedures**. Validity and accuracy of information contained in the ODCR and individual's record depends on timely submission of data to pertinent reporting systems by you. Maintained properly, it can be a very effective management tool.

(1) **Pen Changes**. Make pen changes to the ODCR for each item of information pertaining to an individual that has changed, or will change, as a result of DMRS/SDS entry or other document submission. Line through obsolete information and write new data in the same column(s). In the right margin of the report, write in the Date-Time-Group (DTG) of the DMRS transaction, or the SDS Event Control Number (ECN) as appropriate. Upon receipt of new ODCR, transcribe pen changes from the last report to new ODCR as follows:

(a) **DMRS/SDS Information**. For DMRS/SDS transactions, pay close attention to the ODCR date. Transactions applied after that date will be on the next ODCR. If DMRS/SDS transaction should have applied prior to the ODCR date, verify the entry for accuracy.

(b) **FID Transactions or Other Document Information**. Transcribe FID transaction changes that did not appear on the new ODCR. FID transactions submitted should reflect within 30 to 60 days from date of submission. Refer to reference (d) for preparation of FID transactions.

(2) **Activity Manpower Document**. Match Billet Sequence Code (BSC) contained on the ODCR against your AMD. If you don't have copies of your AMD, contact either your ISIC or type commander.

2. **Common Errors**. The following are a list of common problems observed in the Fleet:

a. Dependents on station data missing or incorrect

b. Updating security data

c. Invalid Billet Sequence Code (BSC)

3. **Long Range Training and Relief Plan (LORTARP)**

a. LORTARPs are Long Range Training Plans that optimize communication between the command and the BUPERS placement officer. Normally the Executive Officer is responsible for creating this plan. The LORTARP is the best tool for addressing officer manning issues, but it isn't the only means. LORTARPS may be submitted via hard copy message or via e-mail. LORTARPS are normally unclassified messages and contain the following five sections.

(1) Manning Summary (Billet Number (BSC), Billet Title, SSN, Name, PRD, and EDD/EDA)

(2) Billet Fill Requirements (BSC, Billet Title, and desired EDA)

(3) New Accessions (Name, Billet assigned)

(4) Prospective Gains (Name, Designator, EDA, Issues)

(5) Comments (Desired training beyond BST, Active SWO-Nons, LIMDUs, Resignations or Retirements)

b. Commanding Officers and Executive Officers should maintain frequent and current communications with their placement desks through LORTARPs, messages, e-mails, visits, and phone calls.

c. Recommend forwarding LORTARPs to PERS-413 at least every six months, or when major changes occur.

Exhibit 13-1 is a sample format for a LORTARP. This same sample can be viewed online at: http://www.bupers.navy.mil/pers41/413/

PPATMAN
1 JAN 03

ROUTINE
R 211837Z JUL 02 PSN 338892J33

FM USS YOUR SHIP

TO COMNAVPERSCOM MILLINGTON TN//PERS-413//

INFO SWOSCOLCOM NEWPORT RI//20/30/40//

UNCLAS //N01300//

SUBJ/USS YOUR SHIP LORTARP 00-2//

MSGID/GENADMIN/YOUR SHIP//

POC/N. R. TAUPEN/LCDR/TEL/COMM (619) 556-4286/DSN 526/EMAIL:

TAUPEN@YOURSHIP.NAVY.MIL//

RMKS/1. YOUR SHIP IS IN PRE-OVERSEAS MOVEMENT PERIOD PRIOR TO

DEPLOYMENT WITH THE UNITED STATES BATTLE GROUP. OFFICER MANNING

IS STABLE AND CAN SUPPORT EXTENDED UNDERWAY OPERATIONS. NO MAJOR

CONCERNS ARE NOTED. DETAILS TO FOLLOW IN PARAGRAPH 2 AND 5.

CONVERSATIONS WITH SURFACE PLACEMENT AND DETAILERS INDICATE THESE

ISSUES WILL BE RESOLVED WITHOUT DIFFICULTY.

2. OFFICER MANNING

BSC	TITLE	SSN	NAME	PRD	EDA	RMKS
00120	CO	201-44-0002	SMITH	0010		
00120	P-CO	437-91-1940	HARRISON	0009		
00140	XO	227-63-4502	TAUPEN	0012		
00280	CHAPLAIN	054-56-8211	LENNON	0012		
00320	NAVIGATOR	073-51-9138	MCCARTNEY	0008		SEE NOTE 5A
00320	P-NAVIGATOR	212-27-3140	STARR		0007	
00460	OPSO	020-64-6491	TOWNSEND	0009		
00460	P-OPSO	200-69-1668	WASHINGTON		0009	
00470	NTDS-CIC	471-73-6339	ADAMS	0012		SEE NOTE 5B
00470	P-NTDS-CIC	299-02-8974	JEFFERSON		0104	
00480	FIRSTLT	549-45-0716	MADISON	0104		
00480	P-FIRSTLT	224-33-8598	MONROE		0101	
00490	INFO SYS	548-98-9538	JACKSON	0108		
00520	DS NSG SURF	522-21-6463	PEIRCE	0103		

Exhibit 13-1

02110	CMBT SYS	543-08-4673	FRANKLIN	0111	
02120	SHP ELX MTL	562-72-3846	VAN BUREN	0201	
02130	WEPS	224-11-1771	BUCHANNAN	0208	
02140	STRKWRF	515-89-5210	LINCOLN	0107	
02140	P-STRKWRF	218-04-3816	TYLER		0104
02150	FIRE CON	449-74-6597	TAYLOR	0012	
02150	P-FIRE CON	275-78-2499	JOHNSON		0012
02160	SYSTEST OFF	558-03-1433	GRANT	0103	
02170	ASW WEP	558-55-6148	HAYES	0012	
02180	ADP SYS MNT	341-60-1679	ARTHUR	0010	
02200	DIV GUN	394-90-7163	LARSON	0010	
02200	P-DIV GUN	073-40-7615	GARFIELD		0009
03400	SHP ENG	243-58-6128	MCKINLEY	0108	
03410	DC ASST	122-27-3483	ROOSEVELT	0012	
03420	MPA GAST	203-46-9165	TAFT	0105	
03420	MP DIVOFF	493-21-3186	WILSON	0012	
03425	ELEC OFF	027-64-2367	HARDING	0011	
03425	P-ELEC OFF	609-09-9018	COOLIDGE		0010
03430	AUX MACH	517-08-4813	HOOVER	0007	
03430	P-AUX MACH	021-64-4144	TRUMAN		0006
04220	GEN SUP	583-64-8667	KENNEDY	0102	
04220	P-GEN SUP	337-52-2651	NIXON		0102
04230	FOOD SVC	594-47-5041	FORD	0107	
04240	DISB	583-02-7810	CARTER	0207	

3. FOR THE NEXT THREE ENSIGN ARRIVALS, USS YOUR SHIP REQUIRES 1ST LT, ADV EOOW AND GUNNERY BST'S ENROUTE, IN THAT ORDER. (THE LIST OF ENSIGNS IN SWOS AND THEIR ULTIMATE DUTY STATIONS ARE LISTED ON THE PERS 41 WEBSITE UNDER WWW.BUPERS.NAVY.MIL/PERS41 AND CLICK "PLACEMENT INFO" BUTTON. THIS LOCATION ALSO HAS SAMPLE BILLET SEQUENCE TRAINING TRACKS.

4. COMMENTS/NOTES:

NOTE A: LTJG MCCARTNEY HAS AN APPROVED UNQUALIFIED RESIGNATION EFFECTIVE 000831.

NOTE B: LTJG ADAMS HAS AN APPROVED UNQUALIFIED RESIGNATION EFFECTIVE 001231.//

BT

NNNN

Exhibit 13-1

CHAPTER 14
OFFICER SERVICE RECORDS

REFERENCES

(a) NAVADMIN 229/00
(b) NAVADMIN 197/02
(c) BUPERSINST 1070.27A
(d) MILPERSMAN 1070
(e) MILPERSMAN 1741-020
(f) NAVADMIN 65/01
(g) DJMS PTG
(h) NAVPERS 15839I, Vol. II

1. **Responsibility**

a. Reference (a) outlines actions necessary to eliminate the Officer Field Service Record (OFSR) for officers on full-time active duty effective 1 September 2000. Reference (b) outlines actions necessary to eliminate the OFSR for reserve officers effective 1 September 2002.

b. References (a) and (b) do not eliminate requirements to prepare and forward documents required to update the Permanent Personnel Record and/or correct legacy databases. In addition, these references defined the distribution of the documents for closeout of the OFSR, to insure update to the Permanent Personnel Record (Electronic Military Personnel Records System (EMPRS)). Continue to mail the original documents of all required service record entries in accordance with references (a) through (c) and other governing instructions and notices. Ensure copies of any documents forwarded to BUPERS are provided to the officer concerned for their records.

c. MILPERS offices are required to maintain the following documents from the officer field service record:

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

(2) DD 93, Record of Emergency Data.

(3) Copy of SGLV 8286, Serviceman’s Group Life Insurance Election and Certificate.

(4) If applicable, SGLV-8285, Request for Insurance. Ensure the original is mailed to NAVPERSCOM (PERS 313C1).

d. Enlisted service records of temporary officers, i.e., “dual status” having both an enlisted and officer status, will be kept up-to-date for change of rating, advancement in rate, or change of station. These situations should be entered in the enlisted service record as indicated:

Advancement	Cite BUPERSINST 1430.16E as authority to advance member and forward copy under letter to BUPERS (PERS 313D)	NAVPERS 1070/604 NAVPERS 1070/613
Change of duty station	MILPERSMAN 1070-290	NAVPERS 1070/605
Appointment of temporary officer status	MILPERSMAN 1070-320	NAVPERS 1070/613

e. Documents listed in reference (d) should be filed in the service record as indicated. It is not intended that each service record contain all documents listed and documents should not be initiated or requested solely for the purpose of filing in service record.

2. **Documents Requiring Extra Attention**

a. **Administrative Remarks (NAVPERS 1070/613)**. Serves as a chronological record of significant miscellaneous entries.

(1) Use Page 13s to annotate awards, school/course completions, qualifications and performance. All commands must make an entry documenting all civil convictions and non-judicial punishments not involving pay.

(2) When a member transfers, entries of a transitory nature or applicable to the local command shall be removed and given to the member. Examples of these are: "Volunteered for special duty", "Member has read and understands ship's regulations", and "Member has attended or been briefed on Navy policy".

(3) Per references (a) and (b) NAVPERS 1070/613, administrative remarks containing entries documenting the award of U.S. Military and non-military decorations, medals, ribbons, and badges authorized should be forwarded to PERS 313C1. These documents should be forwarded on a daily basis or as soon as possible.

b. **Dependency Application/Record of Emergency Data (NAVPERS 1070/602) and Record of Emergency Data (DD 93)**

(1) Per NAVADMIN 098/01, the DD 93, Record of Emergency Data created at the Military Entrance Processing Station when a person enlists in the Navy will be replaced by the NAVPERS 1070/602 upon arrival at Recruit Training, or, for those members not required to attend recruit training, upon arrival at their first ship or station for indoctrination, training, or duty. For members with no dependents, the DD 93 may remain in the service record in lieu of the NAVPERS 1070/602 until member reports to their first permanent duty station, unless a change is required to update the emergency data.

(2) Verify NAVPERS 1070/602, Dependency Application/ Record of Emergency Data (Page 2), with the officer to ensure it is up-to-date and in the format outlined in reference (e). This verification should be conducted:

(a) When a member reports, permanent change of station.

(b) When a member detaches, permanent change of station.

(c) Prior to a member's unit deploying.

(d) When a member applies for Government housing.

(e) When a member claims reimbursement for dependents' travel.

(3) In accordance with reference (d), prepare and submit a new Page 2 under the following circumstances:

Prepare	**When**
Part I and II (complete set)	A member with dependents enters or reenters the Navy or Naval Reserve.
	There is a change in dependent status or number of dependents for a member on active duty.
	A reservist is on active duty, active duty for training, or temporary active duty for more than 30 days.

Prepare	**When**
Part II (partial set)	A member without dependents enters or reenters the Navy or Naval Reserve
	A reservist is on active duty for training or temporary active duty less than 30 days.
	There is a change in - name or address of a dependent (ensure that DEERS is updated as well); - next of kin other than a dependent; - name or address of a beneficiary, allottee, or insurer; - citizenship of spouse; - religion; or - any remarks on reverse side of form.

(4) When the Page 2 does not require updating, have the officer date and sign in the "Certification of Designator" section. Do not prepare a new Page 2 when there is a change in the member's status, grade, rate, duty station, military spouse data or beneficiary designation on SGLV 8286 (Serviceman's Group Life Insurance and Certificate).

c. **Servicemen's Group Life Insurance Election and Certificate (SGLV 8286)**. This is the only form that can designate or change a beneficiary for SGLI insurance. Although election is not required, this form must be completed on **EVERY** individual.

(1) Per references (f) and (g), the automatic level of coverage for SGLI increased from 200,000 dollars to 250,000 dollars effective 1 April 2001. Only those who refuse or elect to reduce coverage to less than 250,000 dollars must complete a new SGLV 8286 form on or after 1 April 2001.

(2) Any member who refuses or chooses reduced coverage after 1 May 1996 and later elects to increase initial SGLI coverage must complete the SGLV-8285, Request for Insurance. The Commanding Officer is the final authority for the request unless the member answers "yes" to item 11 or any part of items 12 and 13.

(3) When the Commanding Officer certifies the SGLV-8285, file the original form in the service record. If physical conditions exist, forward a copy of the SGLV-8285 to the SGLI Office and maintain the original in the service record. The SGLI Office will make final determination.

(4) Per reference (f) and (g), a member may decline coverage or request reduced coverage in any increment of $10,000 by completing, in his or her own handwriting SGLV 8286. Beneficiary and settlement option designations will be updated whenever a new SGLV 8286 is completed. When members request reduction or cancellation, they shall be counseled as to the effect of their action and an appropriate entry shall be made on the NAVPERS 1070/613, Administrative Remarks (Page 13), of the member's service record. If an unusual designation is made, the following administrative remark entry should be made: "After appropriate counseling, member desires to designate (list name of person, friend, etc.) as their beneficiary to receive the proceeds of their SGLI insurance." This notation should be signed by the member and witnessed by a designated individual. Under no circumstances should a member be compelled to designate any beneficiary other than one of their own choosing. Although election is not required, this form must be completed on **EVERY** individual.

(5) The Chief of Naval Personnel approved a change to the MILPERSMAN to prohibit the use of **"by law"** to designate beneficiaries for SGLI. As a result, all service members completing the SGLV 8286 must specify a beneficiary with complete address and social security number (if known).

d. **Officer Data Card (ODC), NAVPERS 1301/51**. It is essential that every officer verify the information on his or her ODC to ensure that the data displayed is current and complete. Because only one copy is forwarded by BUPERS (see schedule below) to the individual officer, not to the command, it is the document that is most often missing from the record. Ensure that every officer, especially junior officers, understand what this document is about and what to do with it when they receive it. The best time to accomplish this is during the check-in process. The ODC must be signed and dated. When corrections are not required the officer concerned should maintain the ODC for their records. Reference (h) should be used when verifying the ODC.

Lieutenants	January
Ensigns, Warrant Officers, and Flags	April
Lieutenant Commanders and Commanders	July
Lieutenant (junior grade) and Captains	October

e. **Officer Photograph (NAVPERS 1070/10)**. The officer photograph is still required for inclusion in the permanent personnel record (microfiche) in BUPERS. This document is to be submitted within three months after acceptance of each promotion.

CHAPTER 15
OFFICER PROMOTIONS/RETIREMENTS

REFERENCES

(a) Title 10, U.S.C.
(b) SECNAVINST 1412.6K
(c) SECNAVINST 1421.3H
(d) MILPERSMAN 1420
(e) SECNAVINST 1920.6B
(f) SECNAVINST 1900.7G

1. **Officer Promotion Procedures**. Officer promotions are authorized in accordance with reference (a) and are accomplished by a selection board in BUPERS, except for promotion from ensign to lieutenant (junior grade). The promotion zones for the number of officer billets to be filled are based on the needs of the Navy and are published in ALNAV messages twice a year.

a. **Notices of Selection and Promotion to LT and Above.** Selection lists are promulgated by ALNAV and promotion lists are promulgated by NAVADMIN. A selection list is not authority for effecting a promotion.

b. **Promotion to Lieutenant (Junior Grade)**. Per reference (b), it is the Navy's policy to promote ensigns serving on active duty, on the Active Duty List of the Navy, to lieutenant (junior grade) as soon as qualified, but not earlier than the date of completion of 24 months of service in grade. Frocking is **not** authorized for officers being promoted to lieutenant (junior grade).

c. **Promotion Package**. Creation of a "promotion package" will make processing a promotion easier and less time consuming. It should contain:

(1) NAVPERS 1421/7, with non-changing items pre-typed (such as command letterhead, from line, etc.)

(2) Armed Forces ID card application

(3) Dependent's ID card application (if necessary)

d. **Appointments**. Upon receipt of NAVADMIN notification for effecting promotions, complete NAVPERS 1421/7 and make distribution as indicated.

2. **Officer (Spot) Promotions**. Reference (c) indicates eligibility requirements and appropriate procedures for effecting the promotion of line lieutenants to lieutenant

commander when they are required to fill various types of engineering billets.

3. **Frocking**. Per reference (d), the Chief of Naval Personnel (CHNAVPERS) must approve all officer frockings. Commands may request frocking of individual officers if all of the following prerequisites are met:

a. Selection for promotion has been announced by an ALNAV.

b. The Senate has confirmed the nomination for promotion to that grade (also announced by ALNAV). (Confirmation applies only to O-4 and above active duty officers.)

c. Serving in or ordered to a billet for the higher grade.

d. Billet meets one or more of the criteria listed in reference (d).

4. **Communication with Officer Promotion and Continuation Boards**. Each officer eligible for consideration for promotion or continuation by a selection board may communicate with the selection board per reference (d). Correspondence must arrive no later than the convening date of the board.

5. **Retirements**. An officer of the regular Navy has a vested right to retire voluntarily upon completion of at least 30 years of active duty. Voluntary retirement requests with less than 30 years of active duty will be considered on the basis of the overall needs of the service and the individual cases. Final approval of requests for retirement rests with SECNAV.

a. **Statutory Retirement**. The Navy is governed by laws that require the retirement of permanent officers and warrant officers after they reach a certain age, fail selection for promotion, complete a certain number of years of service, or a combination thereof.

(1) The statutory retirement age for permanently commissioned regular officers in the grade of ensign and above is 62 years and officers who fall into this category are retired on the first day of the month following the month in which they attain age 62.

(2) Officers with a grade above rear admiral who have reached age 62, may, at the discretion of the President of the United States, be retained on active duty until the officer attains age 64. However, the number of officers in this status may not exceed 10 on active duty at any given time.

b. **Failure of Selection for Promotion**. Reference (e) states officers in grades below captain who are in or above the promotion zone and are considered but not selected for promotion will be considered to have failed selection for promotion to the next higher grade. In addition, if an officer in a grade below captain whose name was removed from a promotion list is not recommended for promotion by the next promotion board convened for the officer's grade and competitive category, or if the officer's name is again removed from the list of officers recommended for promotion, or if the Senate again does not give its advice and consent to the officer's promotion, the officer shall be considered for all purposes to have twice failed selection for promotion. Two or more failures of selection subject an officer to involuntary separation or retirement under reference (e).

c. **Disability Retirement**. A member may be permanently retired or placed on the Temporary Disability Retired List (TDRL) dependent upon a determination that the disability that necessitates retirement is, or may be, of a permanent nature. Final determination as to entitlement to disability retirement benefits rests with SECNAV.

(1) The law provides a means of separating from active service personnel who are physically unfit for further duty.

(2) A key provision is that no member may be separated or retired for physical disability without an opportunity of a full and fair hearing if the member so desires.

d. **Temporary Disability Retired List (TDRL)**. The TDRL is in the nature of a pending list for all members who through due process of medical procedures, have been found unfit to perform the duties of their office, grade, rank, or rating and who, according to accepted medical principles, may be permanently disabled.

(1) The list provides a safeguard in the best interests of the government against permanently retiring a member who may subsequently recover fully, or nearly so, from the disability that originally caused the person to be placed on this list.

(2) The list also provides a safeguard in the best interest of the member from being permanently retired with a condition that may develop into a more serious disability that is permanent. CHNAVPERS will issue orders to a member on the TDRL to appear at a medical activity for periodic physical examinations.

e. **Separation Pay for Involuntary Separation from Active Duty**. The policy and procedures for award of separation pay upon involuntary separation, discharge or release from active duty are prescribed in reference (f). Reserve members who are separated while on inactive duty are **not** eligible for separation pay.

CHAPTER 16
MANUALS/PUBLICATIONS/INSTRUCTIONS/COMMAND DIRECTIVES

REFERENCES

(a) MILPERSMAN 5219-010
(b) OPNAVINST 3120.32C
(c) SECNAVINST 5215.1C
(d) SECNAVINST 5210.11D

EXHIBITS

16-1 Required Directives and NAVPERS Publications on CD-ROM and non-CD-ROM Publications
16-2 Instruction Review

1. Publications and Instructions

a. **Review of Allowances**. References (a) and (b) list required NAVPERS Publications that must be on board. As of September 1995, the Bureau of Naval Personnel (BUPERS) started reproducing their NAVPERS publications and unclassified OPNAV and SECNAV on CD-ROM. As the Navy converts more and more to CD-ROM technology, printed copies will no longer be issued. Exhibit 16-1 lists required and recommended CD-ROMs, publications and instructions.

b. **Distribution**. These publications and directives are released quarterly on CD-ROM. No stock number is needed because all Navy addressees in the Standard Navy Distribution List (SNDL) will receive a set every quarter, funded by the Chief of Naval Operations. In addition, these publications and directives can be viewed on the internet at http://www.bupers.navy.mil/cdrom/cdrom.html. If you are not a Navy addressee in the SNDL, or if you want more than one set, you can place an order with the Document Automation & Production Service (DODSSP), 700 Robbins Avenue, Philadelphia, PA 19111-5094. For an order form and additional information view the following web site: http://neds.nebt.daps.mil/.

c. **Excess Publications or Insufficient Quantity Received**. Distribution of directives CD-ROMs is Space and Naval Warfare (SPAWAR) Systems Center Charleston, Norfolk, Virginia. Submit a letter requesting your command be removed from the distribution list or adjust the amount to the actual number needed (include SNDL number).

2. **Publication and Instructions Maintenance**

a. **Master**. References (a) and (b) require Admin to maintain a reference library of instructions and publications except naval warfare publications. One method of ensuring that the master copy is placed in the master directive location is to indicate "Master Copy" or "Ship's Office Copy" on each directive maintained within the master set.

b. **Internal Distribution**. Show internal distribution of instructions and publications on hard copy master file copy, not on CD-ROM. Example: OPS (1), PERS (1), etc. PPAT recommends placing these instructions and publications on a Local Area Network (LAN) system.

c. **Catalog and Indexing**. Catalog and index master file of hard copy instructions and publications not on CD-ROM.

(1) Recommend numbering each publication in sequence and placing the number, rather than the publication title, on binder spine so it is visible when filed. This will require persons to ask for assistance rather than helping themselves, thus increasing accountability of manuals and publications.

(2) Prepare a master listing, in alphabetical order, of publications by what they are called. For example the Correspondence Manual would be listed under the "Cs," even though the actual title is Navy and Marine Corps Correspondence Manual.

(3) When a department is holding the only copy, ensure that its location is noted on the master listing.

3. **Cross-reference Sheet**. Use a cross-reference sheet or log book when directives, publications or CD-ROM are checked out.

4. **Changes**

a. **Distribution**. Distribute changes using information recorded on master file copy.

b. **Entering Changes**. Since there are certain manuals and publications not yet on CD-ROM (DJMS PTG, Advancement Manual, etc.) PPAT recommends the following:

(1) Ensure training is held on correct procedures to use when entering a change.

(2) Enter changes on day of receipt.

(3) After entering changes, conduct a page check. Annotate list of effective pages indicating which pages are missing. Reproduce missing pages from local sources or order missing pages following information provided on list of effective pages. If page checks are completed at the same time the change is made, rather than waiting a day or two later, most of the problems with missing pages will be avoided.

5. **Directives**. The Navy Directive Issuance System definitions, criteria and responsibilities for issuing directives are listed in Part I of reference (c). Proper Standard Subject Identification Code requirements in reference (d) must be followed.

a. **Verification**

(1) Using appropriate listings from reference (a), verify that all instructions and CD-ROMs are held. Maintain a listing of instructions that were previously cancelled or superseded. This eliminates the need for a separate file or log and puts all the information required for good customer service right at your fingertips.

(2) Periodically, directives are forwarded to commands that are not on the distribution list. A review of the distribution or "copy to" of the directive prior to filing or routing will ensure that only those directives required are filed in master binders. When a directive is required and the command is not on distribution, but requires it to meet its assigned mission, PPAT recommends a letter be sent to the originator, requesting placement on permanent distribution with a justification paragraph. Most Navy directives can be accessed through the internet at http://www.bupers.navy.mil or more directly at http://neds.nebt.daps.mil.

b. **Ordering Directives**. If you are not a Navy addressee in the SNDL, or if you want more than one set of the unclassified OPNAV and SECNAV directives on CD-ROM, you can place an order with the Document Automation & Production Service (DODSSP), Building 4/Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094. For an order form and additional information view the following web site: http://neds.nebt.daps.mil/. Inquiries about Fleet publication CD-ROMs with CINCs and TYCOMs instructions should be addressed to the originator.

c. **Filing and Maintenance**

(1) Reference (a) requires each command to establish a directives control point and to maintain a master up-to-date

set of directives. PATT recommends stamping "Master File Copy" on each instruction filed in master binders.

(2) Indicate internal distribution on "Master File Copy" to ensure that changes or updates are routed correctly.

(3) File instructions based on individual command's 5215s, by SSIC, then by consecutive number. For example, one set of binders for the Group and another set of binders for the Squadron Commander instructions. Filing in this manner makes verification of directives easier. Reference (a) gives guidelines for required sets of binders.

(4) Annotate in top right margin of an instruction when a change is entered (i.e., CH-1, date CH-1 entered, followed by the initials of the member who entered the change). If an instruction contains a record of changes page, annotate the change entry there vice in the top right margin.

(5) Instructions such as the Correspondence Manual, not filed in master binders, will be cross-referenced to show their location. As changes are received, annotate the cross-reference sheet to show that a change was received and entered or forwarded to the appropriate office.

(6) Cancellation paragraphs of instructions sometimes cancel one or more directives. Make sure that cancelled directives are removed from master binders and that departments are informed of these cancellations.

d. **Notices**. Notices will be maintained in the same manner as instructions except as follows:

(1) Notices will be filed in a separate set of binders.

(2) Abbreviation "Canc" identifies those notices that cancel on the last day of the month indicated and will be destroyed on the first working day of the next month.

(3) Abbreviation "Canc frp" requires a review of the last paragraph labeled "Cancellation Contingency," to find out when it can be destroyed.

(4) Review notices on a monthly basis to ensure they are destroyed when cancelled.

e. **Check-Out Procedures**

(1) Establish a check-out system for instructions and notices on temporary loan to other departments/individuals. Use Locator, Check-out, or Cross-Reference Sheets.

(2) Place the Locator, Check-out, or Cross-Reference Sheets on a clipboard until the instruction or notice is returned to the master binder. Maintain clipboard in a conspicuous location as an easy reminder. The check-out period for an instruction or notice should not exceed more than five working days. Review your check-out board weekly and recall instructions or notices that have been checked-out more than five working days.

6. **Command Directives**

a. **Determination of Need for Command Directives**. Reference (b) gives guidance on adoption of the Navy SORM as the unit's SORM. The Navy SORM can be tailored through addition, deletion or substitution, to conform to the unit's mission, function, tasks, and responsibilities. Following these guidelines will significantly reduce the need for so many command directives. When determining whether a command directive will be needed, first check the higher authority directive to find out how specific it is. If there is a portion that needs to be tailored to fit the command's mission, this can be done in a SORM article vice a separate command directive. The majority of command-initiated directives are unnecessary and if the above is followed, it will prevent the pyramiding of higher authority directives, as well as help reduce the paperwork in the Navy (see paragraph 3i).

b. **Directives Control Point**. Directives Control Point (DCP) is required to develop an effective directives issuance system. The DCP responsibility should be assigned to an individual who is thoroughly familiar with the preparation, maintenance and review requirements.

c. **Instruction Preparation**. When preparing a rough draft of an instruction, required information contained in Table 1 of reference (c) is as follows:

(1) Typed in letter format.

(2) Security classification markings (when required) are appropriately assigned and indicated.

(3) Classifying authority along with downgrading and declassification markings (when required) is indicated on the front page of the basic instruction or each enclosure (whichever is classified).

(4) Standard subject identification codes assigned from reference (d).

(5) Paragraph one states the purpose and general significant of instruction.

(6) Paragraph two states cancellation of other instructions, forms and/or reports required, if necessary.

(7) The last paragraph contains report symbols, form numbers and titles of reports or forms.

d. **Notice Preparation**. Prepared in same format as instructions with the following exceptions:

(1) "Canc" or "Canc frp." placed in upper right hand corner, two lines above identification.

(2) The last paragraph must contain report symbols, form numbers and titles of report or forms unless the notice has a "Cancellation Contingency" paragraph, in which case the information is placed in the next to last paragraph.

e. **Distribution**. Originator will determine distribution based on "need to know" or "need to act." DCP should ensure that unnecessary or shotgun distribution is avoided.

f. **Case File**. Each issuing authority shall maintain an official directives case file for directives issued. The files shall be arranged numerically by SSIC and filed as a separate series, apart from other files. Case files shall be retained until canceled, superseded or no longer needed for reference. Each case file shall contain:

(1) Original signed instruction.

(2) Reproduced copies of basic directive and any changes, cancellations, or revisions to the basic directive.

Note: Ships and small activities may dispense with making extra copies if approved by the Commanding Officer.

(3) Supporting and other pertinent documents, including those containing concurrence, non-concurrence, approval or significant comments.

g. **Annual Review**. Reference (c) requires the DCP to conduct an annual review. Refer to Exhibit 13-2 for sample memorandum. Instructions in effect for seven years require revision or cancellation. The issuing authority may extend this period for one year; immediate superior in command must approve further extensions. During the annual review, instructions that set forth policy, standard routines or regulations should be considered for inclusion in unit SORM, vice separate directives.

h. **Command 5215**. Issue a 5215 notice to advise all concerned of current instructions and notices issued. A list of cancellations may also be included in your 5215.

i. **Ship's Organization and Regulations Manual (SORM)**. The unit SORM should be issued as a command directive within the 3120 series. Use reference (b) as guidance. The unit SORM should avoid duplication of information contained in existing instructions issued from higher authority.

REQUIRED/RECOMMENDED DIRECTIVES AND NAVPERS PUBLICATIONS ON CD-ROM

1. SECNAV and OPNAV CD-ROM Set

2. BUPERS CD-ROM Set

3. Fleet Pubs CD-ROM Set

4. Manual of General Military Training, Lesson Plan CD-ROM

5. Advancement Manual (BUPERSINST 1430.16E)*

6. Diary Message Reporting System User's Manual (DMRSMAN)*

7. Source Data Systems Procedures Manual (SDSPROMAN)*

8. Defense Joint Military Pay System Procedures Training Guide (DJMS PTG)*

9. DoD Military Pay and Allowances Entitlements Manual (DoDFMR 7000.14-R)*

10. Joint Federal Travel Regulation, Volume I (NAVSO P-6034)*

11. Decedent Affairs Manual (NAVMEDCOMINST 5360.1)*

12. Manual for Courts-Martial, 2000 (2000 Edition)*

13. Enlisted Distribution and Verification Report Manual (EDVRMAN)*

14. Manual of the Judge Advocate General (JAGINST 5800.7C)*

15. Personnel and Administration Training Team Manual (PPATMAN)*

(*) Non-CD-ROM instructions and publications

Note: Even though only a few manuals and publications are required, you will not be able to minimally perform your pay/personnel/administrative functions without all of the above.

Exhibit 16-1

PPATMAN
1 JAN 03

DATE

MEMORANDUM

From: Ship's Secretary
To: Department Head
Via: Executive Officer

Subj: INSTRUCTION REVIEW

Ref: (a) SECNAVINST 5215.1C

Encl: (1) (Command instruction to be reviewed)

1. To meet annual review requirements of reference (a), enclosure (1) is forwarded. Please review this instruction with the objective of canceling, updating, or consolidating it with another published directive, as appropriate and return not later than _____. When review has been completed, please check the applicable item below and return this memo to the Ship's Office.

SIGNATURE

****

DATE

FIRST ENDORSEMENT

From: Department Head
To: Ship's Secretary
Via: Executive Officer

1. Enclosure (1) has been reviewed and the following is provided:

( ) Cancel

( ) Under revision - expected completion date _____

( ) Consolidate with _____

( ) Effective

( ) Extend one year. (CO's signature required)

Exhibit 16-2

CHAPTER 17
REPORTS AND FORMS MANAGEMENT

REFERENCES

(a) OPNAVINST 3120.32C
(b) SECNAVINST 5214.2B
(c) SECNAVINST 5213.10D

EXHIBITS

17-1 Sample Consolidated Action Tickler
17-2 Highlights of Forms Management

1. **Reports Management**. Reference (a) requires the Executive Officer to maintain listings of required reports. Reference (b) outlines specific requirements to be met when establishing a successful reports management program. Review appropriate listings to determine reports to submit. There are no established specific guidelines for the composition of a tickler system or tracking method for reports. The following tickler systems have been successful, (use as desired):

a. Phase IV of SNAP II incorporates a recurring reports program.

b. Other computer/word processing ticklers are commonly used and are readily available.

(1) Prepare a consolidated listing of reports due as required monthly, quarterly, semi-annual, tri-annual, annual and situational.

(2) Exhibit 17-1 is an example of a reports tickler. Send complete copy of reports listing to each department.

(3) Enter method of completion on master tickler of complete reports. Advise departments concerned weekly of overdue report(s). This can be at weekly department head meetings or Planning Board for Training.

2. **Forms Management**. Reference (c) lists procedures for implementing the required Forms Management Program.

a. **Policy**. Reference (c) requires each command to provide for continued analysis, review and control of all forms sponsored by that command to ensure that forms are effective, efficient, and economical in serving their intended purposes.

b. **Program Requirements**

(1) Maintain a central control office for the management of all forms originated and sponsored in an organization. Review annually all command forms and identify, if possible, opportunities for standardizing, eliminating duplicate or unnecessary forms, and improving the usefulness of forms. **Ensure that forms are cost-effective.**

(2) **Use of forms available through the Navy supply system is mandatory. Per NAVSUP 2002, forms originated by higher authority should be used whenever possible, instead of creating new one**. Ensure forms approved by the forms manager are assigned a form control number. The form number consists of the originators short title, SSIC and consecutive number (OPNAV 5200/1). Changes must have approval of the form sponsor.

(3) A directive, manual or publication must support each form originated for Navy-wide or command-wide use. Include instructions for obtaining, preparing, submitting, and using each form issued by the directive. Self-explanatory or internal forms (i.e. checklists, form letters, formats, etc.) are exempt from this requirement.

(4) Maintain an inventory of command-sponsored forms. Use OPNAV 5213/18 (Rev. 12-81), Forms Register or if desired, automated equipment. Reference (c) requires issuance of an annual activity register of authorized forms.

(5) When submitting requests for new or revised forms use OPNAV 5213/18 (Rev. 7-81), Forms Request and Justification. Maintain a copy of OPNAV 5213/18 for each form originated or sponsored.

(6) Maintain a case folder with a copy of the authorizing document on all current forms. **Maintaining case folders on command originated or sponsored forms is mandatory, but not required for internal (within office or department) forms.**

(7) Obtain a report control symbol if the form is part of a reporting requirement. Reference (c) gives specific guidelines on forms preparation.

(8) Cancel all forms when notified by the originator that they are no longer required. Remove the form from the requiring directive by issuing a change transmittal or revision. Place the case file in your standard SSIC files and destroy per the Records Disposal Manual.

PPATMAN
1 JAN 03

SAMPLE CONSOLIDATED ACTION TICKLER
RECURRING REPORTS/ACTION CORRESPONDENCE/DIRECTIVES REVIEW

(COMMAND NAME)
REPORTS ACTION TICKLER SYSTEM

Date:

From: Administrative Officer, (Command Name)
To: Distribution

Encl: (1) Recurring Reports Tickler

1. **WEEKLY ACTION ITEMS**:

RTS NO.#	SUBJECT	DEPT ACTION'S BY	ACTION DATE	DUE DATE TO ADMIN	STATUS OF ACTION
124-96	Environmental Health Survey	MED	5 SEP 96	1 SEP 96	

2. **MISCELLANEOUS ITEMS**:

a. **Transfer/Reenlistment Tickler**:

RATE/NAME	DUE DATE	ITEM	DEPT ACTION
PN2 DOE	30 SEP 96	Overseas Screening	Admin

**REPORT DUE ASAP

b. **Evaluation/FITREP Tickler (No Periodic EVALS/FITREPS)**:

RATE/NAME	TYPE	ACTION DEPT.	DUE ADMIN
YN1 DOE	SEPARATION	EPO	15 SEP 96

c. **Directives Review**:

DIRECTIVE	SUBJECT	ACTION DEPT	DUE DATE
DD000INST 3120.3	SHIP'S SORM	ALL DEPTS	30 SEP 96

d. **Awards**:

RATE/NAME/TRF DATE	TYPE AWARD	ACTION DEPT	DUE TO ADMIN	DUE DATE
YNC Doe (30 Apr)	EOT	Admin	15 Feb 96	28 Feb 96

3. **ACTION COMPLETED ITEMS:**

SUBJECT	DATE COMPLETED	COG DEPT
COMMAND HISTORY	13 SEP 96	PAO

4. **The above listed correspondence has action due as indicated. If more time is required contact the Ship's Secretary immediately for an extension. The action and due date have been assigned directly by the Executive Officer. Reports Action Tickler is distributed on a weekly basis. Retain until next distribution.**

J. D. DOE
YN1(SW) USN

Exhibit 17-1

SAMPLE CONSOLIDATED ACTION TICKLER
RECURRING REPORTS/ACTION CORRESPONDENCE/DIRECTIVES REVIEW (CONT'D)

(COMMAND NAME)
RECURRING REPORTS TICKLER

A= ANNUAL **SA= SEMI-ANNUAL** **Q= QUARTERLY** **M= MONTHLY**

REPORT TITLE	TYPE	REFERENCE	ACTION DEPT	DUE DATE
E7/E8 EVALS	A	BUPERSINST 1610.10	ALL	30 SEP 96

Exhibit 17-1

HIGHLIGHTS OF FORMS MANAGEMENT
(taken from TRAMAN YN1&C NAVEDTRA 12614)

EACH NEW FORM (NEW OR REVISED) AND RELATED PROCEDURES		
Examined	**Evaluated**	**Followed Up**
Is the form necessary? Could it be eliminated entirely? Could it be combined with other forms? Does the use of the form justify cost? Is the form necessary: Does it provide adequate information? Does it include any unnecessary information? Does the content duplicate other forms? Is the procedure for collecting and furnishing the information the best for the particular situation? Is the procedure for using the completed form the simplest possible? Is the form design the most efficient for both entering the information and using it? Are the instructions clear and complete?	If some criteria are not met: RECOMMENDATIONS MADE FOR DISAPPROVAL OR MODIFICATION After consultation with: Requiring office Preparing office(s) Using office(s) Others concerned If all criteria are met: APPROVED	FOLLOW-UP AND CONTINUING SYSTEMATIC REVIEWS To ensure proper installation of proposed plans To determine modifications or improvements to meet changing conditions To determine continuing need
IS IT NECESSARY?	WILL IT DO THE JOB?	IS IT WORTH THE COST?

Exhibit 17-2

CHAPTER 18
CORRESPONDENCE MANAGEMENT/RECORDS DISPOSAL/AWARDS

REFERENCES

(a) OPNAVINST 3120.32C
(b) SECNAVINST 5510.30A
(c) SECNAVINST 5510.36
(d) SECNAVINST 5216.5D
(e) OPNAVINST 5218.7B
(f) SECNAVINST 5210.11D
(g) OPNAVINST 5112.5A
(h) SECNAVINST 5212.5D
(i) SECNAVINST 1650.1G

EXHIBITS

18-1 Chapter 4 Supplemental to the Correspondence Manual

1. **General**. References (a) through (e) require controls and establish procedures and responsibilities for handling official correspondence originated or received at the command. Official correspondence consists of any written material sent to or from a command. It includes U.S. mail, guard mail, supply shipments or deliveries by courier. Exhibit 18-1 is a sample local supplement to the Correspondence Manual. Commands should establish official correspondence procedures in writing as they apply to local application.

2. **Incoming Mail**

a. **Command Mail Orderly**. Designate mail orderlies by using DD 285 form and ensure their validation by your serving postal activity. Complete the DD 285 in triplicate, with a copy provided to the unit mail clerk, unit files, and the serving postal activity. The mail orderly will pick up mail from the post office, sign for registered and certified mail, and sort mail into three categories.

(1) **Uncontrolled**. Uncontrolled mail is mail of general interest. Route using a rubber stamp as shown in reference (a), Figure 6-1. Stamp directly on document and forward to XO for routing instructions and permanent retention.

(2) **Controlled**. Controlled mail is mail that requires action, has historical importance or provides future reference value.

(3) **Registered/Certified**. Separate Confidential and Secret registered/certified mail. Further sort confidential mail into controlled and uncontrolled mail. Route Secret mail to the Secret Mail Custodian following procedures established in your command's directive for processing official correspondence. Mail orderlies will log the below information for all classified mail:

(a) Registered or certified number

(b) Originating command

(c) Unit or office receiving correspondence

(d) Date of delivery

(e) Signature of person receiving correspondence

Note: Recommend using registered mail receipts as your log. Ensure member signs, dates, and prints his/her name on the receipt.

b. **Controlled Mail or Action Correspondence**. Reference (a) recommends the use of the Correspondence Document Control Card (OPNAV 5211/7) for unclassified controlled correspondence. In addition, reference (a) recommends use of the Correspondence Material Control Form (OPNAV 5216/10) for classified controlled correspondence. Use either OPNAV 5211/7 for your command's unclassified correspondence or OPNAV 5216/10, which is predominantly used throughout the fleet for routing both unclassified and classified action correspondence.

(1) Prepare one of the above mentioned control forms for each unclassified and classified controlled document received. Reference (a) contains block-by-block instructions.

(2) Assign a sequential control number (SCN) for each control form prepared. Sequential control numbers must appear on the form and document, assigned by calendar year (i.e., 449-01, 450-01, 001-02, etc.).

(3) Forward to XO for routing instructions.

(4) After XO's review, attach original and first copy of control form to document and route.

(5) Place second copy of control form and document in Incoming Mail Control Log (IMCL) in SCN order by using a loose-leaf binder, file folder, or two-post clipboard.

(6) Forward an advance copy to the action department.

(7) Use automated equipment to generate a weekly action correspondence tickler to track correspondence. Put action items from IMCL on the tickler by due date for easy tracking. Refer to Exhibit 17-1 of this manual for a sample tickler.

(8) When routing is complete, file original control form in command files with correspondence and a copy of any responding correspondence. If document is to be retained by another department, annotate this on the control form and destroy other copies.

3. **Outgoing Correspondence**. Proper formats are found in references (c) through (e). Reference (d) establishes strict policies for the preparation and use of correspondence.

a. **Preparation**

(1) Originators of correspondence shall prepare outgoing correspondence in a double-spaced rough draft and route to the XO.

(2) The XO reviews correspondence and delivers to the CO as appropriate. After review, XO will return rough to YNs (except for Top Secret) for smooth typing.

(3) YNs will review rough correspondence for:

(a) Exact SSIC per reference (f).

(b) Correct identification of references and enclosures using reference (d).

(c) Marking classified correspondence following reference (c).

(4) YNs will type in smooth format ensuring copies are provided for each addressee, "copy to" addressee, originator of letter and command files.

(5) After typing, return original and rough to originator for proofing.

(6) After correspondence is smoothed, the originator will proofread and deliver smooth and copies to the XO. Roughs should be returned to YNs for destruction.

(7) XO shall:

(a) Check for accuracy and initial copy.

(b) Obtain appropriate signature.

(c) Return signed correspondence to YNs.

(8) YNs shall:

(a) Serialize classified correspondence per reference (c). Serializing unclassified correspondence is optional.

(b) Use a rubber stamp or type the date on the correspondence. If typed, follow format in reference (d). Never date correspondence until signed, unless you know for certain it will be signed the same day.

(c) Prior to mailing, give the correspondence a final review focusing on format, appropriate signature, references and enclosures listed, and ensure enclosures are on hand.

(d) Mail original with copies for each via addressee, using guidelines in references (c), (d), (e) and (g).

(e) Mail copies to "Copy to" addressees with appropriate enclosures.

(f) Mail classified correspondence as required by references (a) and (c) and enter in appropriate logs.

(g) File command copy.

4. **Filing Correspondence**

a. **Creating Files**. Establish command files each calendar year. When establishing files, use the following procedures:

(1) Maintain central control of activity files.

(2) Assign personnel to coordinate all activity files.

(3) Authorize official files and assign responsibility for file plans.

(4) Locate official files at an organizational level that ensures effective documentation, makes records accessible to major users, minimizes duplicate files, and aids in records disposal.

(5) Determine record retention and disposal standards and apply to each file series and prepare local disposal per reference (g).

(6) Review filing procedures periodically.

b. **Filing Procedures**

(1) File material by SSIC and include:

(a) Incoming documents

(b) Copies of outgoing correspondence

(c) Essential supporting documents (e.g., original control sheet or card, memorandums or working papers, etc).

(2) Recommend tracking material removed from files by using Locator, Check-out, and/or Cross-Reference Sheets.

5. **Significant Changes**. The following are significant changes to the revision of the Correspondence Manual:

a. Designation of a Correspondence Manager. Recommend accomplishing this through a supplemental Chapter 4 to the Correspondence Manual or via the command's collateral duties 1301 notice.

b. Use electronic mail (E-Mail) for formal and informal correspondence.

c. Delegated reporting seniors may authorize subdelegation.

d. Date stamp incoming controlled correspondence.

e. Limit use of social security numbers.

f. Enclosures can be marked on every page. In addition, you may type, stamp, or write "Encl" or "Enclosure".

g. Don't justify right margins.

h. Reference notices with serial numbers and cancellation date.

i. Identification of paragraphs/subparagraphs.

j. Paragraph headings.

6. **Records Disposal Program**. Reference (h), Appendix B contains the requirement to maintain and dispose of government records, along with penalties for noncompliance under the United States Criminal Code.

a. **Establishing a Records Disposal Program**. To enhance timely and accurate disposal of files, review reference (h) and identify those documents with a destruction period of over two years.

(1) Schedules in reference (h) are established by SSIC and document title, making retrieval and disposal easy.

(2) To simplify required destruction and retention, establish files that indicate SSIC, document title, article that pertains to each subject and the destruction date.

(3) When creating files for the new year, review past year's folders for those required to remain on board. Move these files up to the new year and destroy files over two years old.

b. **Accidental Destruction**. Per reference (h), report accidental destruction of records to Commander, Naval Data Automation Command (Code 81).

7. **Awards**. COMNAVSURFPAC/COMNAVAIRPAC recommend usage of Fleet Awards Program software. Reference (i) provides information, guidance and regulations concerning awards available to individuals and units in the naval service.

a. **Preparation**

(1) **Personal Award Recommendation Form (OPNAV 1650/3)**. Prepare OPNAV 1650/3 for all personal awards per reference (i). No summary of action is required for CO awarded NAM's. When combat and heroic recommendations require additional space, add sheets of standard-size paper. Use a separate form for each award recommendation.

(2) **Submission of Proposed Citation to Higher Authority**. Commands submitting recommendations to a higher authority for approval must still submit a proposed citation. However, the length may be shortened from **18-22** double-spaced typed lines to **10-12** lines (exception may be commands submitting only a proposed citation as justification). Awarding authorities should set submission procedures to their subordinates while ensuring a standardized secretarial policy. (Consult your awarding authority for additional guidance).

b. **Submission of Awards**

(1) Administrative processing of award recommendations normally requires at least two to three months if submitted through a lengthy chain of command or during the summer months (late May through August).

(2) Recommendations may be sent by message or FAX only in the most unusual circumstances when the importance of a timely presentation justifies special handling.

(3) Address awards directly to the awarding authority having jurisdiction over the individual at the time of act or service.

c. **Commander's/Commanding Officer's Awarded Navy Achievement Medals**

(1) **Single Page Certificate/Citation**. As per the new, short certificate/citation for both the Achievement and Commendation Medals, the NA should be prepared in bold/all capital letters with a 1-inch right and left margin, and should not exceed seven and one half lines. The opening sentence for the NA has been shortened to read "FOR PROFESSIONAL ACHIEVEMENT." Type member's social security number in the upper right hand corner on the signed and dated citation, along with the original 1650 forwarded directly to your respective Type Commander, Fleet CINC, or CNO Awards section as determined by the command's administrative chain of command. Commands not reporting to a Fleet CINC or TYCOM will continue to submit awards to NDBDM OPNAV (N09B33).

(2) **Eligibility**. Full approval authority of the Navy Achievement Medal currently is at the first flag officer in the chain of command. Effective immediately, Commanders and Commanding Officers eligible to wear the Command at Sea or Command Ashore devices has full approval authority to award Navy Achievement Medal to junior officer and enlisted personnel permanently assigned to his/her command. Regardless of rank, the individual exercising this authority must be in a position designated as Commanding Officer. There are no waivers or exceptions to personnel in Officer-in-Charge or Acting billets.

(3) **Quotas**. Per reference (i), SECNAV has approved unlimited, the number of Navy Achievement Medals awarded at command level. Specifically this authority extends to both the end-of-tour (EOT) and special achievement Navy Achievement Medal; there is no limitation to the number of awards issued at the command level. This authority does not extend to TAD personnel as the parent command must first concur; it does not extend to other service personnel, except USMC, as the parent service and CNO retains this authority; it does not extend to foreign service personnel as SECNAV retains this authority.

(4) **Retain File**. Maintain a copy of the award recommendation (excluding SOA) in the command files.

SAMPLE

USS UNDERWAY Chapter 4 Supplement to SECNAVINST 5216.5D

Subj: SHIP'S NAVAL CORRESPONDENCE PROCEDURES

Ref: (a) OPNAVINST 3120.32C
(b) SECNAVINST 5216.5D
(c) SECNAVINST 5510.36A
(d) OPNAVINST 5218.7B

1. **Purpose**. To establish ship's policy and responsibilities for processing incoming and outgoing correspondence as defined in references (a) through (d). This includes mail handling, routing, serialization guidelines, delegating signature authority for outgoing correspondence and directives, and delegation of reporting senior for evaluations. This supplements reference (b), which outlines Navy standards for writing and format.

2. **Correspondence Manager**. The Ship's Secretary has overall responsibility of all correspondence within the command and will act as the Correspondence Manager. The Correspondence Manager prior to submission through the chain of command must review all correspondence, reports, and directives.

3. **Incoming correspondence**. The Ship's Office receives, opens and processes all incoming official correspondence addressed to the Commanding Officer. Informational items will be routed using a general routing stamp. Mail addressed to a specific individual or office will be distributed unopened.

a. **Routing**. Action and information correspondence will be routed in the following manner:

(1) Ship's Secretary/Administrative Officer

(2) Executive Officer (XO)

(3) Commanding Officer (CO)

(4) Action or Information Officer/Department

(5) All others concerned

Exhibit 18-1

The Executive Officer may vary this routing when circumstances warrant.

b. **Control and Tracking Procedures**. The Correspondence Material Control Form (OPNAV 5216/10) will be used to control and track action correspondence. The Ship's Office will prepare this form; assign a sequential control number or route slip (R/S) number to the form and document.

(1) Attach the first copy of the route slip to the document and route through the chain of command.

(2) Maintain the second copy of the route slip and a copy of the document in the Ship's Office and log on the weekly command tickler for tracking.

(3) Forward the third copy of the route slip and a complete copy of the document to the action department as an advance copy.

(4) Any office receiving official action correspondence directly (without a route slip) shall immediately bring it to the attention of the Ship's Secretary or Administrative Officer for recording and necessary routing.

c. **Action**. An "action" department means that a designated department is responsible for determining and completing the effective action needed to answer the correspondence. The person drafting the reply is responsible for the prompt and careful preparation of the correspondence.

(1) If no action is necessary, the action officer will annotate the route slip, initial, date, and return it to the Ship's Office.

(2) If the action belongs to another department/ division or the routing needs modification, return the route slip with all documents attached to the Ship's Office with a note indicating necessary changes. Ensure the Ship's Office is notified each time the route slip leaves one individual and goes to the next to ensure the tickler board copy is updated.

(3) When various Department Heads are jointly concerned, the first action officer assigned will confer with the others in preparing a response. All action officers concerned will chop the final reply prior to release by the Executive Officer or Commanding Officer.

d. **Timeliness**. Expedite routing all correspondence. Departments should not retain information correspondence longer than 72 hours. Response to action correspondence should be:

(1) Five working days for Congressional correspondence.

(2) Ten working days for regular correspondence and requests for Freedom of Information and Privacy Act data. Response time may vary with circumstances. If action requires a longer response time, the Ship's Secretary and action officer will confer with the XO prior to notifying the originator with a new estimated completion date.

e. **Procedure**. Department Heads or authorized representatives will:

(1) Initial and date all routed correspondence;

(2) Direct correspondence to all concerned within their department;

(3) Ensure action items are returned to the Ship's Office with a prepared response, upon routing and/or action completion, or to transfer action responsibility;

(4) Route all outgoing correspondence signed "By direction" to the Ship's Office for serialization and mailing.

4. **Outgoing correspondence, reports, and directives**. Process all outgoing command correspondence and directives through the Ship's Office.

a. Route all correspondence through the Ship's Secretary/ Administrative Officer for proofreading prior to routing through the chain of command. The original and file copy will be forwarded up the chain of command for review and each reviewer will initial the file copy.

b. After signature, return the original and file copy to the Ship's Secretary/Administrative Officer for serialization and dating.

c. The Mail Petty Officer will review all correspondence prior to placing them in the mail. Give special attention to ensure that appropriate signatures are obtained, all enclosures are listed and attached, correct number of copies are included for each via or copy to addressees, and review for any typographical errors.

d. The Ship's Office will

(1) Place the original incoming correspondence, file copy, and route slip in the command file.

(2) Provide a copy of the outgoing correspondence to the action officer.

(3) Remove action from the tickler board and update the Weekly Action Tickler File.

(4) Route a weekly/monthly reading board of all/"By direction" outgoing correspondence.

e. Action officers may use Electronic Mail (E-Mail) to the maximum extent possible for formal and informal correspondence within the Department of Defense. Provide a copy of the E-Mail to the Ship's Secretary for the command file.

f. No cover letter will be used for forms, reports, or other publications when they are self-explanatory.

5. **Delegation of Signature Authority**. "By direction" authorization is delegated to the billets listed under the following conditions:

a. **Executive Officer**. All administrative matters and items not specifically limited by law or regulation.

b. **Department Heads**. Routine matters under their cognizance.

c. **Command Duty Officer**. Matters relating to routine daily operations after normal working hours when normal action official is not present (i.e. Identification Card Applications, paperwork associated with personnel transfers).

d. **Ship's Secretary/Administrative Officer**. Matters relating to routine matters of an administrative or personnel nature (i.e. delivery/ forwarding endorsements, enlisted/officer service record entries, pay documents).

e. **Personnel Officer**. Matters pertaining to general administration or enlisted personnel (i.e. service record entries, pay documents, personal action requests).

f. **Command Career Counselor**. Matters covering enlisted career management (i.e. personal action requests after approval by request chit through the chain of command).

6. **Delegation of Reporting Senior of Enlisted Evaluations**. The following policy pertains to the individuals designated as Delegated Reporting Senior:

a. The Executive Officer will sign all E-5 and E-6 evaluations.

b. Department Heads will sign all E-4 and below evaluations within their respective departments.

c. Delegated reporting seniors are responsible for the contents of the reports under their cognizance. They will ensure reports are promptly submitted using the established equitable standards approved by the Reporting Senior.

d. Delegated reporting seniors will not sign any report that withdraws recommendation for advancement once authorization has been received.

e. All adverse reports, special reports for meritorious performance, recommendation for commissioning programs, or any evaluation marked "Progressing" that are submitted after prerequisites were met must be submitted to the Commanding Officer for review. Once reviewed, they will be returned to the Delegated Reporting Senior for signature.

CHAPTER 19
OFFICIAL MAIL MANAGEMENT

REFERENCE

(a) OPNAVINST 5218.7B

1. **Policy**. Reference (a) provides guidance for the processing, receipt, and dispatch of Navy official mail. In addition, it establishes the Navy Official Mail Cost Control Program, which emphasizes the use of material being shipped at the most economical cost to the government.

2. **Official Mail Control Program**. Effective 1 October 1993, the Navy decentralized the payment of its official mail costs and converted from United States Postal Service (USPS) penalty postage to USPS commercial postage for all official mailings. This change involves discontinuing use of all penalty mail instruments (stamps, meters, permit imprints, etc.) to using commercial postage.

3. **Official Mail Manager**. Each command shall designate, in writing, an E7 or above as the Official Mail Manager (OMM). Recommend using the command’s collateral duties list in designating the OMM. In addition, recommend appointing Assistant OMM(s) to perform the OMM duties when the OMM is absent. For commands serviced by a base post office, the designation letter shall include the appointee's official address and telephone number and a record copy to the host installation. If the command operates a post office, the Postal Officer cannot also serve as the OMM.

a. **Responsibilities**

(1) The OMM is responsible for the security of commercial postage stamps and postage meters. All postage stamps not in use shall be secured in a locked container (safe, file cabinet, desk drawer, etc.) or locked room, accessible only to the person having custody of them. To prevent unauthorized use, the OMM or designated representative shall maintain records reflecting the number and cost of all postage stamps purchased, used, and on hand. Use PS Form 3295, Daily Records of Stamps, Stamped Paper and Nonpostal Stamps on Hand, for this purpose.

(2) The OMM will maintain a signature receipt record (PS Form 3369, Consigned Credit Receipt) for all postage stamps transferred for use on a subcustody basis. The OMM will require all persons having subcustody of or utilizing postage stamps to maintain a daily record reflecting:

(a) the value of postage stamps received.

(b) number of articles mailed.

(c) total postage expended.

(d) total value of postage stamps on hand at the end of the day.

(3) For postage meters, the OMM will be responsible for the security of meter equipment assigned to the command.

(a) During extended periods of none-use, or overnight, the postage meter head and the meter operations key will be removed from the mailing machine and placed in a locked safe, file cabinet or room accessible only to the OMM.

(b) A PS Form 3602-A, Daily Record of Meter Register Readings, will be maintained for each meter.

(c) Duplicate operating keys will be stored in a sealed envelope in a locked safe or file cabinet accessible only to the OMM.

b. **Funds Control and Accounting Procedures**

(1) The OMM will prepare SF 1034, Public Voucher for Purchases and Services Other Than Personal, or NAVCOMPT 2277, Voucher for Disbursement and/or Collection, requesting issuance of a treasury check. The SF 1034 or NAVCOMPT 2277 will include:

(a) A copy of the appropriate postal order form or a letter from the OMM describing the postal services requested.

(b) The cost of postal service requested.

(c) The date the treasury check is required.

(2) The OMM will forward SF 1034 or NAVCOMPT 2277 to the comptroller for approval. The comptroller will verify the availability of funds, provide the accounting data, and forward it to the disbursing Officer for preparation of the treasury check, made payable to "POSTMASTER SAN FRANCISCO".

(3) The OMM will pick up the treasury check from the disbursing officer and mail or deliver it, along with accompanying forms, to the servicing post office. The OMM will provide the disbursing officer with a signed receipt from the post office acknowledging receipt of the treasury check.

c. **Training Requirements**. Secretaries, clerk-typists, personnel producing forms, publications and periodicals, personnel who determine postage, and OMMs shall receive training on the following subjects from the installation OMM within four months after assignment. Reference (a) contains a required training plan. Recommend personnel watch the movie "Official Mail, It Isn't Free" to supplement their training.

4. **Official Mail Financial Expenditure Report**. Effective 1998 all official mail expenditures will be reported semi-annually to CINCPACFLT via respective Type Commanders or Echelon III Commanders as appropriate by message for review and consolidation. Reports must reach CINCPACFLT by the 20th of April for the previous October to March period and 20th of October for previous period April through September. Commands shall conduct a monthly Official Mail Audit. This audit is in addition to the regular postal audit. San Diego area commands should use consolidated mail services to the maximum extent. See dockside mail for assistance.

5. **Navy Mailing Policy**. The class of mail service selected for official mail shall be the one that meets the security, accountability, and delivery requirements of the material being shipped at the lowest cost. Activities generating large quantities of mail on a consistent basis shall, to the maximum extent possible, take advantage of available postal rate/work sharing documents (consolidation). San Diego area commands should use the consolidated mail services to the maximum extent. See dockside mail for assistance.

6. **Commercial Postage Procedures**

a. You may continue to use postage stamps, envelopes, labels or other mailable forms with the words, **"PENALTY FOR PRIVATE USE $300"** preprinted under the return, provided you line out the statement **"PENALTY FOR PRIVATE USE $300"** before mailing.

b. To be compatible with USPS automation requirements, type or print in upper case all official mail addresses with no punctuation except for the hyphen in the ZIP + 4 code.

c. Use the following format for your return address on envelope labels and mailable forms:

DEPARTMENT OF THE NAVY
(SPACE FOR COMMAND NAME AND ADDRESS)

_____
OFFICIAL BUSINESS

d. If your command desires to have its return address imprinted on envelopes and other mailing material submit Form 2-USSEA, Department of Defense Plain/Printed Stamped Envelope Order, along with a check for the appropriate amount of money, to:

STAMPED ENVELOPE AGENCY
U S POSTAL SERVICE
P O BOX 500
WILLIAMSBURG PA 16693-0500

e. Keep official mail stamps locked until needed. Limit access to two individuals. In addition, ensure commercial postage meters do not have the **"PENALTY FOR PRIVATE USE"** statement in the meter die hub. Report all unauthorized use of appropriated fund postage to the commander of the individuals involved for appropriate investigation.

(1) Authorized use of appropriated fund postage includes:

(a) Mailings relating exclusively to official business.

(b) An activity sending invitations to official social functions held in behalf of a DoD component or sponsored in the name of a DoD component.

(c) Nonappropriated Fund Instrumentalities, including the Exchange Services and the Stars and Stripes, only for official admin mailings related inclusively to business.

(d) For invitations to a social function funded per SECNAVINST 7042.7J.

(e) Command sponsored Navy Ombudsman for official use. (If here in San Diego, see dockside mail).

(f) CO's to discharge their MWR mission, but not produce revenue.

(2) Unauthorized use of appropriated fund postage includes:

(a) Matter not exclusively U. S. Government business.

(b) Postcards, unless DoD or DoD Component approved forms.

(c) Official material such as daily or weekly housing bulletins containing unofficial information.

(d) Invitations to social functions to satisfy personal social obligations even if they are the result of an official position, i.e. change of command.

(e) Personal congratulatory letters from one individual to another in a private capacity.

(f) Personal mail, holiday and birthday greetings, retirement announcements, completed employment applications, resumes and similar material.

(g) Fund drives not officially endorsed by DoD or the DoD Component concerned.

(h) Unofficial biographies and unit histories.

(i) Dependent school yearbooks and other unofficial items such as announcement cards, thank you cards, and memoir albums.

(j) Announcements and attendance responses related to DoD component branch anniversary parties, and similar events.

(k) Mailings by or for private associations, such as unit associations, wives clubs, Boy Scouts, etc.

(l) Selection Board packages.

f. **Common Fleet Problems**

(1) PS 3295 not maintained for each denomination of Official Mail Stamps.

(2) Monthly audits not held.

(3) Semi-annual Expenditure Reports not completed and mailed.

(4) Command mail functions not delegated to the Administrative Office.

(5) Registered Mail Logs not maintained using postal receipts.

CHAPTER 20
LEGAL PROCEDURES

REFERENCES

(a) JAGINST 5800.7C
(b) Manual for Courts-Martial Part V (2000 Edition)
(c) BUPERSINST 1610.10
(d) BUPERSINST 1430.16E
(e) DJMS PTG
(f) DoDFMR, Vol 7, Part A
(g) MILPERSMAN 1600
(h) SECNAVINST 1650.1G
(i) SECNAVINST 5212.5D

EXHIBITS

20-1 Failed to Report/UA/Deserter Procedure Sheet/Checklist
20-2 Sample UA Page 13 - UA (Less than 24 hours)
20-3 Sample UA Page 13 - Missed Movement
20-4 Sample Page 13 – CO's NJP and EAOS/PEBD/ADSD Adjustment
20-5 NOK Notification of UA
20-6 NOK Notification of Return from UA

1. Recommended Pre-Mast Duties

a. The Legal Yeomen is responsible for ensuring strict compliance with references (a) through (i). When notification is received that an offense has been committed, the NJP process begins by preparing a NAVPERS Form 1626/7, Record and Disposition of Offense(s), also known as the "report chit." The NAVPERS 1626/7 is a one-sheet (back and front) form that satisfies most paper work requirements of a mast proceeding. This form serves the following functions:

(1) Identifies the individual accused.

(2) Reports the offense(s).

(3) Lists witnesses.

(4) Indicates that the accused has been informed of the charges and of the rights granted by Article 31 of the UCMJ per reference (a).

(5) Records pre-mast restraint, if any.

(6) Provides personal information from the service and pay records of the accused.

(7) Serves as a record of any pre-mast investigations.

(8) Records the action of the executive officer after reviewing available information.

(9) Records that the accused has been informed of the right to demand court-martial instead of NJP. (This right does not apply to persons attached to or embarked in a vessel.)

(10) Records the action of the commanding officer (punishment imposed or charges dismissed).

(11) Records that the accused has been informed of the right to appeal.

(12) Becomes the permanent record of the case when NJP action has been completed and it is filed in the Unit Punishment Book (UPB).

b. Ensure that complete information is provided for each entry. Identify places accurately, making sure all dates are correct, and fully identify all personnel listed as witnesses. If a witness is not a member of your command, ensure the witness' command is identified.

c. Information to be used in the Details of Offenses block is found in reference (b), as sample specifications listed in the order of the UCMJ article numbers. If separate UCMJ articles have been violated, it is a separate charge, therefore, identify each charge with a Roman numeral. If the same article has been violated more than once, identify each event (specification) with an Arabic numeral in parentheses. When more than one event is listed, the entries in the Place of Offense(s) block and the Date of Offense(s) block are identified with the same number as the Detail of Offense(s) listing.

d. As information for each section of the form becomes available, it is to be entered in the appropriate block by either the legal yeoman or the person responsible for developing the information, such as the individual conducting the preliminary inquiry.

2. **Pre-Mast Screening**. After completing the front of the report chit, the case usually undergoes preliminary inquiry and executive officer screening before it is ready for the commanding officer. The executive officer screens the case by either holding an informal hearing with the accused or by reviewing the service record of the accused and the report chit. The executive officer may, if granted such authority by the commanding officer, dismiss the charge(s). If the case is not dismissed, it must go to the commanding officer. The executive officer is NEVER authorized to impose punishment.

3. **Preliminary Inquiry**. An individual within the command will be assigned to conduct the preliminary inquiry. This member, designated as the Preliminary Inquiry Officer (PIO), gathers all available facts concerning the offense(s) and any pertinent background information on the accused. The Preliminary Inquiry Report located in the first section on the reverse side of the report chit should include:

a. A short statement of the division officer's opinion of the accused.

b. A list of the names of witnesses who should be present at the mast.

c. A recommendation for the disposition of the case.

d. A summary of the evidence supporting the recommended disposition.

4. **Post-Mast Action**

a. The legal officer or the legal yeoman will advise the member of his/her right to appeal. The member has five working days from date of NJP to submit an appeal. Appendix A-1-f of reference (a) should be used in addition to the reverse side of the report chit to document member's acknowledgement. If member does not desire to appeal and later changes his/her mind, the original five day rule is still in effect and the member's right to appeal is waived unless good cause is shown.

b. On completion of required service record entries, the legal yeoman will so indicate by dating and initialing the appropriate sections on the reverse of the report chit and filing the chit and all related paperwork in the UPB.

5. **Unit Punishment Book (UPB)**

a. The UPB contains a record of all NJP hearings conducted by a command, not just those in which punishment was awarded, and is required by MILPERSMAN. The form that is used to record NJP hearings is NAVPERS 1626/7. When all actions have been completed on a particular NJP hearing, the space provided in the final administrative action portion of the NAVPERS 1626/7 that indicates when the case record is filed in the UPB should be filled out. Though there is no requirement to do so, it is good administrative practice to attach all relevant documents on that particular case to the NAVPERS 1626/7.

b. There are no specific instructions as to what manner these cases should be filed in the UPB; however, the suggested procedure is to file cases in alphabetical order, chronological order by date, or a combination of both.

6. **Plan of the Day (POD)**. Results of NJP may be published in the command POD. If the POD is distributed to military personnel only, you may publish the name, rate, offense(s), and disposition of the offender. If the POD is distributed to other than military personnel, NJP results may be published without the name of the accused.

7. **Enlisted Service Record Entry Requirements**. Refer to Exhibit 20-1 for appropriate post-mast service record entries.

8. **Forfeiture Combined with Reduction in Rate**. When punishment includes both reduction in rate, whether or not suspended, and a forfeiture of pay, the forfeiture must be based on the paygrade to which reduced per reference (b). For reduction in rate (CO's NJP), prepare special evaluation in old rate per reference (c).

9. **Unauthorized Absence (UA)**. Refer to Exhibits 20-1 through 20-4 to ensure required actions are accomplished to account for member's UA. In addition, UA over 24 hours may affect pay, lost time to be made up at end of regular enlistment, time-in- rate (TIR) for advancement purposes and eligibility for the Good Conduct Medal (if an NJP or an evaluation trait mark less than 2.0 results). In addition, particular attention should be given to UA periods or periods when the cumulative lost time is 15 days or more in the same paygrade and the member was not reduced in rate at NJP. Member’s TIR must be adjusted by adding the number of days charged as lost time. For further information refer to references (d) through (g).

10. **Preparation and Distribution of Record of Unauthorized Absence (NAVPERS 1070/606) and Court Memorandum (NAVPERS 070/607)**. The Administrative Office or the Legal Office will complete the NAVPERS 1070/606 and NAVPERS 1070/607 as prescribed in reference (e).

a. Detail entries on block for block preparation and distribution of NAVPERS 1070/606 and NAVPERS 1070/607 are prescribed in articles 10276 and 70511 respectively of reference (e).

b. Forward original NAVPERS 1070/606 and NAVPERS 1070/607 to Commander, Navy Personnel Command (PERS 312).

MILPERS PROCEDURES FOR COMMANDS WITH ENLISTED ABSENTEES

FAILED TO REPORT

___ Before taking any action, contact previous command and order-issuing authority to verify member's status and ensure UA is not a result of modification or cancellation of orders.

___ Make a "Failed to Report" diary entry, as applicable.

___ Prepare a NAVPERS 1070/613, Administrative Remarks, from information contained on the advance copy of transfer orders or the command's EDVR. The Page 13 should contain the following information: "(date) Issued orders by (name of transferring command) to report to (prospective command) not later than (hour and date). Failed to report per such orders and is on unauthorized absence from that time and date."

___ Open skeleton service record, and file the original NAVPERS 1070/613 and all other available documents. If applicable, request duplicate service record from Navy Personnel Command (NAVPERSCOM) (PERS 324).

___ Prepare and distribute a NAVPERS 1070/606.

___ If UA is more than 30 days complete desertion paperwork.

MISSED SAILING

___ Upon sailing, prepare a NAVPERS 1070/613 entry per MILPERSMAN 1600-040 (Exhibit 20-3). Prepare diary entry per DMRSMAN Section 13.

___ If member misses movement from a foreign port, furnish the nearest U.S. Consul a report containing information regarding the disposition to be made of any absentee should the member be apprehended or seek consular aid after the unit's departure.

___ Prepare standard UA and desertion documentation.

ABSENCE LESS THAN 24 HOURS

___ List member on daily muster report as being UA, ensuring you include the time and date of start of absence. Complete appropriate NAVPERS 1070/613 entries per MILPERSMAN 1600-040 (Exhibit 20-2).

Exhibit 20-1

___ If member is absent over leave, and the absence is excused as unavoidable, MILPERS will report the excused period as an extension of leave.

___ If member is UA and the absence does not result in punitive action affecting pay, record the information on the NAVPERS 1070/613, Administrative Remarks only. If the punitive action affects pay, prepare NAVPERS 1070/607.

ABSENCE OVER 24 HOURS, BUT LESS THAN 10 DAYS

___ Daily forward copies of absentee report/muster report to MILPAY as interim notification of UA members.

___ Prepare NAVPERS 1070/606 when a member is reported in a UA status for over 24 hours.

___ Notify MILPAY when member is UA for over five days by preparing the SJ04 - CHANGE ABSENT WITHOUT LEAVE transaction. This transaction places the member's pay account in a UA status, suspends all pay and allowances and stops all allotments on the MMPA.

___ Place a copy of NAVPERS 1070/606 and UA/muster report if applicable in the member's suspense file.

___ MILPAY should make no further payment to or on behalf of the member until further notification is received from MILPERS.

PROCEDURES ON THE 10TH DAY OF ABSENCE

___ Ensure disbursing has stopped all allotments.

___ Notify the member's next of kin via a command letter (see Exhibit 20-5 for content). Ensure a copy of this letter goes to the Staff Chaplain at the appropriate Naval Reserve Readiness Command within the geographical location of the member's next of kin addressee.

ABSENCE OVER 30 DAYS AND DESERTION STATUS

Desertion status is when a member is UA in excess of 30 consecutive days or when, without authority, a member goes or remains absent from his or her unit, organization, or place of duty with intent to remain away permanently.

___ When a determination is made that a member is a deserter, prepare and submit a Declaration of Desertion message to BUPERS (PERS 824). This message should be completed no later than the 31st day of absence. Refer to MILPERSMAN 1600-060 for proper format. Forward a copy of the message to MILPAY and ensure a copy is filed in the member's service record. Retain the NAVPERS 1070/606 form-set in the service record.

___ Prepare the DD 553, Deserter/Absentee Wanted by the Armed Forces. Put "unknown" in the fields for which information is not available and leave the distribution block of the DD 553 blank. Mail this completed form to the Navy Absentee Collection and Information Center (NACIC) at the address listed below. Include with it the following:

- A copy of OPNAV 5527/1, Incident/Complaint Report (ICR), if applicable.

- A copy of the member's NAVPERS 1070/602, Record of Emergency Data.

- Enlistment contract.

- Photograph of the member (if available).

- A copy of latest leave papers, or last known address.

Mailing address:
Officer in Charge
Navy Absentee Collection and Information Center
2834 Green Bay Road
North Chicago, IL 60064-3094

___ If member deserted from a foreign port, forward a copy of DD 553 to the nearest U.S. consul.

___ Prepare and submit SP04 - CHANGE DESERTION STATUS transaction to change the status on the pay account from on-station status (SA) or UA status (SJ) to desertion status (SP).

___ Retrieve dependents ID cards (if possible).

___ Revoke security clearance by submitting OPNAV Form 5510/413 to DON CAF.

___ Collect and inventory personal effects, using NAVSUP 29 form. Personal effects are to be sent to:
Officer in Charge
Cheatham Annex
Fleet and Industrial Supply Center Norfolk
108 Sanda Avenue
Williamsburg, VA 23187-8792

___ The records of a member, who is in a desertion status, are to be retained onboard the parent unit for a period of 120 days. On the **121ST** day of absence, forward the member's service record (containing the NAVPERS 1070/606 form-set), along with the PFR and the health and dental records in an envelope marked "DESERTER-DO NOT OPEN IN MAILROOM". Mail via registered mail to:
Officer in Charge
Navy Absentee Collection and Information Center
2834 Green Bay Road
North Chicago, IL 60064-3094

RETURNING FROM UA STATUS UNDER 30 DAYS

Absence undetermined. The CO is required to make a determination regarding the absence. A copy of the NAVPERS 1070/606 showing the member's return from absence is forwarded to MILPAY. Remove PFR from the suspense file. The member may be paid any amounts due before the absence began and any pay accrued since the date of return to military jurisdiction. Do not pay member if Expiration of Term of Service (ETS) date expired while UA. Return the PFR to the suspense file awaiting decision from the commanding officer regarding member's leave.

Absence determined. After the CO makes determination of absence, record the determination on NAVPERS 1070/606. Depending on the CO's determination of the absence take the following action:

___ If the absence is not excused, it is chargeable as lost time. Complete NAVPERS 1070/606 to report the absence as lost time.

___ If an SJ04 - CHANGE ABSENT WITHOUT LEAVE transaction was done, prepare an SA04 - CHANGE ON STATION STATUS transaction to change member from "J" (UA) status to "A" (On Station) status. This will close out the open SJ04 and post the inclusive dates of UA.

___ If an SJ04 - CHANGE ABSENT WITHOUT LEAVE transaction was not previously done, prepare an SJ03 to report start and stop dates of UA. The stop date is the last day charged as UA, not the date of return to duty.

___ When the absence results in punitive action affecting pay, prepare a NAVPERS 1070/607 and an E801 NJP FID or E701 Court- Martial FID. If punitive action does not affect pay, record results on NAVPERS 1070/613.

___ If the absence is determined to have been reported in error, and the NAVPERS 1070/606 was not sent to BUPERS, complete the NAVPERS 1070/606 to show this determination and send a copy to MILPAY. If the NAVPERS 1070/606 was sent to BUPERS and the absence is determined to have been reported in error, complete a corrected NAVPERS 1070/606 and send a copy to MILPAY. Prepare and send correspondence to BUPERS (PERS 843) requesting removal of both erroneous and corrected NAVPERS 1070/606s. Do not send this correspondence until removal of lost time is shown on the EDVR. If a period of absence previously reported using the SJ03 transaction is later excused as unavoidable or erroneous, the correction must be made by DFAS-CL. Send a message to Code FMA to notify them of the required changes.

___ If the absence is excused as unavoidable, complete the NAVPERS 1070/606 showing the period of UA excused as unavoidable, chargeable to leave, and send a copy to MILPAY. Prepare an SB03 - REPORT LEAVE transaction to process the leave against the pay account.

RETURNING DESERTER

The activity to which the member initially returns to military control sends a message to BUPERS (PERS 843) reporting the member's return from absence. Administrative procedures and disposition instructions for returning deserters are contained in MILPERSMAN 1600-070.

MILPERS ACTION:

___ The activity to which a member returns will submit a DD 616, Report of Return of Absentee to all recipients of DD 553, Deserter/Absentee Wanted by the Armed Forces as detailed in MILPERSMAN 1600-060.

___ Submit the Report of Return Deserter to Military Jurisdiction message, ensuring a copy is provided to MILPAY.

___ If a member has dependents, verify the NAVPERS 1070/602 in their service record and update as necessary.

___ Complete the NAVPERS 1070/606 to report the disposition of absence.

___ Prepare an SA04 - CHANGE ON STATION STATUS transaction to close-out the deserter status and restore the member's pay status.

MILPAY ACTION:

Upon receipt of the return deserter message:

___ Audit and release the SA04 - CHANGE DESERTION STATUS transaction submitted by MILPERS.

___ Submit an LH04 - CHANGE PAYMENTS TO A FINANCIAL INSTITUTION to restart EFT and allotments.

SERVICE RECORD DOCUMENTATION FOR NJP

NAVPERS 1070/604 (Page 4)

(Section 9/Enlisted Rating) - To document reduction in rate.

(Section 11/Awards) - To document Good Conduct Medal restart eligibility (NAVADMIN 209/96). This documentation is required for all NJP cases, where punishment was awarded. (Exhibit 20-6).

NAVPERS 1070/606 (Page 6)

Document lost time and compute new EAOS.

Submit Part 3 to disbursing upon being UA for more than 24 hours.

Submit Part 4 to disbursing upon member's return from UA.

The remaining distribution of the Page 6 will be completed after CO's NJP as required by reference (e).

NAVPERS 1070/607 (Page 7)

Document reduction in rate and/or forfeiture.

Document new EAOS date and lost time.

Document confinement period awarded at Courts-Martial.

Modifications – a modification is used only when a punishment as reported is being reduced.

Corrections – a correction is used only when the punishment, as reported, is being increased due to an administrative error.

NAVPERS 1070/613 – (Page 13 Administrative Remarks)

Prepare Page 13s to record UA periods of 24 hours or less.

Prepare Page 13s to document member's adjustment of EAOS/PEBD/ADSD.

Prepare Page 13s to document NJP results that do not result in forfeiture of pay or reduction in rate. Record suspended punishments on Page 13s.

SAMPLE PAGE 13 (UA LESS THAN 24 HOURS)
REFERENCE: MILPERSMAN 1070-320

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (Rev. 10-81)
S/N 0106-LF-010-6991

SHIP OR STATION
USS NEVERSAIL (DDG 441)

(DATE) Member on unauthorized absence since on or about (time) (date), intentions unknown.

M. A. MCGHEE
YNC(SW) USN
By direction

(DATE) Member returned from unauthorized absence on board (unit) on or about (time) (date), a period of about (hours/minutes).

M. A. MCGHEE
YNC(SW) USN
By direction

NAME (Last, First middle)	SSN	BRANCH AND CLASS
DOE, JANE MARY	123-45-6789	USN

Exhibit 20-2

SAMPLE PAGE 13 (MISSED MOVEMENT)
REFERENCE: MILPERSMAN 1070-320

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (Rev. 10-81)
S/N 0106-LF-010-6991

SHIP OR STATION
USS NEVERSAIL (DDG 441)

(DATE) Member on unauthorized absence since on or about (time) (date), intentions unknown.

M. A. MCGHEE
YNC(SW) USN
By direction

(DATE) Missed sailing on this vessel from (place of sailing) on (date) enroute to (destination). Details: ……

M. A. MCGHEE
YNC(SW) USN
By direction

Note: Include in the details whether the absentee had knowledge of the time scheduled for the movement, whether the absentee knew of the ship's destination, and whether the movement was substantial as distinguished from a mere shifting of berths in the same harbor or other minor movement.

When a member missed movement from a foreign port, the ship must furnish the nearest United States Consul a disposition to be made of any absentees should they be apprehended or seek consular aid after the departure of the vessel.

NAME (Last, First middle)	SSN	BRANCH AND CLASS
DOE, JANE MARY	123-45-6789	USN

Exhibit 20-3

SAMPLE PAGE 13 (CO'S NJP AND EAOS ADJUSTMENT)
REFERENCE: MILPERSMAN 1070-320

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (Rev. 10-81)
S/N 0106-LF-010-6991

SHIP OR STATION
USS NEVERSAIL (DDG 441)

(DATE) CO'S NJP held this date

Offense: VIOL UCMJ ART 86. (4 SPECS, total of 16 days absence)

Date of Offense: (date)

Punishment awarded: Details of the punishment (i.e., suspended RIR to BMSN; suspended forf $450.00 PPM for 2 months, restriction and extra duties for 45 days).

M. A. MCGHEE
YNC(SW) USN
By direction

(DATE) EAOS adjusted from (date) to (date) due to a period of unauthorized absence. PEBD adjusted from (date) to (date) due to period of unauthorized absence. ADSD adjusted from (date) to (date) due to period of unauthorized absence.

M. A. MCGHEE
YNC(SW) USN
By direction

Note: Use a Page 13 to document NJP only when it does not affect pay (i.e., RIR or FORF suspended or not awarded, or punishment only includes an oral/written reprimand, restriction or extra duty.)

NAME (Last, First middle)	SSN	BRANCH AND CLASS
DOE, JANE MARY	123-45-6789	USN

Exhibit 20-4

LETTER TO NOK REPORTING MEMBER UA

LETTERHEAD

5800
ORIG CODE/

Mr. C. W. Nimitz
1942 Midway Drive
Coral Sea, KS 80010

Dear Mr. Nimitz:

"I regret the necessity of informing you that your (son, daughter, husband, wife, etc.), (insert rate and full name of absentee), who enlisted in the Navy on (date) and was attached to (name of ship or station) has been on unauthorized absence since (date). Should you know of (his or her) whereabouts, please urge (him or her) to surrender to the nearest naval or other military activity immediately. The gravity of the offense increases with each day of absence. At this time all pay and allowances, including allotments, have been suspended pending return to Navy jurisdiction. Should (he or she) remain absent for 30 days, we will declare (him or her) a deserter. Information will be provided to the FBI National Crime Information Center Wanted Persons File, which is available to all Federal, state, and local law enforcement agencies. A Navy Reserve Chaplain living near you is available for counsel in resolving this serious problem. Communication with a chaplain in this situation is considered confidential. Therefore, a chaplain may be a valuable resource to assist you in determining your best course of action. If you desire to confer with a Navy Chaplain regarding this unauthorized absence, you may contact: Staff Chaplain, Naval Reserve Readiness Command, (address, telephone)."

Sincerely,

J. P. JONES
Captain, U.S. Navy
Commanding Officer

Copy to:
Readiness Command Staff Chaplain (consult latest BUPERSNOTE 1600 for name and address)

(F O R M A T O P T I O N A L)

Exhibit 20-5

PPATMAN
1 JAN 03

LETTER TO NOK REPORTING RETURN FROM UA

LETTERHEAD

5800
ORIG CODE/

Mr. C. W. Nimitz
1942 Midway Drive
Coral Sea, KS 80010

Dear Mr. Nimitz:

I wish to inform you that your son (or other relationship), (full name and rate), was returned to military control at (place where returned, city and state), at (civilian style time), (civilian style date). He/she is being retained on board (list place where held, city and state), pending completion of disciplinary action or (he/she was returned to this command at (civilian time and date).

Correspondence will reach your son (or other relationship) at the following address:

(Full name and rate)
_____ Division
USS ALWAYS UNDERWAY (CVN 129)
FPO AP 96646-8839

Sincerely,

J. P. JONES
Captain, U.S. Navy
Commanding Officer

Copy to:
Readiness Command Staff Chaplain (consult latest BUPERSNOTE 1600 for name and address)

LETTERS REQUIRED BY MILPERSMAN 1600-050

(F O R M A T O P T I O N A L)

Exhibit 20-6

CHAPTER 21
INFORMATION SECURITY PROGRAM

REFERENCES

(a) SECNAVINST 5510.30A
(b) OPNAVINST 3120.32C
(c) NAVADMIN 085/02
(d) SECNAVINST 5510.36
(e) CNO ltr 5520 Ser 09N2/0u532217 dtd 12 May 00

1. **Purpose**. The purpose of the Department of the Navy Information and Personnel Security program is to protect Department of the Defense official information, but only to the extent and for such period of time as is necessary.

2. **Designation of Command Security Manager**. Commands are directed to designate a Security Manager (in writing) and assign him or her the duties and responsibilities outlined in accordance with reference (a). All Command Security Managers should complete the Naval Security Manager Course. Information on this course may be obtained by contacting the local Naval Criminal Investigative Services (NCIS) Mobile Training Team (MTT).

3. **Written Security Procedures**. Reference (a) directs all commands to develop in writing security procedures specifying what is to be done, who is to do it, and who is to supervise it.

a. Utilize the Security Bill and Official Correspondence Classified Material Bill of reference (b) as a guideline. Be careful not to repeat anything that is already initiated by higher authority, to include those Ship’s Organization and Regulations Manuals (SORMs) of the Commander-in-Chiefs and Force Commanders. Individual unit bills should include only that which is unique to the individual command's policy and procedure. Implement these into the command SORM.

b. Per reference (a), command written security procedures should include, security indoctrination, orientation, and education.

(1) Establish an indoctrination briefing for presentation during the initial indoctrination period in I-Division.

(2) Implement continued refresher briefs, as necessary, for the entire crew/command through divisional or command general military training with the security manager overseeing the informational material utilized.

4. **Granting and recording clearances/accesses**

a. **Clearances**

(1) Reference (c) completely revised the personnel security clearance guidelines. The Department of the Navy Central Adjudication Facility (DON CAF) will no longer be permitted to establish final clearance eligibility unless a current investigation exists or a periodic reinvestigation is in process at an investigative agency. Commanding officers retain the responsibility for controlling individual access to classified information. The only exception to this, is under delegated authority Commander, Naval Intelligence Command and Commander, Naval Security Group Command, respectively, retain the adjudication authority to grant Top Secret clearances for individuals requiring Sensitive Compartment Information (SCI) access, or those who are transferred "in status" with SCI access. DON CAF retains the authority to deny or revoke a Top Secret clearance for those individuals who have SCI access.

(2) Requests for Clearances

(a) Once issued, DON CAF's security clearance certification remains valid provided the individual continues compliance with personnel security standards and has no subsequent break in service exceeding 24 months. (A change in command or duties is not a break in service.) Access terminates when an individual transfers, however, clearance requirements will normally remain unaffected. The command will debrief individuals who are transferring to another command. In addition, commands will ensure that DON CAF's security clearance certification is properly filed in the enlisted service record and provided to the officer concerned to be carried to his next command.

(b) DON CAF will be issuing unsolicited certifications of clearance messages for enlisted personnel. When DON CAF's clearance certification is not found in the individual's service record, Navy Joint Adjudication and Clearance System (NJACS) data may be used temporarily to support local access determination. In these cases, the command will submit an OPNAV Form 5510/413 to DON CAF requesting a security clearance determination. This form may be submitted in message format when clearance is required for

operational or training purposes within 60 days. DON CAF will make a determination and forward the results to the requestor via message, or letter if not in **MINIMIZE**. If in **MINIMIZE**, DON CAF will not send a reply. The information will be updated on the ODCR/EDVR via NJACS.

(3) Interim Clearance. In accordance with reference (e), commanding officers may grant interim clearance and access (except for SCI access) for up to 18 months pending completion of full investigative requirements and pending establishment of a final security clearance by DON CAF. If a receipt confirming final clearance is not received within 270 days of submission of the request for investigation, a copy of the OPNAV Form 5510/413 recording the interim clearance will be boldly marked "TRACER" in item 22 and will be forwarded to DON CAF.

(4) Due to increased cases, completion times have made the interim clearance tracer procedures provided in reference (a) obsolete. Until further notice commands with access to the Defense Central Index of Investigations (DCII) must use the DCII to trace the requested investigation nine months after submission of the clearance. If the DCII has no record of the requested investigation, the interim clearance will be terminated, a new investigation will be requested and a new interim security clearance may be considered. For commands without DCII access, an OPNAV 5510/413 will be submitted to DON CAF nine months after submission of the investigation. DON CAF will respond to these tracers within 75 days. For the latest changes on security clearance procedures monitor the following web sites: http://www.navysecurity.navy.mil and http://www.dss.mil.

(5) All persons with authorized access to classified information must sign a Classified Information Non-disclosure Agreement (SF 312) upon being granted initial security clearance by DON CAF or before being given initial access to classified material if they have not previously signed a SF 312. Personnel who have signed other non-disclosure agreements for specific access (such as Form 1847-1, Sensitive Compartment Information (SCI) Non-disclosure Agreement) must also execute the SF 312. All non-disclosure agreements (NDA) previously executed will be interpreted and enforced in a manner fully consistent with the interpretation and enforcement of the SF 312 (Rev 1-00).

(6) Instructions concerning clearances for non-immigrant aliens are found in Chapter 9 of reference (a).

(7) Entries on the OPNAV Form 5520/20 must be signed by the commanding officer or command security manager. If the form has been completely filled in, prepare an additional form labeled "continuation sheet" on the top and bottom and attach this form to the original. Corrections by white-out, correction tape, lift off ribbons, etc., are not authorized. Line out and initial the incorrect data and enter correct data on the next line.

(8) The original OPNAV Form 5520/20 will not be released to the member. If the member requests a copy, the copy shall be annotated: "This copy provided to the member. It shall not be accepted for any official purpose."

(9) Whenever information develops that suggests an individual may no longer be in compliance with personnel security standards, the command must report the issue to DON CAF for adjudication using OPNAV Form 5510/413. When DON CAF makes a determination to deny or revoke a security clearance, a letter of intent (LOI) will be forwarded to the individual concerned advising him/her of the proposed action. The LOI will be sent via the individual's commanding officer with a copy to BUPERS (PERS-81). The individual concerned will have 30 days from the date of receipt to respond per Chapter 8-10 of reference (a).

b. **Access**. No one has the right to have access to classified information solely because of rank, position or security clearance. The person who has possession, knowledge or control of the information has final responsibility for determining the "need-to-know" and whether appropriate clearance has been granted. Access will be granted at the same level as clearance. Prior to gaining access to NATO information, a final U.S. security clearance must be obtained. In addition, all personnel who require access to NATO information must be briefed on NATO security procedures as outlined in OPNAVINST C5510.101D before access may be granted.

5. **Courier Authorization Card**. Commands that issue the Courier Authorization Card (DD 2501) shall comply with procedures contained in reference (d). This card should only be issued to personnel that may be required to carry classified material. The expiration date of the DD 2501 will not exceed three years from issue date. The DD 2501 is a serialized form and cannot be reprinted locally. CNO (OP-09N2) with the concurrence of the Office of the Under Secretary of Defense has determined that courier cards be issued to "bearer" for those cases where issuance of a card to individuals is not justified

by the frequency of use. "Bearer" cards must be strictly controlled and returned to the issuing authority upon completion of each courier duty.

6. **Control of Classified Material**

a. **Top Secret**. Per reference (d), all Top Secret information (including copies) originated or received by a command shall be continuously accounted for, individually serialized, and entered into a command Top Secret log. The log shall completely identify the information, and at a minimum include the date originated or received, individual serial numbers, copy number, title, originator, number of pages, disposition (i.e., transferred, destroyed, transmitted, downgraded, declassified, etc.) and date of each disposition action.

b. **Secret and Confidential**. Commanding officers shall establish administrative procedures for the control of Secret and Confidential information appropriate to their local environment, based on an assessment of the threat, the location, and mission of their command. These procedures shall be used to protect both Secret and Confidential information from unauthorized disclosure by access control and compliance with the marking, storage, transmission, and destruction requirements of reference (d).

CHAPTER 22
DISBURSING ADMINISTRATION

REFERENCES

(a) OPNAVINST 3120.32C
(b) DoDFMR, Vol 5
(c) DoDFMR, Vol 7A
(d) DJMS PTG

EXHIBITS

22-1 Transfer of blank U.S. Treasury checks, blank automated teller machine cards, blank Postal Money Orders and Safekeeping Deposit Record (DD 2674) and safekeeping deposits on hand
22-2 Authority to hold cash at personal risk
22-3 Appointment of Deputy Disbursing Officer
22-4 Appointment of Agent Cashier
22-5 Authority for the procurement of foreign currency (funds), cashing of checks and money orders, custodian of postal stamp stock and funds, and designation as Money Order Auditing and Custodial Officer
22-6 Authority to sign documents affecting pay and allowances (Disbursing Officer)
22-7 Authority to sign documents affecting pay and allowances (Deputy or Agent Cashier)
22-8 Advancement of cash for change
22-9 Authorization to approve special pay requests
22-10 Relief of Disbursing Officer
22-11 Appointment as Senior Member to the Cash Verification Board
22-12 Quarterly Verification of Official Funds in the custody of the Disbursing Officer
22-13 Appointment as Member of the Cash Verification Board
22-14 Letter of Introduction
22-15 Notice of Commencement to Disbursing Duty
22-16 Appointment as ATM-at-Sea Safekeeping Custodial Officer
22-17 Appointment as Assistant ATM Custodian
22-18 Appointment as Agent Cashier for the Automated Teller Machines (ATMs)
22-19 Appointment as Customer Service Clerk for Automated Teller Machines (ATMs)
22-20 Appointment as Custodian of Blank Automated Teller Machine Cards

1. **Administration**

a. References (a) through (d) contain primary guidance for administering your office. Exhibits 22-1 to 22-20 are sample letters of authority that are currently required to be on file in the disbursing office. These letters authorize the disbursing officer and other designated personnel to perform specific functions and give detailed instructions to be followed under special circumstances. File all letters of authority in one file folder.

b. During the relieving process, review this folder with the new disbursing officer to ensure that all required letters are on file. Update letters that address the disbursing officer by name.

2. **Internal Controls**. The disbursing officer will publish written instructions covering operations of the office. Additional instructions may be issued as required. The following is a list of minimum requirements:

a. Disbursing office security

b. Custody and maintenance of PRA records

c. Special payment procedures

d. Regular payday controls

e. PFR maintenance

f. LES maintenance and reconciliation

g. Edit of input documents

h. Daily forwarding of transmittal

i. Financial returns

j. Leave tickler file

k. Discharge/separation procedures

l. Reenlistment and extension procedures

m. Receipt and return of travel claims

n. Automated Teller Machine (ATM) at sea operations

o. Operation under emergency conditions (natural disaster, hurricanes, etc.).

3. **Military Pay Advisories (MPA)**. In order to rapidly disseminate new or revised pay entitlements and/or reporting procedures to field disbursing officers and PSDs, DFAS issues interim changes to references (c) and (d) via message, which are referred to as MPAs.

a. File separately and arrange in numerical sequence. Maintain an index containing consecutive number, DTG and subject for ready reference.

b. Make pen changes to references (c) and (d) as necessary. If the change is too long, write the DTG of the message on the page(s).

c. Route copies of MPAs, other notices, directives, Navy Pay Tips News and On-Site Disbursing Info messages to all disbursing/personnel/administrative personnel for information.

d. If missing MPAs are discovered as a result of review, request copies from:

(1) Servicing communication center, by DTG

(2) Other disbursing offices nearby

(3) ATGPAC (PPAT Team) Code 416 San Diego, DSN 526-0733

(4) COMNAVREG SW Code N23, DSN 522-1570

(5) DFAS Cleveland, DSN 580-5886/7

e. Conduct in-rate/cross training as necessary.

PPATMAN
1 JAN 03

Date

From: ENS John R. Lingard, SC, USN, 000-00-0000/3100
To: ENS William B. Ellis, SC, USN, 000-00-0000/3100

Subj: TRANSFER OF BLANK U.S. TREASURY CHECKS, BLANK AUTOMATED TELLER MACHINE CARDS, BLANK POSTAL MONEY ORDERS, RECORD AND RECEIPT OF DEPOSITS AND WITHDRAWALS OF SAFEKEEPING FUNDS (DD FORM 2674) AND SAFEKEEPING DEPOSITS ON HAND FROM ENS JOHN R. LINGARD, SC, USN TO ENS WILLIAM B. ELLIS, SC, USN

Ref: (a) DoDFMR, Vol. 5, par. 020402
(b) DoDFMR, Vol. 5, par. 260401-260402
(c) DoDFMR, Vol. 5, par. 020402
(d) DoDFMR, Vol. 5, par. 270403

1. Per reference (a), I certify that I have transferred this date to ENS William B. Ellis, SC, USN, 501 Navy Disbursing Officer's blank checks drawn on the Treasurer of the United States, payable to order, bearing the symbol number 7330, and serially numbered from 6500 to 7000, both inclusive.

2. Per reference (b), I certify that I have transferred this date to ENS William B. Ellis, SC, USN, 387 blank Automated Teller Machine (ATM) cards serially numbered from 00515 to 00901 inclusively. Per reference (c), I certify that I have transferred this date to ENS William B. Ellis, SC, USN, the record of ATM at Sea Safekeeping Deposit in which the current balance is in agreement with the most recent Grand Terminal Balance report.

3. Per reference (c), I certify that I have transferred this date to ENS William B. Ellis, SC, USN, one book containing 200 United States domestic postal money order blanks for the USS DUARTE (DD 901), office number 20530, bearing the serial numbers 6001 to 6200, inclusive, and one partial book containing 94 United States domestic postal money order blanks for the USS DUARTE (DD 901), office number 20530, bearing the serial numbers 5907 to 6000, inclusive.

4. Per reference (d), I certify that I have transferred this date to ENS William B. Ellis, SC, USN, one Record and Receipt of Deposits and Withdrawals of Safekeeping Funds (DD Form 2674) in which all deposits have been refunded except the following which have been transferred this date to ENS William B. Ellis, SC, USN:

Exhibit 22-1

PPATMAN
1 JAN 03

Deposit No.	Depositor	**Amount or Nature** of Deposit
684	M.O. SYKES, LT, USN	$500.00
703	B.F. KAY, PNC, USN	One Hamilton Watch #A630237
706	P.J. RAMSEY, ENS, USN	$1,000.00

5. I certify that number 706 is the last serial number assigned to a deposit by me.

J. R. LINGARD

- -

Date

FIRST ENDORSEMENT

From: ENS William B. Ellis, SC, USN, 000-00-0000/3100
To: ENS John R. Lingard, SC, USN, 000-00-0000/3100

Subj: RECEIPT OF BLANK U.S. TREASURY CHECKS, BLANK AUTOMATED TELLER MACHINE CARDS, BLANK POSTAL MONEY ORDERS, RECORD AND RECEIPT OF DEPOSITS AND WITHDRAWALS OF SAFEKEEPING FUNDS (DD FORM 2674) AND SAFEKEEPING DEPOSITS ON HAND FROM ENS JOHN R. LINGARD, SC, USN TO ENS WILLIAM B. ELLIS, SC, USN

1. I hereby acknowledge receipt from LT John R. Lingard, SC, USN, of 501 Navy Disbursing Officer's blank checks drawn on the Treasurer of the United States, payable to order, bearing the symbol number 7330, and serially numbered from 6500 to 7000, both inclusive.

2. I hereby acknowledge receipt from LT John R. Lingard, SC, USN, of 387 blank Automated Teller Machine cards serially numbered from 00515 to 00901 inclusively and the record of the ATM at Sea Safekeeping Deposit.

3. I hereby acknowledge receipt from LT John R. Lingard, SC, USN, one book containing 200 United States domestic postal money order blanks for the USS DUARTE (DD 901), office number 20530, bearing the serial numbers 6001 to 6200, inclusive, and one partial book containing 94 United States domestic postal money order blanks for the USS DUARTE (DD 901), office number 20530, bearing the serial numbers 5907 to 6000, inclusive.

Exhibit 22-1

PPATMAN
1 JAN 03

4. I hereby acknowledge receipt from LT John R. Lingard, SC, USN, one Record and Receipt of Deposits and Withdrawals of Safekeeping Funds (NAVCOMPT Form 8/8a) in which all safekeeping deposits have been refunded except number 684 for 500 dollars, number 703 for 1 Hamilton Watch #A630237, and number 706 for 1000 dollars, which deposits I acknowledge to have received.

W. B. ELLIS

Copy to:
Supply Officer

Exhibit 22-1

PPATMAN
1 JAN 03

Date

From: Disbursing Officer, USS DUARTE (DD 901)
To: Commanding Officer, USS DUARTE (DD 901)
Via: Supply Officer, USS DUARTE (DD 901)

Subj: AUTHORITY TO HOLD CASH AT PERSONAL RISK

Ref: (a) DoDFMR, Vol. 5, par. 030102-030105

1. Per reference (a), request ENS William B. Ellis, SC, USN, 123-45-6789, Disbursing Officer, USS DUARTE (DD 901), be granted authority to hold cash funds at personal risk in an amount not greater than $20,000.00, to meet cash requirements of casual/partial payments, travel reimbursements, and other miscellaneous transactions. From the Disbursing Officer's $_____, the Deputy will hold $_____ and the Agents will hold $_____ each.

2. Cash held will be kept in the Disbursing Officer's safe located in compartment A-105-L, Disbursing Office. The safe, size 20" x 20" is constructed of 1/4" steel plate and fitted with a three tumbler combination lock and is rated to hold $50,000.00.

W. B. ELLIS

- -

Date

FIRST ENDORSEMENT

From: Supply Officer, USS DUARTE (DD 901)
To: Commanding Officer, USS DUARTE (DD 901)

Subj: AUTHORITY TO HOLD CASH AT PERSONAL RISK

1. Forwarded, recommending approval.

J. P. JONES

Exhibit 22-2

PPATMAN
1 JAN 03

Date

From: Disbursing Officer, USS DUARTE (DD 901)
To: DKC James T. Deputy, USN, 000-00-0000

Subj: APPOINTMENT OF DEPUTY DISBURSING OFFICER

Ref: (a) DoDFMR, Vol. 5, par. 020305
(b) DoDFMR, Vol. 5, par. 020502
(c) DoDFMR, Vol. 5, par. 030401
(d) DoDFMR, Vol. 5, Chap. 11
(e) DoDFMR, Vol. 5, par. 040101-040303

1. In accordance with references (a) and (b), you are hereby appointed Deputy Disbursing Officer.

2. You are hereby designated to act in my place and to discharge all duties required by me as Deputy Disbursing Officer.

3. You will serve as Deputy to the Disbursing Officer, USS DUARTE (DD 901), accountable position number 8806 02001 and will only be effective under Symbol Number B7330. Reference (c) prescribes regulations regarding the custody of funds entrusted to you and disposition of collections and disbursements effected by you.

4. Specific duties that you will perform as Deputy Disbursing Officer are as follows:

a. Pay properly presented vouchers in the name of and for the Disbursing Officer. Reference (d) outlines the criteria for proper certification and substantiation.

b. Documents signed by you with your name will be annotated as follows:

DISBURSING OFFICER
By <u>SIGNATURE OF DEPUTY</u>

c. Make cash payments on payrolls to properly identified personnel, insuring that specified procedures are followed.

d. Accept collection for credit to various appropriations and funds. Collections will not be accepted unless accompanied by proper collection voucher, which indicates complete and correct accounting data to be credited.

e. Cash checks and money orders per reference (e).

Exhibit 22-3

f. Accept cash from representatives of recognized organizations and custodians of official funds for issuance of exchange-for-cash checks.

g. Personal cash will not be accepted from individuals for issuance of U.S. Treasury checks.

h. Sign U.S. Treasury checks.

i. Obtain cash funds for sustaining daily operations from the Disbursing Officer. A receipt presented to the Disbursing Officer will evidence transfer of such funds, upon which you acknowledge receipt of the money and accountability to the Government of the United States. Transfer all cash that is in excess of immediate needs for commencing the next day's business to the Disbursing Officer at the close of each day's business.

5. You are hereby authorized to receive cash collections from the Food Service and Sales Officers and sign all documents relating thereto.

6. The amount of cash to be held by you is set in the amount not to exceed $_____. You will balance your cash daily and prepare a Daily Agent Accountability Summary (DD Form 2665) at the close of each day’s business. If a turn-in occurs, a statement of Agent Officer’s Account (DD Form 1081) should be submitted.

7. This appointment is effective and will continue until I am relieved as Disbursing Officer or unless revoked at an earlier date.

I. M. SAMPLE

Exhibit 22-3

PPATMAN
1 Jan 03

Date

From: DKC James T. Deputy, USN, 000-00-0000
To: Disbursing Officer, USS DUARTE (DD 901)

Subj: ACCEPTANCE OF APPOINTMENT AS DEPUTY DISBURSING OFFICER

1. Appointment as Deputy Disbursing Officer is accepted. I acknowledge that I am strictly liable to the United States for all public funds received, and that I have been counseled as to my pecuniary liability and have been given written operating instructions.

J. T. DEPUTY

Copy to:
Supply Officer

Exhibit 22-3

PPATMAN
1 JAN 03

Date

From: Disbursing Officer, USS DUARTE (DD 901)
To: DK1 Carlos T. Bascara, USN, 123-45-6789

Subj: APPOINTMENT OF AGENT CASHIER

Ref: (a) DoDFMR, Vol. 5, par. 020603
(b) DoDFMR, Vol. 5, par. 030401
(c) DoDFMR, Vol. 5, Chapter 11
(d) DoDFMR, Vol. 5, par. 040101-040302

1. In accordance with reference (a), you are hereby appointed Agent Cashier.

2. You will serve as Agent Cashier to the Disbursing Officer, USS DUARTE (DD 901), accountable position number 8806 03001 and will only be effective under Symbol Number B7330. Reference (b) prescribes regulations regarding the custody of funds entrusted to you and disposition of collections and disbursements effected by you.

3. Specific duties that you will perform as Agent Cashier are as follows:

a. Pay properly presented vouchers in the name of and for the Disbursing Officer. Reference (c) outlines the criteria for proper certification and substantiation.

b. Documents signed by you with your name will be annotated as follows:

DK1 CARLOS T. BASCARA, USN
Agent Cashier for
ENS W. B. ELLIS, SC, USN

c. Make cash payments on payrolls to properly identified personnel, insuring that specified procedures are followed.

d. Accept collection for credit to various appropriations and funds. Collections will not be accepted unless accompanied by proper collection voucher, which indicates complete and correct accounting data to be credited.

e. Cash checks and money orders in accordance with reference (d).

Exhibit 22-4

f. Accept cash from representatives of recognized organizations and custodians of official funds for issuance of exchange-for-cash checks.

g. Personal cash will not be accepted from individuals for issuance of U.S. Treasury checks.

h. Obtain cash funds for sustaining daily operations from the Disbursing Officer. A receipt presented to the Disbursing Officer will evidence transfer of such funds, upon which you acknowledge receipt of the money and accountability to the Government of the United States.

i. Transfer all cash that is in excess of immediate needs for commencing the next day's business to the Disbursing Officer at the close of each day's business.

j. Transfer all negotiable instruments for deposits and all disbursement and collection vouchers to the Disbursing Officer at the close of each day's business for disposition.

k. Count the cash at the close of business each day to ensure that the actual balance sheet agrees with the cash balance on the daily balance sheet.

4. You are hereby authorized to sign Cash Receipt Book (NAVSUP Form 470). You are also authorized to sign all local forms pertaining to Agent Cashier transactions.

5. You are charged with the responsibility to become familiar with and comply with the provisions contained in DoD Financial Management Regulation Volume 5, which pertains to the proper performance of your job. Any situation that may arise that you are unable to resolved will be referred to the Disbursing Officer for final determination.

6. The limit of cash to be held by you is set at $10,000 daily and $80,000 on paydays. You will balance your cash daily and submit a Daily Agent Accountability Summary (DD 2665) at the close of each day's business.

7. This appointment is effective 10 December 1987 and will continue until I am relieved as Disbursing Officer or unless revoked at an earlier date.

W. B. ELLIS

Exhibit 22-4

PPATMAN
1 JAN 03

Date

FIRST ENDORSEMENT

From: DK1 Carlos T. Bascara, USN, 123-45-6789
To: Disbursing Officer, USS DUARTE (DD 901)

Subj: APPOINTMENT AS AGENT CASHIER

1. Appointment as Agent Cashier is accepted. I acknowledge that I am strictly liable to the United States for all public funds received, and that I have been counseled as to may pecuniary liability and have been given written operating instructions.

C. T. BASCARA

Copy to:
Supply Officer

Exhibit 22-4

PPATMAN
1 JAN 03

7200
Ser DD901/

From: Commanding Officer, USS DUARTE (DD 901)
To: ENS William B. Ellis, SC, USN, 000-00-0000/3105

Subj: AUTHORITY FOR THE PROCUREMENT OF FOREIGN CURRENCY (FUNDS), CASHING OF CHECKS AND MONEY ORDERS, DESIGNATION AS MONEY ORDER AUDITING AND CUSTODIAL OFFICER, CUSTODIAN OF POSTAL STAMP STOCK AND FUNDS

Ref: (a) DoDFMR, Vol. 5, par. 130101
(b) DoDFMR, Vol. 5, par. 130102
(c) DoDFMR, Vol. 5, par. 040101-040201
(d) OPNAVINST 5112.6C
(e) DoD 4525.6-M
(f) DoDFMR, Vol. 5, par. 270301-270302

1. Per reference (a), you are hereby authorized to procure foreign funds in an amount not to exceed the limits as established in reference (b). Additionally, you are hereby authorized to cash checks and money orders as prescribed in reference (c).

2. You will limit the amount of personal checks cashed, written in multiples of $5.00 when practical, not to exceed an aggregate of $1,500 per week per member, and will be cashed for the drawer or the payee of the check only. Checks issued by insurance companies, banks, and other institutions of similar financial standing that are drawn on United States banks and made payable to members may be cashed without regard to the dollar limitation.

3. When you are unable to collect from the member concerned a returned unpaid check, you will immediately notify the Commanding Officer.

4. You are hereby designated as the Money Order Auditing and Custodial Officer for this command in accordance with reference (d).

5. At the end of each day that money order business is conducted, the Navy Postal Clerk will prepare a POD Form 6019-MPO and submit to you for audit and verification. Failure of the postal clerk to complete a required report in a timely manner will be reported to the Commanding Officer. Instruction for the conduct of the required audit and verification of the money order accounts are contained in the reference (d).

Exhibit 22-5

6. You are responsible for the custody of blank money order forms and their distribution to the postal clerk. Instructions on the proper handling of money order forms and postage stamp stock are contained in reference (d).

7. Per reference (d), you are hereby appointed as the Custodian of Postal Stamp Stock and Funds.

8. You will maintain custody of that portion of the postage stamps and funds that are in excess of the amount authorized to be in the custody of the custodian of postal effects.

9. You will become familiar with reference (e), which outlines the procedures to be followed in the handling of postage stamps and funds. The stamps and funds will be received and handled as a safekeeping deposit in the manner prescribed in reference (f).

R. G. DODSON

Copy to:
Supply Officer

PPATMAN
1 JAN 03

7200
Ser DD901/

From: Commanding Officer, USS DUARTE (DD 901)
To: Disbursing Officer, USS DUARTE (DD 901)

Subj: AUTHORITY TO SIGN DOCUMENTS AFFECTING PAY AND ALLOWANCES (DISBURSING OFFICER)

Ref: (a) Defense Joint Military Pay System (DJMS) Procedure Training Guide

1. Per reference (a), DK1 Orlando P. Certifier, whose sample signature appears below is hereby authorized to sign documents (FID) prepared in the Disbursing Office affecting pay and allowances.

2. This authorization does not include signature authority to sign Financial Returns (Standard Form 1219) or U.S. Treasury checks.

Sample Signature:

_____
O. P. CERTIFIER, DK1, USN

R. G. DODSON

Copy to:
Supply Officer

Exhibit 22-6

PPATMAN
1 JAN 03

7200
Ser DD901/

From: Commanding Officer, USS DUARTE (DD 901)
To: DK1 Orlando P. Certifier, USN, 000-00-0000

Subj: AUTHORITY TO SIGN DOCUMENTS AFFECTING PAY AND ALLOWANCES (DEPUTY OR AGENT CASHIER)

Ref: (a) Defense Joint Military Pay System (DJMS) Procedure Training Guide

1. Per reference (a), you are hereby authorized to sign documents (FID) prepared in the Disbursing Office affecting pay and allowances.

2. This authorization does not include signature authority to sign Financial Returns (Standard Form 1219) or U.S. Treasury checks.

R. G. DODSON

Copy to:
Supply Officer

Exhibit 22-7

PPATMAN
1 JAN 03

7200
Ser DD901/
Date

From: Commanding Officer, USS DUARTE (DD 901)
To: ENS William B. Ellis, SC, USN, 000-00-0000/3105

Subj: ADVANCEMENT OF CASH FOR CHANGE

Ref: (a) DoDFMR, Vol. 5, par. 030404
(b) NAVSUP P-487, par. 2210-2211

1. Per references (a) and (b), you are hereby authorized to advance the S-3 Change Fund Custodian $50.00 in cash for the purpose of making change in conjunction with sales transactions in the ship’s store.

2. This change fund will be advanced on the basis of the custodian’s receipt on a Statement of Agent Officer's Account (DD 1081) for the amount advanced.

3. When the expected volume of business for any day is such that the $50.00 limitation is considered inadequate, such as a payday, you are authorized to advance up to a maximum limit of $300.00.

R. G. DODSON

Copy to:
Supply Officer

Exhibit 22-8

PPATMAN
1 JAN 03

7200
Ser DD901/
Date

From: Commanding Officer, USS DUARTE (DD 901)
To: LCDR Roger D. Flores, USN, 000-00-0000/3100

Subj: AUTHORIZATION TO APPROVE SPECIAL PAY REQUESTS

Ref: (a) Defense Joint Military Pay System Procedure Training Guide (DJMS PTG)

1. Per reference (a), and in the absence of the Commanding Officer, you are hereby authorized to approve Special Pay requests.

2. You are specifically authorized to approve Special Pay requests for personnel being discharged, released to active duty, and newly reported personnel who were not paid during the last regular payday.

3. You will sign below on the appropriate line.

Sample Signature

_____
R. D. FLORES, LCDR, USN

R. G. DODSON

Copy to:
Disbursing Officer

Exhibit 22-9

PPATMAN
1 JAN 03

Date

From: ENS William B. Ellis, SC, USN, 000-00-0000/3105
To: Commanding Officer, USS DUARTE (DD 901)
Via: Supply Officer, USS DUARTE (DD 901)

Subj: RELIEF OF ENS JEREMY T. SMITH AS DISBURSING OFFICER ONBOARD USS DUARTE (DD 901) BY ENS WILLIAM B. ELLIS

Ref: (a) DoDFMR, Vol. 5, par. 020402

1. Per reference (a), ENS Jeremy T. Smith has been properly relieved of his duties as Disbursing Officer onboard USS DUARTE by ENS William B. Ellis this date.

2. All spaces, facilities, equipment, and files assigned to, or maintained by the Disbursing Officer were examined and found to be in a satisfactory condition of maintenance.

3. Personnel assigned to the Disbursing Office were observed and evaluated.

4. The overall condition of the Disbursing Office aboard the USS DUARTE was found to be satisfactory.

W. B. ELLIS

- -

Date

FIRST ENDORSEMENT

From: Supply Officer, USS DUARTE (DD 901)
To: Commanding Officer, USS DUARTE (DD 901)

Subj: RELIEF OF ENS JEREMY T. SMITH AS DISBURSING OFFICER ONBOARD USS DUARTE (DD 901) BY ENS WILLIAM B. ELLIS

1. Noted and forwarded.

J. B. TOPCHOP

Exhibit 22-10

PPATMAN
1 JAN 03

7200
Ser DD 901/

From: Commanding Officer, USS DUARTE (DD 901)
To: ENS William B. Ellis, SC, USN, 000-00-0000/3105

Subj: RELIEF OF ENS JEREMY T. SMITH AS DISBURSING OFFICER ONBOARD USS DUARTE (DD 901) BY ENS WILLIAM B. ELLIS

Ref: (a) Your ltr of 1 Jan 0X

1. Reference (a) is noted.

R. G. DODSON

Copy to:
Supply Officer

Exhibit 22-10

PPATMAN
1 JAN 03

7200
Ser DD901/

From: Commanding Officer, USS DUARTE (DD 901)
To: LT Jonathan B. Topchop, SC, USN, 000-00-0000/3100

Subj: APPOINTMENT AS SENIOR MEMBER TO THE CASH VERIFICATION BOARD

Ref: (a) DoDFMR, Vol. 5, par. 030201
(b) DoDFMR, Vol. 5, Appendix A

1. In accordance with references (a) and (b), you are hereby appointed as Senior Member to the Cash Verification Board. The Cash Verification Board is responsible for auditing the following accounts onboard USS DUARTE (DD 901):

a. Cash Verification of Disbursing Funds - Quarterly

b. Postal Funds - Monthly

c. Welfare & Recreations Funds - Quarterly

d. Change Funds - Monthly

2. As Senior Member to the Cash Verification Board, you will submit a written report to the Commanding Officer detailing conditions found by the audit.

R. G. DODSON

Copy to:
Senior Member, Cash Verification Team
Disbursing Officer

Exhibit 22-11

PPATMAN
1 JAN 03

Date

From: Senior Member, Cash Verification Board
To: Commanding Officer, USS DUARTE (DD 901)

Subj: QUARTERLY VERIFICATION OF OFFICIAL FUNDS IN THE CUSTODY OF THE DISBURSING OFFICER, USS DUARTE (DD 901) DSSN 7994

Ref: (a) DoDFMR, Vol. 5, par. 030201
(b) NAVCOMPT Notice 7230 of 19 Jan 83
(c) DoDFMR, Vol. 5, par. 270402
(d) USS DUARTE ltr of 1 Jan 0X

1. The quarterly cash verification is meant only to verify that cash and other assets for which the Disbursing Officer is accountable agrees with the total accountability amount recorded as on-hand on the Disbursing Officer's daily statement of accountability. It does not certify the overall health of a Disbursing Office. Strong management controls exercised by the appropriate members within the chain of command are mandatory and necessary to prevent and preclude major loss or fraud.

2. Per reference (a), the official funds in the custody of the Disbursing Officer were verified on _____ at 0800. These funds included cash held in the amount of $30,000 and vouchers, held as cash, in the amounts of $15,000. The total, $45,000, was in agreement with the balance shown in the Disbursing Officer's Daily Statement of Accountability (DD XX01). Safe combinations were changed; date of last change was _____.

3. There were 10 deposits presented or mailed to the bank, totaling $15,000. In accordance with the procedures contained in reference (b), the Disbursing Officer had properly reduced his accountability.

4. Safekeeping deposits were verified in accordance with reference (c) and were found to be in agreement with the Record and Receipt of Deposits and Withdrawals of Safekeeping Funds (DD Form 2674).

5. Funds in the custody of the Disbursing Officer are below the amount he is authorized to hold at personal risk by reference (d).

6. Appropriate entries have been made and signed by the verification board in the Daily Statement of Accountability and Record and Receipt of Deposits and Withdrawal of Safekeeping Funds.

J. B. TOPCHOP

Exhibit 22-12

PPATMAN
1 JAN 03

7200
Ser DD901/

From: Commanding Officer, USS DUARTE (DD 901)
To: Senior Member, Cash Verification Board

Subj: QUARTERLY VERIFICATION OF OFFICIAL FUNDS IN THE CUSTODY OF THE DISBURSING OFFICER, USS DUARTE (DD 901)

1. Contents noted and returned.

R. G. DODSON

Exhibit 22-12

PPATMAN
1 JAN 03

7200
Ser DD901/

From: Commanding Officer, USS DUARTE (DD 901)
To: LTJG Iliak M. Money, USN, 000-00-0000/1100

Subj: APPOINTMENT AS MEMBER OF THE CASH VERIFICATION BOARD

Ref: (a) DoDFMR, Vol. 5, par. 030201
(b) DoDFMR, Vol. 5, Appendix A

1. In accordance with references (a) and (b), you are hereby appointed as a member to the Cash Verification Board. The Cash Verification Board is responsible for auditing the following accounts onboard USS DUARTE (DD 901).

a. Cash Verification of Disbursing Funds - Quarterly

b. Postal Funds - Monthly

c. Welfare & Recreations Funds - Quarterly

d. Change Funds - Monthly

2. As a member of the Cash Verification Board, you will submit a written report to the Commanding Officer detailing conditions found by the audit.

R. G. DODSON

Copy to:
Senior Member, Cash Verification Board

Exhibit 22-13

PPATMAN
1 JAN 03

7200
Ser DD901/

USA Federal Credit Union
Naval Station
San Diego, CA 96601

Gentlemen:

This letter serves to introduce ENS William B. Ellis, SC, USN, 123-45-6789/3100, the Disbursing Officer aboard USS DUARTE (DD 901).

ENS William B. Ellis is authorized to procure funds in his own name on checks drawn on the Treasurer of the United States, such funds to be used for official disbursements aboard USS DUARTE.

Below is a sample of his official signature.

_____
Disbursing Officer

R. G. DODSON

Exhibit 22-14

PPATMAN
1 JAN 03

Date

From: Disbursing Officer, USS / (/), FPO AP /
To: Director, Defense Finance and Accounting Service,
Disbursing and Cash Management Office (DFAS-DFD/KC),
1500 E. 95th Street
Kansas City, MO 64197-0030

Subj: NOTICE OF COMMENCEMENT OF DISBURSING DUTY

Ref: (a) DoDFMR, Vol. 5, par. 020401

1. In accordance with reference (a), notice of commencement of disbursing duty is submitted.

Activity: USS / (/), FPO AP /
Opening date: DAY MONTH YEAR
Name: /
Rank: ENS, SC, USN
Symbol: /
Blank Treasury Check: Beginning Check Number - /
Ending Check Number - /

Officer being relieved: /
Rank: LT, SC, USN
Symbol: /

2. I have assumed custody of the retained records and responsibility for the settlement of the accounts of the officer relieved and of any of the accounts for which the officer relieved had settlement responsibility.

SIGNATURE

Copy to:
DFAS, OPLOC, San Diego

Exhibit 22-15

PPATMAN
1 JAN 03

7200
Ser DD901/

From: Commanding Officer, USS DUARTE (DD 901)
To: ENS Paul R. Goodtime, SC, USN, 123-45-6789/3100

Subj: APPOINTMENT AS ATMS AT SEA SAFEKEEPING CUSTODIAL OFFICER

Ref: (a) DoDFMR, Vol. 5, par. 260301

1. Under reference (a), you are appointed as the Ship's ATMs at Sea Safekeeping Custodial Officer. As the ATMs at Sea Safekeeping Custodial Officer, you are held responsible for the proper handling and accounting for all safekeeping funds under your control. All ATM operating instructions and procedures will be followed.

J. P. JONES

Copy to:
Supply Officer

Exhibit 22-16

PPATMAN
1 JAN 03

Date

From: ENS Paul R. Goodtime, SC, USN, 123-45-6789/3100
To: Commanding Officer, USS DUARTE (DD 901)

Subj: APPOINTMENT AS ATMS AT SEA SAFEKEEPING CUSTODIAL OFFICER

1. I accept the position as the Ship's ATMs at Sea Safekeeping Custodial Officer and I acknowledge that I am strictly liable to the United States for all funds under my control, and that I have been counseled as to my pecuniary liability and have been given written operating instructions under the provisions of DoD Financial Management Regulation, Volume 5, Chapter 26.

P. R. GOODTIME

Copy to:
Supply Officer

Exhibit 22-16

PPATMAN
1 JAN 03

Date

From: ENS Paul R. Goodtime, SC, USN, ATM Custodial Officer,
USS DUARTE (DD 901)
To: DK1 Dennis J. Funtime, 987-65-4321

Subj: APPOINTMENT AS ASSISTANT ATM CUSTODIAN

Ref: (a) DoDFMR, Vol. 5, par. 260301

1. Under reference (a), you are hereby appointed as an Assistant ATM Custodian with an ATM security level of (2-4). ATM (I-6) is assigned to you. You are responsible for keeping the ATM(s) supplied with cash and are required to balance the ATM(s) at least once a week. You are held responsible for the proper handling and accounting for all safekeeping funds under your control. You will familiarize yourself with DoD Financial Management Regulation, Volume 5, Chapter 26.

P. R. GOODTIME

Exhibit 22-17

PPATMAN
1 JAN 03

Date

From: DK1 Dennis J. Funtime, USN, 987-65-4321
To: ENS Paul R. Goodtime, SC, USN, ATM Custodial Officer, USS DUARTE (DD 901)

I. I accept the position as Assistant ATM Custodian. I have familiarized myself with DoD Financial Management Regulation, Volume 5, Chapter 26. I acknowledge that I am strictly liable to the United States for all funds under my control, and that I have been counseled as to my pecuniary liability and have been given written operating instructions.

D. J. FUNTIME

Exhibit 22-17

PPATMAN
1 JAN 03

7200
Ser DD901/

From: ATM at Sea Custodial Officer, USS DUARTE (DD 901)
To: DKSR John Q. Doe, USN, 000-00-0000

Subj: APPOINTMENT AS ASSISTANT ATM CUSTODIAN

Ref: (a) NCR Corporation ATM Operating Manual
(b) SPAWARSYSCEN ATMs at Sea Desktop Fiscal Guide
(c) DoDFMR, Vol 5, par. 260401 and Table 26-1

1. You are hereby assigned the responsibility as Agent Cashier for Automated Teller Machine Number 2. You are assigned security level of 2 as required by references (a) and (c). You will familiarize yourself with references (a), (b) and (c) before assuming your duties.

P. R. GOODTIME
ENS,SC, USN

Exhibit 22-18

PPATMAN
1 JAN 03

Date

From: DKSR John Q. Doe, USN, 000-00-0000
To: ATM at Sea Custodial Officer, USS DUARTE (DD 901)

Subj: APPOINTMENT AS ASSISTANT ATM CUSTODIAN

Ref: (a) NCR Corporation ATM Operating Manual
(b) SPAWARSYSCEN ATMs at Sea Desktop Fiscal Guide
(c) DoDFMR, Vol 5, par. 260401 and Table 26-1

1. I have familiarized myself with references (a), (b) and (c) listed above and accept the position as Agent Cashier for Automated Teller Machine 2, and I acknowledge that I am strictly liable to the United States for all public funds received, and that I have been counseled as to my pecuniary liability and have been given written operating instructions.

J. Q. DOE

Exhibit 22-18

PPATMAN
1 JAN 03

Date

From: Disbursing Officer, USS DUARTE (DD 901)
To: DK3 Joe B. Schmo, USN, 000-00-0000

Subj: APPOINTMENT AS CUSTOMER SERVICE CLERK FOR AUTOMATED TELLER MACHINES

Ref: (a) NCR Corporation ATM Operating Manual
(b) NAVMASSO ATMs at Sea Fiscal Training Guide
(c) DoDFMR, Vol. 5, Chap. 26

1. You are hereby assigned the responsibility as customer service clerk for Automated Teller Machines. You are assigned security level of 3. You are permitted to perform only the following functions:

a. Account Inquiry (Menu item 4)

b. Customer Search/Assistance (Menu item 5)

c . UMIDS Payroll (Menu item 9)

d. Manual Payroll (Menu item 10)

e. Reports (Menu item 11)

f. Statements (Menu item 12) as required by references (a) and (c). You will familiarize yourself with references (a), (b) and (c) before assuming your duties.

P. R. GOODTIME

Copy to:
Supply Officer

Exhibit 22-19

PPATMAN
1 JAN 03

Date

From: DK3 Joe B. Schmo, USN, 000-00-0000
To: Disbursing Officer, USS DUARTE (DD 901)

Subj: APPOINTMENT AS CUSTOMER SERVICE CLERK FOR AUTOMATED TELLER MACHINES

Ref: (a) NCR Corporation ATM Operating Manual
(b) NAVMASSO ATMs at Sea Fiscal Training Guide
(c) DoDFMR, Vol. 5, Chap. 26

1. I have familiarized myself with references (a), (b) and (c) listed above and accept the position as customer service clerk for Automated Teller Machines.

J. B. SCHMO

Copy to:
Supply Officer

Exhibit 22-19

PPATMAN
1 JAN 03

Date

From: Disbursing Officer, USS DUARTE (DD 901)
To: DK2 John Q. Doe, USN, 000-00-0000

Subj: APPOINTMENT AS CUSTODIAN OF BLANK AUTOMATED TELLER MACHINE CARDS

Ref: (a) DoDFMR, Vol. 5, par. 260302
(b) DoDFMR, Vol. 5, par. 200303
(c) DoDFMR, Vol. 5, Chap. 7

1. Per reference (a) you are hereby assigned the responsibility as custodian of blank Automated Teller Machine (ATM) cards. You will properly safeguard the cards as required by references (a) and (b). You will familiarize yourself with references (a) through (c) before assuming your duties.

P. R. GOODTIME

Copy to:
Supply Officer

Exhibit 22-20

PPATMAN
1 JAN 03

Date

From: DK2 John Q. Doe, USN, 123-45-6789
To: Disbursing Officer, USS DUARTE (DD 901)

Subj: APPOINTMENT AS CUSTODIAN OF BLANK AUTOMATED TELLER MACHINE CARDS

Ref: (a) DoDFMR, Vol. 5, par. 260302
(b) DoDFMR, Vol. 5, par. 200303
(c) DoDFMR, Vol. 5, Chap. 7

1. I have familiarized myself with references (a) through (c) and accept the position as custodian of blank Automated Teller Machine cards.

J. Q. DOE

Copy to:
Supply Officer

Exhibit 22-20

CHAPTER 23
DISBURSING OFFICE OPERATIONS PROCEDURES

REFERENCES

(a) DJMS PTG 90902

1. **General**. The following example is a suggested format for the instruction required by reference (a). This format may also be published as a SORM attachment, departmental instruction or procedure manual:

DUARTEINST 7220.1A
DATE

USS DUARTE (DD 901) INSTRUCTION 7220.1A

Subj: DISBURSING OPERATION INTERNAL PROCEDURES AND CONTROLS

Ref: (a) DJMS PTG
(b) DoDFMR, Vol. 5
(c) ATM at Sea Fiscal Desktop Guide
(d) Local instruction establishing a Pay Advisory Board
(e) OPNAVINST 5112.6(Series)

1. **Purpose**. This instruction is to establish internal disbursing procedures and controls.

2. **Cancellation**. DUARTEINST 7220.1.

3. **Background**. Reference (a) requires that the Disbursing Office publish written instructions covering the operation of the Disbursing Office. Additional instructions will be promulgated as required for specific situations.

4. **Action**. All disbursing personnel will comply with instructions contained in this instruction.

5. **Disbursing Office Security**

a. **Access**. The Disbursing Office will be arranged in a manner that unauthorized personnel are not allowed to enter the space. A sign "AUTHORIZED PERSONNEL ONLY" must be posted on the entrance door to the Disbursing Office. Personnel considered to be authorized at all times in the spaces are the Disbursing Officer and the disbursing personnel assigned. Other personnel may have limited access when on official business and upon approval of the Disbursing Officer or his Deputy.

These persons will include the Supply Officer, Assistant Supply Officer, inspectors and auditors, collection agents, maintenance men, postal money order clerks and such other personnel considered necessary for the effective operation of the Disbursing Division.

b. **Physical Security**. The Disbursing Office will be kept locked at all times. The alarm system, when available, will be armed when the office is unoccupied. Safe dials will be covered to prohibit anyone but the custodian of the safe from viewing the combination. A disbursing key logbook will be maintained to keep an accurate record of personnel assigned with keys or door combination. Unless disbursing personnel are performing work upon them, the following files and records will be secured after working hours:

(1) Original paid Public Vouchers and Collection Vouchers

(2) LES file stored on a 3.5-inch floppy diskette

(3) PRA's PFR file

(4) Retained transmittal file

6. **Custody and Maintenance of PRA Records**. All disbursing personnel are designated as Pay Record Access (PRA) Personnel. The Disbursing Officer will maintain the PRAs record in accordance with reference (a). The Deputy Disbursing Officer, when designated in writing by the Disbursing Officer, may maintain the PRA records using the same controls and procedures prescribed for the Disbursing Officer. All PRA records must be maintained in a separate data base file under UMIDS.

7. **Special or Emergency Payment Procedures**

a. Special or emergency payments will be made upon presentation of a properly-approved request chit to the Disbursing Officer for special pay except in the following cases, for which special request chits are not required:

(1) Payment of reenlistment bonus.

(2) Payment to personnel reporting aboard who have missed payday(s) while in a transit status.

(3) Payment of advance pay and advance travel pay provided that the member has submitted the properly approved substantiating documents for these payments.

(4) Bona fide emergencies.

(5) Separation payments and lump sum leave settlements.

b. All payments when possible will be made by DFAS-Cleveland via Electronic Fund Transfer (EFT) to the member's financial institution.

c. The Disbursing Clerk will:

(1) Compute pay either to the last regular payday or through the current date based on current LES or Master Military Pay Account (MMPA) information.

(2) In the case of transient personnel, obtain copies of the transfer orders applicable (TAD/PCS).

(3) Access the daily EFT by using the CICS on-line verb JPBB or through UMIDS Miscellaneous Payroll option to report the payment to DFAS-CL.

d. The Disbursing Officer or the Deputy Disbursing Officer will verify and release the EFT payment by accessing the CICS on-line verb JPBX.

e. When payments are made locally by check, the Disbursing Officer or his deputy will:

(1) Verify the validity of payment being requested.

(2) Compare the name on the check with the ID card and LES.

(3) Ensure the Disbursing Officer or Deputy Disbursing Officer attests the check.

(4) Have the member sign and acknowledge for the receipt of the check.

8. **Regular Payday Controls**

a. **General**. The current payment policy requires that all regular payday payments be made by DFAS-Cleveland. Paydays are ordinarily scheduled on the 15th or the 1st of the month. However, these dates may be changed at the option of the commanding officer. For paydays held early due to operational considerations, payment will not exceed pay computed through the date of payment. If the 15th or the 1st falls on Saturday, Sunday or a legal holiday, payday shall be held on the preceding workday but not earlier than three days prior to the actual date of the payday.

b. **Computation of Pay**. Computation of regular pay will be done by DFAS-Cleveland and be based on the forecasted amount on the MMPA modified by any deductions, additions or special payments since the last payday.

c. **Local Payees**. On payday DFAS will produce and mail all regular payday payroll checks for local payees to the address maintained on the JLES address file.

d. **Central Payees**. Electronic Fund Transfer System (EFTS) payments are delivered to the Federal Reserve Bank (FRB) a few days before each payday to ensure delivery to member's account by payday. Some payments may be intercepted before payday. Once the payment is released to the FRB it cannot be stopped.

e. **Suppression of Payment**. Pay will be suppressed if it is determined that a member should not receive a payment. Depending on the payday involved, the appropriate pay suppression transaction for mid-month or end-of month should be processed. Follow procedures in reference (a).

f. **Split Pay Option (SPO)**. A system under UMIDS, which allows a member to be paid a certain portion of their pay while, enrolled under DDS. The minimum amount is $50.00 per payday and is initiated by the member through submission of a locally prepared form to start their SPO and be deposited at the local onboard Automated Teller Machine (ATM). Start/stops and change of amount actions may be affected in a manner similar to allotments.

9. **PFR Maintenance**. Effective 1 September 2000, the Disbursing Officer is only required to maintain a PFR for the PRA accounts. The Disbursing Officer or his deputy, when designated, will check PFRs periodically to ensure that they are kept current. He will ensure that any LES' over 12 months old are destroyed and LES' are filed in chronological order with the most recent at the top. He will also ensure that the Miscellaneous Memorandum Record (NC3071A) is annotated properly with all required information including assignment/termination of orders to Flight Deck Hazardous Duty Billet (FDHDB).

10. **LES/Outstanding Transaction Maintenance**. The Disbursing Officer is responsible for maintaining two sets of LES files. The first file will be stored on the UMIDS hard drive under the Evaluation Analysis Report System (EARS) directory. The second set (backup) will be stored on a 3.5-inch floppy diskette labeled with the month and year of the LES file. Either the Disbursing Officer or his deputy will maintain the diskette for safekeeping. The Outstanding Transaction (OT) Listings will be printed once each quarter and filed for a period of one year. OTs will be purged after one year from the end of the quarter printed (e.g., Jan through Mar 2000 purged by April 2001). Upon transfer, the current LES, current OT, MMPA snapshot printout and any supporting documentation for unresolved pay issues for personnel must be included with their transfer packet.

11. **Edit of Input Documents**. All input documents received from the Admin/Personnel/Training Offices will be screened and verified for accuracy and completeness by the appointed Document Quality Control Clerk or the MILPAY supervisor. Documents received through the mail will also be verified for correct names, SSNs and complete information. Erroneous documents must be returned to the originator for appropriate correction. Documents generated under the UMIDS system will be reviewed and audited prior to transmission. Daily Management Notice should be verified for transaction rejected/recycled at DFAS-Cleveland.

12. **Daily Forwarding of Documents**. Input documents must be processed and forwarded in a daily manner as work schedule permits. Transmission of documents can be done via FTP, Modem, SALTS, or DynaComm/Elite. Transmittal logbook will be maintained accordingly. If Strategic Alternative Logistics Transmission Systems (SALTS/INMARSAT) is applied, proper reconciliation of data transmitted and received as acknowledged must be maintained.

13. **Financial Returns**. Prescribed financial and checking account returns will be processed and submitted within the required timeframe. The Message Accountability Report will be submitted to DFAS-OPLOC, San Diego via email or message on the first workday following the end of the month covered by the report. The monthly Check Issue Report will be reviewed for completeness and accuracy prior to mailing. A locally prepared Check Issue Report transmittal check-off list will serve as a cover letter.

14. **Undelivered and Returned Checks**. Control of undelivered and returned checks will be in accordance with reference (b). All undeliverable checks and returned checks will be kept in a safe or vault. The checks shall be filed in an order best suited for ready identification when claimed or for mailing when a proper address is ascertained. Undeliverable and returned checks shall be recorded using the Returned and Undeliverable Check/Bond Record (DD Form 2658) which indicates: date the check is returned; check number; check date; amount; payee; voucher number; disposition; and date of disposition. The DD Form 2658 shall be accessible to all rollkeepers, agents, cashiers, and the appropriate entitlement office for their use. Undelivered and returned checks shall not be removed from the safe or vault, or held by the DO's Deputy, Agents or Cashiers except for immediate delivery to payees or for cancellation and deposit. The DO shall attempt to make delivery of checks to the proper payees. If delivery is not affected within 60 days after the month of issue, undeliverable checks being held by the DO shall be disposed of as provided in reference (b). Checks payable to deceased payees should be held no longer than five days.

15. **Processing Procedures for Discharges and Separations**. Per reference (a), the following procedures are established for the processing of separation documents:

a. **Military Personnel (MILPERS)**

(1) The Personnel Office will prepare a Report Final Separation transaction (E503) upon first notification that a member is separating not earlier than 120 days in advance, but no later than 10 days prior to the date of separation.

(2) The Personnel Office will notify and/or provide the Disbursing Office no later than ten days prior to member's Expiration of Obligated Service or commencement of separation

leave with a prepared DD Form 214, separation orders, and service record to allow for timely processing of the member's pay separation.

(3) The Personnel Office will submit to Disbursing Office the Enlistment Strength Loss (L28) or Officer Strength Loss (L01) and Report Final Separation transaction (E503) transaction no earlier than 120 days, but not later than ten days prior to member's separation date.

(4) The Personnel Office will submit a Start Leave Status (SB01) transaction with MIL-LV-TYPE "P" if the member requests separation leave.

(5) The Personnel Office will ensure that a member separating under HYT will meet the following in order to be entitled to full Severance Pay:

(a) Commanding Officer recommendation for retention.

(b) Commanding Officer recommendation for advancement.

(c) PNAed last Navy-wide examination.

(d) Re-enlistment in the Ready Reserve for three years.

Note: If member does not meet one of the above he or she will only be entitled to half severance pay.

b. **Military Pay (MILPAY)**

(1) Within 30 days of DOS, prepare and maintain the separation worksheet. Ensure all transactions affecting pay are posted to the MMPA.

(2) At ten days prior to DOS, based on the information submitted on the E503 transaction, the following entries will generate on the MMPA: bonus recoupment, remaining amount of bonus, suspension of bonus amount, lump sum leave, and separation pay. Disability Severance Pay is always posted to the MMPA as a taxable entitlement. If the Disability Severance Pay is not taxable, a message must be sent to DFAS-CL, Code FMA, requesting the entitlement be changed to non-taxable.

(3) At DOS, make the final separation payment using UMIDS. Prepare the payroll as prescribed in Section 4 of the UMIDS DJMS-AC User Manual. The PQ transaction will post as an NQ entry on the member's MMPA until DOS plus 20 days. Do not pay an amount greater than the amount authorized in the latest NT entry on the MMPA, which is the separation entry projected settlement amount. There may be multiple NT entries due to pay affecting changes. Use the amount in the latest NT entry. If the account is out of balance at final separation, forward any supporting documentation to DFAS-CL, Code FMA, which explains the difference. Prepare separation information sheet.

(4) Within 15 days after DOS, conduct a post-separation review to ensure that all transactions have been input and any rejects resolved. Retain a copy of all separation documents for one year for inquiry purposes.

16. **Processing of TAD/TDY Travel Claims**. The Travel Section Supervisor is responsible for the accuracy and propriety of payments and that all travel vouchers are processed in a timely manner (within five working days) and computed in accordance with the current travel regulations. The Travel Section will accomplish the following upon receipt of the travel vouchers:

a. All travel vouchers must be logged in when received from the member, Personnel Office or Training Office. The Integrated Automated Travel System (IATS) computer can be used for this process.

b. The Travel Supervisor will verify the vouchers for supporting documents and accuracy. Travel vouchers that need correction have to be returned to the member immediately but no later than two working days.

c. Travel vouchers that are ready for computation will be distributed to the travel clerk for processing through IATS.

d. The Travel Supervisor is responsible to ensure that all vouchers are audited prior to submission to DFAS-Cleveland for payments via Electronic Fund Transfer (EFT). Check payment may be authorized in limited situations where the traveler does not have access to an account at a Financial Institution that can receive EFT transmissions. Split-disbursement, which permits direct payment to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount, may be used where available. He will also be responsible to make sure that DFAS-Cleveland's feedback report is downloaded daily and the IATS file is updated.

e. Members who are overpaid on their travel advances must be notified in writing and be required to pay the indebtedness within 30 days after the date of notification. If payment is not received, collection action shall be initiated in accordance with reference (b).

f. Forward a copy of the liquidated travel vouchers to the order issuing activity. Any deviations to the above procedures will have to be authorized by the Disbursing Officer only.

17. **Automated Teller Machine-at-Sea System (ATM)**

a. **Description**. The ATM at Sea is an automated mechanism to provide safekeeping of personal funds. It also serves as a pay delivery system, which accepts an electronic transfer of Split Pay Option (SPO).

b. **Security**. The security instructions regarding the use of safes in reference (b) shall be followed except that ATM TL-15 safes are authorized to hold $130,000. The ATMs shall be installed in well-lighted heavily traveled spaces. Each ATM shall be assigned to the custody of the ATM Custodial Officer or an assistant custodian. Since ATMs require moving large amounts of cash about the ship, an armed guard escort should be used for protection of currency in transit.

c. **Passwords and Security Levels**. The ATM Custodial Officer is responsible for assigning user-ID password and security levels and all responsibilities associated with maintaining proper password security. The ATM Custodial Officer shall be assigned the administrator password and security level "O" which allows access to everything related to the operation of the ATM at Sea. Each assistant custodian involved with the ATM at Sea system shall secretly choose a password. The passwords shall be changed every six months, when custodial duties are changed, or when an operator believes a password has been compromised. Under no circumstances shall any system operator passwords be written anywhere, placed in a sealed envelope, or be known to any other person.

d. **Custodial Officer Responsibilities**

(1) **Letters of Appointment**. The Commanding Officer shall appoint the ATM at Sea Custodial Officer by formal letter of appointment addressed to the Disbursing Officer. The letter shall state the specific duties authorized to be performed by the Custodial Officer and include the statement "I acknowledge that I am strictly liable to the United States for all funds

under my control" and a statement that the individual has been counseled as to the pecuniary liability and has been given written operating instructions. The Custodial Officer shall appoint all personnel who are required in the performance of their official duties to gain access to the ATM at Sea system, the ATMs, or handle cash in connection with the ATMs, in writing as assistant custodians. The letter shall state the specific duties as well as the statement above. Individuals eligible for appointment as the ATM Custodial Officer and assistant custodians include, but are not limited to, disbursing officers, deputies, agents, and cashiers.

(2) **Custody of Blank Shipboard ATM Cards**. The ATM Custodial Officer is responsible for maintaining proper custody of all blank ATM cards. The ATM cards shall be kept in a locked container or safe as prescribed in reference (b). The Custodial Officer to the Assistant Custodian in writing can delegate this responsibility. An ATM card log will be maintained which contains the ATM card number, name, date and signature of person to whom working stock of blank ATM cards are issued. Unused working stock shall be returned to the ATM Custodial Officer or designated Assistant Custodian at the end of each day. All blank ATM cards shall be inventoried monthly and an entry made in the bulk ATM card log to document the inventory.

(3) **Issue of Shipboard ATM Cards**. The Custodial Officer or the Assistant Custodian can issue individual ATM cards when new accounts are opened. An ATM issue log shall be maintained containing the card number, name and SSN of card owner, issue date, signature of the recipient, date destroyed, and the name and signature of the issuer.

e. **Establishing and opening new ATM Accounts**. The ATM at Sea system will automatically assign a card number to each member who is in the payroll file transferred from the payroll system to the ATM system. There will be a need to manually establish a new account for personnel not participating under the SPO program and would like to open an ATM account, MWR, private mess, or personnel who lose their ATM card. Personnel who lose their ATM card should submit a request chit for a replacement card via their chain of command.

f. **Closed, Dormant and Suspended Accounts**. Procedures in closing an ATM account should be in accordance with reference (c). The Custodial Officer or Assistant Custodian should be responsible in verifying, at least once a month, the status of

all the dormant accounts in the ATM system and purge the accounts when necessary. The ATM accounts of deceased or unauthorized absentees shall be suspended immediately.

g. **Deposits to the ATM System**

(1) **Payroll Deposits**. Payrolls (SPO) should be transferred to the ATM at Sea system at least three working days before the scheduled payday. The treasury check and a copy of the payroll shall be delivered to the ATM Custodial Officer. The payroll transfer shall be recorded on the ATM Ledger, DD Form 2670, as a deposit. A copy of the payroll shall be filed with the safekeeping retain records for audit purposes.

(2) **Manual ATM Deposits**. Personnel making manual deposits shall be permitted to conduct deposit activities during normal check cashing hours or the designated hours by the Disbursing Officer. Authorized personnel and procedures in conducting manual deposits shall be in accordance with reference (c). The custodial officer shall record all manual deposits on DD Form 2670. Funds received as a deposit to the ATM will be kept in a separate safe when available or in separate envelope labeled ATM Safekeeping Funds. Under no circumstances will the Disbursing Officer be authorized to co-mingle his/her official funds with the ATM Safekeeping Fund.

h. **Account Withdrawals**

(1) **Debit Terminal Withdrawals**. Debit terminal withdrawals in the Disbursing Office shall be used only when the ATM cannot be used to make withdrawals (e.g., mechanical difficulties with the ATM; closing an ATM account due to transfer, separation, discharge when an account balance is less than $5.00). Procedures and guidelines in conducting debit terminal withdrawals shall be in accordance with reference (b).

(2) **ATM Account Adjustments**. The ATM at Sea system allows account balances and pending payroll amounts to be adjusted by doing negative or positive adjustments. The adjustment function shall be limited to the Custodial Officer only. Procedures and guidelines for when to use this function and for doing the adjustments shall be in accordance with reference (b).

i. **Balancing the ATM at Sea System**. A complete balancing and reconciliation of the ATM system shall be accomplished not less frequently than once each week, when the Custodial Officer suspects that an irregularity in the system or when a malfunction has occurred. Balancing is accomplished by generating specific reports, counting the cash in the ATM canisters, replenishing the cash in the canisters, copying the Electronic Journal (EJ) to disk and comparing the actual cash count to the ATM system generated reports. The ATM system must be shut down during the balancing. The End of Session (EOS) is the process used to balance the ATM system. The EOS procedures shall be made in accordance with reference (b).

j. **Database Backup**. The database backup process has been largely automated because of the different philosophy and the need for continual backups. The Custodial Officer is responsible in ensuring that the backup tape is physically replaced and completing the initialization process. This automated process usually takes place at approximately 0920 Eastern time on Monday, Wednesday and Friday.

k. **Master File Report**. The report provides information for all individuals with accounts in the ATM system. The report should be printed or zipped to a floppy disk daily. The report is also used when it becomes necessary to maintain the ATM accounts manually, such as a possible ATM central processing unit (CPU) failure.

l. **ATM Retain Records**. The following ATM reports shall be retained by month and labeled ATM Safekeeping Reports, and shall be kept for a period of 12 months:

(1) Copies of payroll

(2) Payroll Deposit Report

(3) ATM Cash Balance Sheet (DD Form 2672) with Host Pick receipts attached

(4) Terminal Transaction Report (if printed)

(5) Grand Terminal Balance Report

(6) System Balance Report

(7) Administrative Transactions (Negative/Positive Adjustments)

(8) Debit Terminal (POS) Reports

18. **Articles for Health and Comfort/Uniforms**

a. **Health and Comfort Issue**. Personnel in an overpaid/non-pay status may be issued clothing and toilet articles by written authorization of the Commanding Officer or his appointed designee. A Requisition for Health and Comfort Issues (DD-504) is available at the Master-at-Arms Office and must be completed by the member with the assistance of the Master-at-Arms or his LPO. Upon completion of the form, the member accompanied by the MAA may be paid by cash or, if paid by check, the check will be payable to the Sales Officer. The amount paid will be charged to the member's pay account. For items not available on board, the same form is required by the Navy Exchange which will issue the items with the cost subsequently charged to the member's pay account. The maximum amount authorized for Health and Comfort Issues is $35.00 per month. For uniform and clothing issues, the NAVSUP Form 28 will be used. There is no limitation in the amount charge for clothing and uniform issues.

b. **Exception**. Members receiving bimonthly paychecks are not eligible for issue of health and comfort items and uniform issues via pay account checkage.

19. **Allotments**. Allotments are a convenient means of ensuring payment of funds to meet reoccurring obligations while the ship is in port or at sea. Allotment requests may be submitted on regular workdays during the disbursing hours of operation. Allotment requests will not be accepted on paydays. The cut-off date is every 10th of the month while the ship is in local operations in CONUS and 1st of the month while the ship is on deployment.

20. **Safekeeping Deposits**. Personnel are encouraged to avoid keeping large sums of money aboard ships. Large sums of cash or valuables of intrinsic value may be deposited with the Disbursing Officer. A receipt will be issued for all deposits accepted. Deposits may be entered or withdrawn during the disbursing window hours. (Cash may also be deposited in an ATM account.) The Disbursing Officer will conduct a monthly verification of all safekeeping deposits held and a record of the monthly verification maintained accordingly.

21. **Check Cashing**

a. Personal checks are cashed only at the Disbursing Office cashier's cage. Checks will be made payable to "Disbursing Officer, USS DUARTE" and will not normally exceed $1,500 per week per crewmember. Members cashing personal checks are responsible for verifying the balance of the checking account prior to cashing personal checks. Cashing of a two-party check is prohibited.

b. Bank money orders, certified checks, cashier's checks, credit union/draft checks, insurance company reimbursement checks, state/U.S. Treasury checks without regard to dollar amount are cashable. Postal money orders must be verified by the Post Office prior to being cashed at the Disbursing Office. Postal money orders may also be cashed at the Post Office.

c. Checks payable to a member and another individual who is not on board may not be cashed locally.

d. All personnel who request check cashing privileges must consent, in writing, to immediate collection against their pay for the total of all dishonored checks. For personnel whose payroll office is not known a Personal Check Cashing Agreement (DFAS Form 706) should be used. If the payroll office is known, the Disbursing Officer can order a rubber stamp in small type to be placed on the front of the check. The stamp must include the statement, "I consent to immediate collection from my pay the amount of this check plus bank charges, if this check is dishonored __(member's initial)__."

e. Checks returned as dishonored from a financial institution are subject to immediate collection from the member. Collection action may also be accomplished through a one-time checkage from the member's pay account. Dishonored checks cashed with the intent to defraud the government or knowingly cashing a check without sufficient funds will subject the member to disciplinary action under UCMJ Articles 123A and 134. The Disbursing Officer has the authority to suspend and/or revoke check-cashing privileges of those personnel whose checks are returned as dishonored.

f. Checks owned by PRA personnel will be cashed by the Disbursing Officer. Agent Cashiers/Deputy are not authorized to cash their own checks nor retain these checks in their respective safes without being deposited in a timely manner.

g. Cashed instruments will be deposited accordingly. U.S. Treasury checks in the amount of $5,000 or more will be deposited to the nearest Federal Reserve Bank or its authorized branch. All other instruments may be deposited to an authorized depositary. Copies of the front and back of each instrument must be maintained with the applicable Certificate of Deposit.

22. **Operation Under Emergency Conditions**

a. **Conditions**. During inclement weather, such as hurricanes, typhoons and natural disasters, and in time of war, the Disbursing Office at this command will only be open during emergencies and when required by the Commanding Officer.

b. **Abandon Ship**. When abandon ship has sounded, the Disbursing Officer and his deputy or the senior disbursing clerk onboard will muster at the Disbursing Office. The following items will be removed from the Disbursing Office and carried to the life rafts:

(1) The latest alpha roster

(2) All pay and allowances documents not yet transmitted, either hard copy or on diskette

(3) All ATM/UMIDS backup diskettes

(4) Unliquidated travel claims

(5) All negotiable instruments, currency and coin held at personal risk by the Disbursing Officer shall be evacuated if at all possible. If time and circumstances make it appear that evacuation is impossible (in the opinion of the DO or the Commanding Officer), the funds shall be destroyed in the manner prescribed in the reference (b).

23. **Disbursing Pay Advisory Board**. Organization and administrative instructions are outlined under reference (d), which requires scheduling of meetings at least once a month. The Disbursing Officer is the Chairman of the Board and will schedule the meetings for the purpose of identifying pay problems affecting the crew in general, soliciting recommendations or suggestions from its members, and resolving pay problems presented by its members. Each division will appoint a senior petty officer (E5 or above) to act as a board member. Appointment will be in writing with a copy of the letter provided to the Disbursing Officer.

24. **Money Order Business**. Reference (e) outlines the procedures for the custody, accountability and audit of postal money order and related funds. As a minimum requirement, all blank money orders and postal funds derived from the sale of money orders and stamps must be turned in to the designated custodian officer prior to close of business each day. All the required audits must be conducted and result of audit be documented accordingly. Postage stamp funds must not be commingled with any other safekeeping deposit or other funds, including money order funds.

25. **Internal Audits/Quarterly Cash Verification**. Daily Agent Accountability Summary (DD 2665) must be completed and maintained by each Agent Cashier/Deputy. Quarterly cash verification must be conducted with variance by a board appointed in writing by the Commanding Officer. The Disbursing Officer must maintain a copy of the appointment letter and quarterly cash verification reports. Cash verification must be conducted in accordance with the check-off list provided in reference (b).

26. **Identification**. In order to conduct any business with the Disbursing Office, an individual is required to present his military ID card and be in the proper uniform of the day. In cases of ATM account inquiries, the ATM card will be required. Specific pay information will not be released to unidentified personnel due to the provisions of the Privacy Act. Division officers, LPOs, and LCPOs may receive information to be used for official reasons. Personnel in restriction or confinement status may conduct business at the disbursing window upon presentation of a restricted ID card or if accompanied and identified by the Division Officer, LCPO, or MAA.

27. **Letters of Accountability/Authorization**. In addition to all other letters that may be required, the following letters must be on file in the Disbursing Office:

a. Commencement of Disbursing Duty

b. Relieving Letters

c. Acknowledgement of Receipt of Blank Treasury Checks

d. Transfer of Safekeeping Deposits

e. Transfer of Blank Money Orders (if applicable)

f. Relieving SF-1219 (with original signatures of detached/relieving disbursing officers)

g. Authorization to Hold Cash at Personal Risk (Disbursing Officer), Appointment of Deputy/Agent and Cashier/Paying Agent (if required)

h. Letter of Appointment as Deputy

i. Acceptance of Appointments (Deputy/Cashier/Paying Agent/Cash Collection Agent)

j. Designation of Personnel Authorized to Sign Pay Documents

k. Authorization to Make Advance Change Funds

l. Letter of Appointment as Collection Agent

m. Appointment of Cash Verification Board

n. Establishment letter from DFAS of Deputy with Bond Position Number

o. Authorization to Cash Checks

p. Letters of Quarterly Cash Verification Results

q. Letter of Introduction to Depositary/Banks

r. Authority for Procurement of Foreign Currency

s. Appointment of Imprest Fund Cashier (if applicable)

28. **Deposits And Withdrawals Of Safekeeping Deposits**

a. **Discussion**. Based on available facilities, reference (b) directs the Commanding Officer to establish necessary and proper restrictions as to the time, place, and frequency of deposits and withdrawals, and the type of objects classified as valuables.

b. **Action**

(1) The Disbursing Officer will be responsible for accepting personal funds and funds of morale support activities, including checks and valuable personal property, for safekeeping. Normal deposits and withdrawals may be made between the hours of 1300 and 1600 on each payday. Emergency deposits and withdrawals may be made on a case-by-case basis at the discretion of the Disbursing Officer.

(2) Do not abuse this safekeeping deposit service by depositing objects, which, because of their nature, are not usually afforded additional protection. Deposits of valuables will, of necessity, be limited to funds, negotiable instruments (bonds, credit cards, traveler's checks, check books, etc.), and objects classified as jewelry having an intrinsic value requiring additional protection. Such objects as wallets, snapshots, keys, letters, etc., having no intrinsic value to justify additional protection will not be accepted for safekeeping.

I. M. DACO

Distribution:
Supply Admin/Disbursing
All Divisions

CHAPTER 24
PAY PRODUCT DELIVERY

REFERENCES

(a) DJMS PTG
(b) UMIDS Users Manual, Section 8

1. **Leave and Earnings Statement (LES)**. The LES (DFAS Form 702) contains details of a member's pay and leave. It is a printed, condensed monthly statement of the activity that occurred and the information contained in a member's MMPA.

a. DFAS-CL will produce the LES either in hard copy or Electronic Bulletin Board System (BBS) file format at the completion of Month End Restructure (MER) processing. Both formats are sorted in the following order:

(1) Pay Unit Identification Code (UIC)

(2) Activity UIC

(3) Pay Group

(4) Distribution Code

(5) Alphabetical Order

b. LESs are retained in DFAS-CL for members in PCS status until the member arrives at the permanent duty station. The SH03 - REPORT PCS DEPARTURE transaction will place the member in PCS status. The LES is produced with the next month's production upon processing of the SG03 - REPORT PCS ARRIVAL. This process eliminates the prospective gain LESs.

c. Members who are TDY for an extended period of time may request LESs to be routed to the TDY activity. This is accomplished by processing an LD01-START TDY ADSN transaction. Once an LD02 - STOP TDY ADSN transaction is processed, DFAS-CL will revert to sending the LES to the permanent UIC.

d. An SC04 - CHANGE LES ADDRESS UPDATE transaction is processed with a "B" in the LES-NPA-PRT-ID field to request LESs be mailed to members assigned to Geographically Separated Units (GSU).

e. Members separating or retiring may also request their LESs be mailed to a designated address. The LF04-CHANGE SEPARATED MEMBER'S ADDRESS transaction provides future mailing address where the member's final LES will be mailed. Ensure addresses contained in the LF entry are postal addresses. The SC04 transaction must be used to forward member's LESs to the home address of personnel who are on terminal leave.

f. Notify DFAS-CL, Code FFS, via phone, fax, or message to request reissue of missing LESs or damaged bulletin board system (BBS) files.

g. LESs can be printed locally using:

(1) UMIDS

(2) EARS

h. LESs will be reconciled monthly and upon detaching or reporting of a member.

i. MILPERS will take corrective action for LES errors in BUPERS data elements. BUPERS data elements are as follows:

(1) Name and Grade

(2) Pay Grade

(3) Pay Date (PEBD)

(4) ETS (EAOS)

(5) UIC - MILPERS will notify DFAS-CL, Code FMA, by message.

2. **Net Pay Advice**

a. The Net Pay Advice (NPA) (DFAS Form 703) is used to inform members of the amount of their mid-month pay, Electronic Funds Transfer (EFT) information, and to disseminate the following pay related remarks:

(1) Pay information

(2) Personnel information

(3) Recruitment information

(4) Education information

b. NPAs are produced after the mid-month computation process is complete. The file is placed on the UMIDS BBS and made available for download. Like the LESs, the same process applies for the distribution and printing of NPAs. Local remarks can also be added to the LESs and the NPAs using EARS software. Refer to Part 9, Chapter 2, of reference (a) for procedures on how to submit Navy-wide NPA remarks.

3. **Unit Commanders Finance Report**

a. The Unit Commanders Finance Report (UCFR) provides a concise view of specific aspects of a member's account. This report will be used for the administration of leave, reconcile records of leave granted, EFT compliance, and receipt of various other entitlements and allowances.

b. DFAS-CL will produce the UCFR in hard copy format after the month end restructure is complete. The UCFR will be printed and mailed on a monthly basis. Contact DFAS-CL (Code FFS) via message or telephone to elect the option of downloading UCFR from the UMIDS BBS. The UCFR is also available through the Evaluation and Analysis Reports System (EARS).

4. **Master Military Pay Account (MMPA) Snapshot**

a. MMPA Snapshots extends access of the MMPA to units without connectivity to DFAS-CL by processing a WX09 transaction. Request may be transmitted via comm-ready diskette, SALTS, or modem. MMPA snapshot files may be downloaded thru SALTS or UMIDS BBS.

b. Apply printing procedures contained in reference (b) to print downloaded MMPA snapshots files.

5. **Activity Master File**

a. The Activity Master File (AMF), maintained at DFAS-CL, controls the destination and delivery medium of all pay products. It is imperative the AMF contains the most current and up-to-date information to ensure that pay products are delivered in a timely manner in the recipient's requested delivery medium. Refer to table 9-5-1 reference (a) for AMF-controlled pay product delivery changes.

b. Changes may frequently be made by telephone, message to DFAS code FFS, or facsimile. When request is received at DFAS-CL, Code FFS will take necessary action to accomplish the change.

6. **JUMPS Data Collection Products**

a. The JUMPS Data Collection Products (JDC) is downloaded daily thru UMIDS BBS, FTP or SALTS. It should be a part of the basic daily business operation. Refer to reference (a) for contents of the JDC output file and minimum required daily business operation.

CHAPTER 25
PERSONAL FINANCIAL RECORD (PFR)

REFERENCE

(a) DJMS PTG Part 9, Chapters 9 and 10

1. **PFR Maintenance**. MILPAY will no longer maintain Personal Financial Records (PFRs) (NAVCOMPT 3071) at the local disbursing office except as noted in paragraph 91002 (PRA record) of reference (a). MILPAY will maintain two sets of Leave and Earning Statement (LES) files. The first file will be stored on the Uniform Microcomputer Disbursing System (UMIDS) hard drive under the Evaluation Analysis Report System (EARS) directory. The second set (backup) will be stored on a 3.5-inch floppy diskette labeled with the month and year of the LES file(s). This diskette will be turned over to the Disbursing Officer (DO) or to the Deputy Disbursing Officer (DDO) for safekeeping.

2. **Outstanding Transactions (OTs)**. Outstanding transaction listings will be printed once each quarter (e.g., January, April, July) and filed for a period of one year. OTs will be purged after one year from the end of the quarter printed (e.g., January through March 2000 purged April 2001).

3. **Transfer of Personnel**. MILPAY will provide MILPERS with the current LES, current OT, Military Master Pay Account (MMPA) snapshot printout and any supporting documentation for unresolved pay issues for personnel transferring from the command.

4. **Documentation**. Documentation normally stored in the PFR will be maintained as described below:

a. W-4 (Federal and State) and SFI199A's (DDS/EFT) stored with the original FIDs in the transaction retain file.

b. RATSSEP for entitlement due to closed messes will be stored with the original FIDs in the transaction retain file.

c. Under current BAH policy, no VHA certificate is required.

d. A separate program from MILPERS maintains Flight Deck Hazardous Duty Pay (FDHDP), Special Duty Assignment Pay (SDAP), and Foreign Language Proficiency Pay (FLPP).

e. Advance Pay Certification/Authorization form will be stored with the original FIDs in the transaction retain file.

f. State of Legal Residence Certificate (DD2058) will be stored with the original FIDs in the transaction retain file.

5. **Pay Record Access (PRA)**

a. **List of PRA personnel**

(1) Commanding Officer

(2) Executive Officer

(3) Disbursing Officer

(4) Admin/Personnel Officer

(5) Disbursing Clerks (including strikers)

(6) Personnelmen (including strikers)

(7) Yeomen (including strikers)

(8) Supply personnel who have access to disbursing due to their job (e.g., Cash Verification Team members, Collection Agent for Ship Store, Mess Treasurer)

(9) Postal Clerks

b. **Labeling**. The PRA pay records will be labeled with the member's SSN and name (last, first, middle) along the right side of the PFR (NAVCOMPT 3071). The cover will be labeled in black marker with two-inch letters "PRA." The Disbursing Officer can designate the Deputy Disbursing Officer as PRA Custodian.

c. **PFR Contents (PRA)**

(1) PRA records will have a maximum of 13 LESs. The most current LES will be stored in the payroll/working file and the previous 12 months filed on the right hand side of the PFR. Each time new LESs are received, the most recent LES is filed in the payroll/working file, and the previous month's LES from the payroll/working file will be filed on top at the right side of the PFR. The DO will remove and destroy the LESs that are over 12 months old by shredding or burning. When a member has an unresolved pay problem, maintain all LESs until the pay problem is resolved.

(2) The Miscellaneous Memoranda Record (NAVCOMPT 3071(A)) is secured to the left side of the PFR. When the NAVCOMPT 3071(A) is full, remove and destroy when the last entry is one year old. Copy any entries that are still pertinent to the new NAVCOMPT 3071(A). The following are valid entries for the NAVCOMPT 3071(A):

(a) Shore Patrol Advances (when shore patrol advances are settled, delete the entry)

(b) Cash collection of fine or indebtedness

(c) Non-pay status of member

(d) Assignment to FDHDP

(e) Garnishment/indebtedness payment schedule (including total amount of debt, month first deduction, monthly amount, and month last deduction)

(f) Non-consent indebtedness

(g) Waiver requests (only if checkage action is suspended)

(h) Courts-martial fines when member does not consent to checkage of current pay

(i) Courts-martial and NJP detention of pay

(j) Cumulative years of sea duty

(3) Documents filed behind the NAVCOMPT 3071(A):

(a) Non-resident alien certificate (see DJMS PTG Chapter 7, Section C)

(b) Original SF1199a (DDS/EFT)

(c) IRS W-4 (Federal)

(d) IRS W-4 (State) - if member requests withholding different than Federal (e.g. FITW at Married and one exemption (MOI) and state withholding at Married and zero exemptions (MOO)). Write "SITW" across top of W-4 before filing in PFR.

(e) IRS W-5

(f) All correspondence on unresolved pay problems

(g) State of Legal Residence Certificate (DD2058) (Maintain this form until the correct state code appears on the member's LES. Then remove from PFR and destroy.)

(h) Advance Pay Certification/Authorization form (Remove from PFR when member has repaid the Advance Pay in full.)

d. **Security of PRA Records**. The PFRs of members who work in or have access to the Disbursing Office will be stored in the Disbursing Officer's or Deputy Disbursing Officer's (if designated as PRA Custodian) safe. See paragraph 90904.A of reference (a) for list of PRA personnel.

CHAPTER 26
ALLOTMENTS OF PAY

REFERENCES

(a) DFAS CENTER Cleveland OH 141700Z JUL 97
(b) DoDFMR, Vol. 7A, Part 6
(c) DJMS PTG, Part 6
(d) DFAS CENTER Cleveland OH 261700Z JAN 95

1. **New Allotments**. Reference (a) announced that effective 26 July 1996, new starts or changes to an existing allotment constitute a new allotment and must be delivered by EFT. Effective immediately, allotments to individuals must be paid by EFT. Any situations involving a problem over obtaining a financial institution to receive an allotment will be handled on an individual basis. Disbursing offices should contact DFAS-CL CODE FFA for guidance and assistance on an individual basis.

2. **Allotments of Pay**

a. **Authority**. Under instructions issued by the Secretary of Defense, personnel identified in paragraph 4104 of reference (b) may authorize allotments from their pay for the purposes set forth in Section 3 of this chapter.

b. **Policy**. The allotment system is provided to help service members adjust their personal and family finances to military service. This is a convenience and privilege not to be exploited or abused.

3. **Authorized Allotments**

a. **General**. Voluntary allotments of military pay and allowances of service members in active duty military service are limited to "discretionary" and "non-discretionary" allotments.

b. **Discretionary Allotments**. Service members are authorized no more than six discretionary allotments. The member shall certify that the allotment is within the guidelines of the instructions (e.g., allotments may not be used to repay gambling debts in a state where gambling is not permitted). Examples include, but are not restricted to the following:

(1) Payment of premium for commercial life insurance for member, member's spouse or child(ren), health insurance for the benefit of family, or payments of vehicle insurance.

(2) Voluntary payment to a dependent or relatives. Support allotment may be made payable directly to a court, a state agency, a court trustee, a welfare agency, or to guardian or custodian of child(ren).

(3) Deposits to a financial institution, mutual fund company, or investment firm.

(4) Payment of car loans, mortgage or rent, or a loan to repay consumer credit (e.g., Household Finance, Beneficial, etc.).

c. **Non-Discretionary Allotments**. There is no limit on the number of non-discretionary allotments a member may have. DJMS currently limits the total number of all allotments (discretionary plus non-discretionary) to 15. Non-discretionary allotments of military pay and allowances of members in active military service are limited to the following:

(1) Purchase of U.S. Savings Bonds utilizing the SBD 2104 or DD Form 2559

(2) Repayment of loans to the Navy and Marine Corps Relief Society, Army Emergency Relief, Air Force Aid Relief Society, or American Red Cross

(3) Payment of pledges for charitable contributions

(4) Allotments to the Department of Veterans Administration for deposit to the Post-Vietnam Era Veterans Educational Assistance Program (The allotment must be divisible by $5.00, with a minimum amount of $25.00 and not more than $100.00. Once authorized by the service member, the allotment must run a minimum of 12 consecutive months, unless the service member suspends participation or disenrolls from the program because of personal hardship or release from active duty.)

4. **Allotment Overpayment Responsibilities**

a. **Commanding Officer**. The Commanding Officer is responsible for informing the Disbursing Officer of any facts that warrant the stoppage of an allotment and for any required follow-up action.

b. **Disbursing Officer**. The Disbursing Officer who registers an allotment for a member will be held responsible for proper entry on the military pay record.

5. **Processing of Allotment Request**. Follow procedures in reference (c) for starting/stopping and changing an allotment.

6. **Unauthorized Absence**. The SJ04 - CHANGE ABSENT WITHOUT LEAVE transaction and the SP04 - CHANGE DESERTION STATUS transaction will stop allotments as follows:

a. At the end of the previous month, if the member does not have sufficient pay accrued to cover allotments. If AWOL or desertion status occurs during the beginning of the month, allotments are stopped immediately by processing the SJ04 or SP04.

b. At the end of the month, if sufficient pay is accrued to cover the allotments.

c. Bond allotments are stopped as of the last bond issue date.

7. **Involuntary Allotments for Commercial Garnishment**. Effective 1 January 1995, DFAS-CL (Code L), implemented the involuntary allotment process for satisfaction of commercial debts per DODINST 1344.12 of 18 November 1994. For more information consult reference (d) and chapter 32 of this manual.

CHAPTER 27
SPECIAL PAY

REFERENCE

(a) SECNAVINST 7220.77D
(b) DoDFMR, Vol. 7, Part 1
(c) DJMS PTG

1. **Career Sea Pay (CSP) Entitlement**

a. Eligibility criteria for ships, staffs, other units and personnel are contained in reference (a).

b. Per reference (a), all submarine and destroyer tenders are entitled to continuous career sea pay and are classified now as Category A vessels.

c. CSP monthly rates paid to qualified members are based on rank/rate and cumulative years of sea duty served. Consult reference (b) for rates.

d. Effective 1 October 2001, Navy officers in pay grades O1 to O6 with less than three years of sea duty will now be entitled to received Career Sea Pay. Navy enlisted personnel in pay grades E1 to E3 will now be entitled to received both career sea pay and career sea pay premium (NAVADMIN 267/01 and MPA 129/01).

(1) Members with less than five years of sea duty:

(a) Members assigned to sea duty and in receipt of career sea pay for any period of time between 1 October and 31 December 1987 are entitled to the CSP rates in Table 18-4 of reference (b). The entitlement to saved CSP in this table terminates when members are permanently reassigned to duty for which the member would no longer qualify for CSP.

(b) Members reporting to sea duty between 1 January and 30 April 1988, and who were not on sea duty for any period of time between 1 October and 31 December 1987, are entitled to the CSP rates in Table 18-4a of reference (b).

(c) Members reporting to sea duty on or after 1 May 1988, who were not on sea duty for any period of time between 1 October and 31 December 1987, are entitled to the CSP rates in Table 18-4b of reference (b).

(2) Members with more than five years of sea duty:

(a) Members assigned to sea duty with over five years of sea duty on 1 January 1988 are entitled to the CSP rate in Table 18-4/18-4a of reference (b). The entitlement to saved CSP in these tables terminates when members permanently are reassigned to duty for which the member would no longer qualify for CSP.

(b) Members assigned to sea duty with over five years of sea duty on 1 May 1988, are entitled either to the CSP rates in Tables 18-4/19-4a and CSP premium, or the CSP rates in Table 18-4b of reference (b). CSP premium and the CSP rates in Table 18-4b are not allowed. Use the CSP that are most advantageous to the member. The following applies:

1. When a member has less than three years of consecutive sea duty on 1 May 1988, then only the CSP rates in Table 18-4b apply.

2. When a member has more than three years of consecutive sea duty immediately prior to 30 April 1988, and was on sea duty anytime during the period 1 February to 30 April 1988, then use either the CSP rate in Table 18-4b or the CSP rates in Table 18-4 or 18-4a and CSP premium.

d. The following is a list of common situations where CSP is payable to a qualified member (consult reference (b), Table 18-1 for additional information):

(1) Starts on date of reporting (PCS)

(2) Terminates on date of detachment (PCS)

(3) During the first 30 days member is TAD ashore, temporarily based ashore under orders, or hospitalized with the intent to return to PDS

(4) During the first 30 days of regular leave

2. **Computation of Cumulative Years of Sea Duty**

a. **New Gain**. DFAS-Cleveland will automatically establish a record of cumulative sea duty upon receipt of the first 2701 FID - START SEA DUTY or 2703 FID - REPORT SEA DUTY. The LES will reflect 000000 (YY/MM/DD) in the remarks section.

b. **Enlisted with Prior Service**. Per reference (c), the Personnel/Administrative office will request transcript of cumulative years of sea duty from PERS-312 for service completed prior to 1 October 1978.

(1) Upon receipt of transcript, compute sea duty from date of reporting through the date of detachment from sea duty. Compute to nearest month. Fourteen days or less equals zero months, while 15 days or more equals one month.

(2) Prepare NAVPERS 1070/613 (Page 13) for member's signature. The Commanding Officer or designee will sign as a witness.

(3) File original Page 13 in service record and forward copy to DO.

(4) Upon verification of available documents, and if the DO and the member agree on the total cumulative sea duty service, the DO will advise DFAS Cleveland, Code FMA by message of total cumulative sea duty service.

c. **Correcting Cumulative Sea Duty Figure**. If the current sea duty counter is incorrect, the DO will advise DFAS Cleveland (FMA) by message to correct counter balance.

3. **CSP on Reporting/Detaching**

a. Entry A, B or C on the CATEGORY-VESSEL Block of the 2701 FID will automatically start CSP and CSP counter. For category B ships, enter B if the vessel is in homeport or a port within 50 miles of its homeport. Enter C if the vessel is underway or in a port more than 50 miles from its homeport when reporting.

b. The SH03 - REPORT PCS DEPARTURE will automatically stop entitlement to CSP and CSP counter on the day of departure.

c. Refer to Table 1-7-1 of reference (c) for additional career sea pay transactions.

4. **Career Sea Pay Premium (CSP-P) Entitlement**

PERSONNEL IN PAY GRADES	ENTITLED TO CSP, AND	ARE
All officers, CWOs and E1 - E4s	Served 36 consecutive months of sea duty	Entitled to CSPP effective the first day of the 37th month of consecutive sea duty
E5 - E9	a. With at least three years, but with less than five years of sea duty b. Who have served 36 consecutive months sea duty	Same as above (Terminate CSPP upon completion of eight years sea duty)
E5 - E9*	a. With over five years of sea duty. b. Were on sea duty at any time between 1 February through 30 April 1988	Entitled to CSPP effective the first day of the 37th month of sea duty and the CSP rates in Table 1-18-4/1-18-4a. Note: Under no circumstances will the CSPP be authorized for the same period.

Note: Members E5-E9 with over five years sea duty and on sea duty between 1 February through 30 April 1988 until 30 September 2001 may or may not be entitled to CSPP. Effective 1 October 2001, personnel in pay grades E5 to E9 will now be entitled to receive CSP-PREMIUM until reaching eight years of cumulative sea duty. Verification of service record/pay record is required to determine eligibility. Contact ATG PPAT (Code N416) or COMNAVBASE San Diego (Code N24) if clarification is needed.

5. **Special Pays for Medical, Dental and Nurse Corps Officers, Optometrists and Health Professionals**

a. Conditions of entitlement for special pays for Medical, Dental and Nurse Corps officers, Optometrists, and Health Professionals are found in Chapters 5, 6, 7, and 21 of reference (b).

b. Health Professional Pay Entry Date (HPPED) is referred to as Medical Service Pay Date on the master pay account. This is the date on which medical officer's creditable service is based and used to pay the correct rate of Variable Special (VS) and Board Certified (BC) pays. BUMED (Code 52) will establish a temporary medical service pay date when the member is gained to active duty. If the correct medical service date is not received within six months of member's reporting, MILPERS should contact BUMED (Code 52) at DSN 762-3362 or Commercial (202) 762-3362.

6. **Foreign Duty Pay (FORN PAY)**

a. Foreign Duty Pay is payable to enlisted members who are assigned to duty at certain places outside the 48 contiguous states and the District of Columbia. FORN PAY is not authorized for enlisted members who are residents of a designated foreign duty pay area while serving on permanent duty within that state, possession or foreign country or while in receipt of career sea pay.

b. Input to start/stop/change FORN PAY:

(1) Entry in DUTY-CNTRY-NON-CONUS-STATE block and HFP-IDP-QUALFR blocks will start FORN PAY. An SH03 - REPORT PCS DEPARTURE will terminate entitlement on day of departure.

(2) If the member is on leave outside of the foreign area for more than 30 days, DFAS-CL will automatically stop FORN PAY as of the 31st day. FORN PAY must be restarted using the 2201 - START FOREIGN DUTY PAY. Refer to Table 1-6-1 for additional foreign duty pay transactions.

7. **Hardship Duty Pay (HDP)**

a. The entitlement to FORN PAY was officially terminated effective 3 February 1999. A new entitlement known as Hardship Duty Pay was implemented effective 4 February 1999. Hardship Duty Pay consists of two types. The types are:

(1) Hardship Duty Pay for Location Assignment (HDP-L) is for enlisted members only. The rules, rates and locations are the same as FORN PAY. Submit a 22 FID transaction to start/stop/credit HDP-L.

(2) Hardship Duty Pay for Mission Assignment (HDP-M) is payable to both enlisted and officers at the rate of $150.00 per month for performing designated hardship missions. Members are entitled to the full $150.00 regardless of the length of time the mission is performed. Currently, members assigned to, on temporary duty with, or otherwise under the operational control of the Joint Task Force-Full Accounting (JTF-FA) or the Central Identification Lab-Hawaii (CIL-HI), who are performing investigative or remains recovery duty in a remote, isolated area for recovery of United States service member remain qualified for HDP-M. The areas designated, but not limited to, include Laos, Cambodia, Vietnam, and North Korea.

b. To start/stop/change/credit HDP-L, submit a 22 FID transaction to DFAS-CL. To start/stop HDP-M, submit a message format to DFAS-CL. See MPA 34/99 and 65/99 for procedures and guidance.

8. **Special Duty Assignment (SDAP) Pay**

a. An enlisted member entitled to basic pay may qualify for special duty assignment pay when member performs duties designated as extremely difficult or involving an unusual degree of responsibility by the Secretary of the Navy.

b. Upon certification that a member is serving in a valid billet/NEC and is authorized to draw SDAP in accordance with the current OPNAVINST 2270 series, or to stop SDAP for nonentitlement, MILPERS will refer to DMRSMAN/SDSPROMAN as appropriate to report the event.

c. Members receiving SDAP must be recertified annually by the commanding officer. If the recertification of each member is not returned by 31 August, BUPERS will stop SDAP retroactive to 1 June of the current year.

9. **Diving Duty Pay**

a. Authorized for members who are qualified and designated as divers by proper authority and are assigned to and performing diving duty.

b. A 2101 - START DIVING DUTY transaction must be submitted to start diving duty pay upon reporting.

c. A 2102 - STOP DIVING DUTY transaction must be submitted to stop diving duty pay upon detachment.

d. Refer to Table 1-11-2 of reference (c) for additional diving duty pay transactions.

10. **Responsibility Pay**. Navy officers, lieutenant through captain while serving in a position of unusual responsibility or critical nature and serving as commanding officer or commander of a unit are eligible for responsibility pay.

a. Starts on assumption of command and will continue to accrue while on TAD, leave or similar temporary absences from duty where there is no permanent relief. Submit a 0701 - START COMMAND AT SEA RESPONSIBILITY PAY transaction.

b. Responsibility Pay will terminate upon official relief from command. Submit a 0702 - STOP COMMAND AT SEA RESPONSIBILITY PAY transaction.

c. Refer to reference (c) for additional responsibility pay transactions.

CHAPTER 28
BASIC ALLOWANCES

REFERENCES

(a) DODFMR, Vol. 7A
(b) DJMS PTG
(c) Joint Federal Travel Regulation, Vol 1

1. **Family Separation Housing (FSH)**. Requirements and restrictions for payment of FSH are in accordance with Chapter 27 of reference (a). The following are types of FSH:

a. **Type I**. Paid to a member for added housing expenses caused by enforced separation from dependents. Payable to a member with dependents on permanent duty outside the United States or Alaska who meet all the following conditions:

(1) Transportation of dependents to permanent duty station or to a place near that station is not authorized at government expense

(2) Dependents do not live at or near the permanent duty station, and

(3) Government quarters or housing facilities are not available for assignment.

Note: Amount payable is equal to a monthly amount of BAH-II without dependents in the same pay grade.

b. **Type II**. This entitlement provides compensation for added expenses incurred due to enforced separation from dependents. Payable to a member who meets one of the following conditions:

(1) **FSH Restricted**

(a) Transportation of dependents at government expense is NOT authorized and dependents do not live at or near member's permanent duty station or homeport.

(b) Military couples with children involuntarily or voluntarily separated by military orders.

(c) Military couples with no dependents, residing together on or after 23 September 1996, separated by military orders that exceed 30 days and the new duty station is not within the vicinity of the spouse’s old or new duty station.

(2) **FSH Ship**

(a) Aboard ship and away from the homeport of the ship continuously for more than 30 days. Interim periods of 30 days or less when deployed more than 30 days prior and more than 30 days after the interim period.

(b) Military couples with children involuntarily or voluntarily separated by military orders and deployed more than 30 days.

(c) Military couples with no dependents residing together and separated by a deployment for more than 30 days on or after 23 September 1996.

(3) **FSH Temporary**

(a) Assigned temporary additional duty or temporary duty away from permanent station continuously for more than 30 days and dependents do not reside at or near TAD/TDY station.

(b) Military couples with no dependents residing together on or after 23 September 1996 and receive military orders for temporary duty that exceeds 30 days.

(4) **Member Married to Military Member**. Effective 1 January 1998, FSH II is payable to a member married to another member regardless of whether the member has any non-active duty dependents, when all other general conditions are met and provided members were residing together immediately before being separated by reason of execution of military orders. Some additional guidelines include:

(a) Not more than one monthly allowance may be paid with respect to a married military couple for any month. Each member may be entitled to FSH II within the same month, but both cannot be simultaneously entitled. Payment will be made to the member whose orders resulted in the separation. If both members receive orders requiring departure on the same day, then payment will go to the senior member.

(b) If a member meets the requirements for credit of FSH, but entitlement is precluded by an existing entitlement status of the spouse, then the second member may, if still qualified, immediately become entitled to FSH II upon termination of the spouse's status. The couple may qualify for sequential entitlements to FSH II provided military orders keep them continuously separated.

(c) In order to qualify for a subsequent entitlement to FSH II, a married member couple, no longer separated by reason of military orders, must reestablish a joint household and reside together.

Note: The monthly amount payable is $100.00 effective 1 January 1998.

2. **Basic Allowance for Housing (BAH)**. Effective 1 January 1998 BAQ and VHA were combined into one single allowance entitled Basic Allowance for Housing (BAH). The intent of this new housing allowance is to provide military members housing compensation based on cost of housing similar to that occupied by civilians with comparable income levels in the same geographic area. Entitlements and restrictions are specifically indicated in Chapter 26 of reference (a).

a. **Members with Dependents**

(1) The Personnel Officer can determine dependency if dependent is:

(a) A spouse and the marriage is legal (unquestionable)

(b) An unmarried legitimate child (child is under 21 years of age)

(c) Adopted child(ren), if eligible

(d) Stepchild(ren)

(e) Illegitimate child(ren)

(2) DFAS-Cleveland (FMCD) must establish the dependency of some family members before entitlement to BAH with dependents is authorized. Determination of the following dependents must be established before BAH with dependents is paid. Consult reference (a) for specific entitlements.

(a) Child(ren) 21/22 years of age enrolled in a full time course in an institution of higher education and dependent on the member for more than 50 percent of their support

(b) Parents, stepparent, or adoptive parents

(c) Medically incapacitated child(ren) of any age

(d) Wards

(e) Pre-Adoption

Note: A NAVCOMPT 2872 will be prepared by DFAS-Cleveland (FMCD) to report dependency determination.

(3) MILPERS will submit the NAVPERS 1070/602 and a 3504-CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ) transaction to MILPAY for locally determined dependents. A 3501-START BASIC ALLOWANCE FOR QUARTERS (BAQ) transaction will ONLY be submitted if:

(a) Member terminates government quarters

(b) Member drawing BAH-DIFF becomes entitled to BAH with dependents.

(c) Accession to active duty

b. **Members without Dependents (BAH-W/O)**

(1) Per reference (a), members without dependents who are entitled to basic pay are entitled to BAH at the rate prescribed in reference (a), Table 26-2, under conditions contained in Table 26-3, which includes members in pay grade E4 (with over four years of service) or higher in travel status. Except while on field duty, members without dependents in pay grades E6 and above may elect not to occupy assigned government quarters at the permanent duty station at any time unless the commanding officer has determined that the exercise of this option would adversely affect discipline or readiness.

(2) Refer to Table 26-3 of reference (a) for transactions affecting BAH without dependents.

(3) Effective 1 October 2001, an E4 without dependents assigned to a ship will be authorized berthing ashore upon approval of the commanding officer. Upon approval to berth ashore, shipboard sailors with four or more years of service without dependents may be authorized Basic Allowance for Housing (BAH) or Overseas Housing Allowance (OHA), as appropriate, if adequate barracks space is not available. Full utilization of barrack spaces should be ensured prior to authorization.

c. **BAQ Difference (BAQ-DIFF)**

(1) **Definition**. Members who are entitled to BAQ solely by reason of child support payments are affected by BAQ-DIFF. See paragraph 28242 of reference (a) for specific entitlement guidelines. The BAQ-DIFF entitlement applies to active duty personnel, as well as active duty for special work, active duty for training, and annual training reserve personnel.

(2) **Exclusion**. Only those members in receipt of BAQ solely by reason of child support payments and assigned government (family-type or BOQ/BEQ and lodges) on 4 December 1991, are excluded (grandfathered) from the new BAQ-DIFF entitlement. Effective 1 January 1998, BAH legislation does not provide continued grandfathering for these members. Once these members PCS, they will lose grandfather protection.

(3) **BAQ-DIFF Rule**. BAQ-DIFF is to be treated as a separate entitlement in its own right. All members who are eligible to receive BAH-DIFF and are not grandfathered, will receive BAH-DIFF and BAH without dependents, when eligible. To determine member’s entitlement to BAH without dependents in addition to BAH-DIFF refer to Table 26-3 of reference (a).

(4) **Documentation**. Information as to whether a member was assigned government quarters on 4 December 1991, and the amount of child support provided must be annotated on the back of the member's Dependency Application/Record of Emergency Data (NP 1070/602R). The Personnel Office should forward this information to the Disbursing Office. The Disbursing Office should annotate the NC 2871A in the Personal Financial Record (PFR) with the information as to whether the member is receiving BAQ with dependents solely by reason of child support payment on 4 December 1991, and was/was not grandfathered, and the amount of child support provided. Per MPA 28/92 and 43/92, personnel affected by the BAQ-DIFF entitlement on 5 December 1991, should have documentation for the grandfather entitlement in their personnel record and PFR when available.

(5) **Action**. MILPERS and MILPAY will review the service record and PFR to determine if member is affected by the BAQ-DIFF law or by the BAH legislation. Prepare a 3601 - START BASIC ALLOWANCE FOR QUARTERS (DIFFERENCE) transaction.

(6) **Personnel Office**. The Personnel Officer will prepare NP 1070/602R for the following situations:

(a) Personnel in receipt of BAQ-DIFF and no longer required to pay child support, or

(b) Member acquires an additional dependent and will be entitled to BAQ with dependents on the dependent's behalf, or

(c) Member acquires an additional dependent for which he/she is paying child support.

(7) **Single/Divorced Parents (Recruits) Upon Initial Entry to Active Duty**. A recruit who transferred legal and physical custody of his/her child(ren) prior to entry on active duty will be entitled to BAH-DIFF only if he or she pays the amount of BAH-DIFF. The "Exigencies of the Service" clause does not apply in this case. BAH with dependents will be paid to the member if he or she regains legal and physical custody of the child(ren), provided the member is the actual custodian of the child(ren).

d. **BAH for Military Married to Military**

(1) Because of the special BAH entitlement for military married to military, the following clerical validations should be made before the NAVPERS 1070/602 is processed:

(a) Block 12 contains "NO"

(b) Block 78 contains Name, SSN, Spouse’s Branch of Service

(c) Credit the right amount of BAH, and

(d) Per reference (b), if spouse is in a different service, the Navy Disbursing Office will prepare a DD 139 indicating date government quarters were assigned, or date BAQ started. Forward DD 139 to parent service finance center.

(2) When a member marries another member in the military service, and the marriage or the "active duty" status of one member ends, the member remaining on active duty will file a new NP 1070/602, providing a copy of the former member's DD-214 as documentation.

(3) If there is a child born in this marriage, only one of the members can report the child as a dependent.

(4) Per reference (a) the following general factors are to be considered:

(a) If the couple resides together, only one member can receive BAH on behalf of all their children (this includes BAH with dependents and BAH-DIFF), whether the children are from prior marriages, current marriages or children born out of wedlock. The member not receiving BAH with dependents or BAH-DIFF on behalf of all the children is still entitled to BAH without dependents, if authorized.

(b) Effective 20 April 1999 when one of the members has a parent who has been approved as a dependent and for whom he or she is receiving BAH with dependents, only one BAH with dependents is payable.

(c) If the couple resides together in government family housing, there is no BAH entitlement for either member.

(d) If the couple is legally separated or separated by orders, each member's entitlement must be determined individually.

(5) If the member claims an illegitimate child, the child must reside in the member's household to be entitled to BAH with dependents or if the child does not reside in the member’s household, unless separated due to military exigencies, the member may be entitled to BAH-DIFF.

(6) Effective 1 July 1997 two married members in pay grades E4 and below, simultaneously assigned to sea duty, are jointly entitled to one BAH without dependent allowance during the period of sea duty. BAH allowance is payable only to one member, usually the one most senior.

Note: Both members don't have to be residing together to be entitled to BAH without dependents.

e. **BAH Non-Pay Status**

(1) BAH for members E1 through E4 (with four years or less of service) with dependents is authorized during periods such members are in a non-pay status.

(2) Consult reference (a) for entitlement.

(3) For enlisted members in pay grade E4 (with over four years of service) and above, payment of BAH cannot be made without approval of BUPERS (PERS 64).

(4) Payment Procedures:

(a) First Installment. On the 30th day of non-pay status, prepare a 3505 FID transaction for the inclusive period covered. The payment is recorded on the MMPA using a PD03 payment transaction. Pay dependent by check.

(b) Second Installment. On the 60th day of non-pay status, MILPAY will contact MILPERS to determine if there has been any change in the member's status. If there has been no change, take the same action as outlined for the first payment.

f. **Partial BAH**. Per reference (b), the following actions will affect partial BAH:

(1) When a member reports for duty on PCS orders, the SG03 - REPORT PCS ARRIVAL will automatically start partial BAH.

(2) When a member departs on PCS orders, the SH03 - REPORT PCS DEPARTURE will stop partial BAH.

(3) MILPERS will prepare a 3504 - CHANGE BASIC ALLOWANCE FOR HOUSING transaction to report partial BAH at times other than upon reporting.

g. **Additional Benefits**

(1) BAH is non-taxable, just like BAQ and VHA.

(2) Members of the same pay grade and dependency status will have allowances computed for same out-of-pocket dollar amount for the same level of housing, no matter where assigned in United States.

(3) The requirement to complete the annual VHA survey is eliminated.

(4) The requirement for annual re-certification of housing costs is eliminated.

(5) VHA offset is eliminated. Members will receive full amount of housing allowance allotted for their pay grade and dependency status regardless of cost of housing they actually rent or buy. In addition, members will no longer be penalized for sharing rent.

(6) BAH at the rate paid at a member's old PDS will continue until member reports at their new PDS in connection with a PCS transfer. It will not be reduced by the number of days allowed for direct PCS travel.

(7) Single members may request BAH based on their residence location when directed to execute a no-cost close proximity PCS move and commute daily from same residence to new PDS. This removes current inequity between single members and members with dependents.

3. **Subsistence Allowance (BAS)**. Per reference (a), BAS for enlisted members is paid on a daily basis if authorized to mess separately. Officers are paid a monthly flat rate regardless of grade or dependency status.

a. Effective 1 January 2002, enlisted BAS is now a monthly entitlement after completion of recruit training.

b. MILPERS will prepare all Basic Allowance for Subsistence using the input transactions series 40 and for Supplemental or Prorated BAS, using the input transactions series 39.

4. **Cost of Living Allowance for Members Assigned to High Cost Areas in CONUS (CONUS COLA)**

a. **Eligibility**. CONUS COLA is payable to the following:

(1) Members assigned to high cost area within CONUS.

(2) A member in an unaccompanied status OCONUS, if the primary dependent of the member resides in a high cost area in CONUS.

b. **Military Married to Military**. When both husband and wife are military members, each is entitled to CONUS COLA. This entitlement exists whether husband and wife maintain a joint residence or separate residences. In no case shall a spouse who also is a member on active duty be considered as a dependent for entitlement purposes. When a member married to another member maintains a joint residence and dependents are involved, CONUS COLA is paid for one spouse at the with dependent rate and for the other at the without dependent rate.

c. **Member Assigned to Ship or Afloat Staff**. For the purpose of CONUS COLA, the homeport of the ship or afloat staff to which a member is assigned is considered the member's PDS.

d. **Member Paying Child Support**. A member with dependents is authorized:

(1) BAQ at the with dependent rate (to include grandfathered members who were assigned government quarters and receiving BAQ at the with dependent rate based solely on the payment of child support on December 4, 1991.)

(2) BAQ-DIFF solely because the member is paying child support, is entitled to CONUS COLA at the without dependent rate.

e. **Rates Payable**

(1) CONUS COLA shall be paid to a member with or without dependents assigned to a PDS in a high cost area.

(2) For members with dependents who, under the circumstances in JFTR Volume 1, para. U8005, don't reside at the PDS location, CONUS COLA shall be paid based on the location of the primary dependent.

5. **Station Allowances Outside the United States**

a. **Cost of Living Allowances (COLA)**. Paid to defray the average excess cost experienced by members on permanent duty outside the United States. Reference (c), Chapter 9.

(1) COLA will normally start on the day after member reports to a new permanent duty station or advance arrival of dependents.

(2) COLA stops the day prior to DDLDS (Date Depart Last Duty Station).

(3) TEMADD duty will not affect entitlement to COLA.

(4) COLA is paid at a daily rate. Refer to reference (a), appendices a through c.

(5) BARRACKS-COLA is 47 percent of the without dependent COLA rates.

(6) Forward documents daily to DFAS Cleveland.

b. **Overseas Housing Allowance (OHA)**

(1) The OHA system provides an allowance to uniformed personnel assigned to overseas locations that defray a significant amount of housing costs.

(2) Move-In Housing Allowance (MIHA) for those who qualify (see reference (c), Appendix N) is a monthly allowance. The monthly OHA for members entitled to MIHA is based on comparing the cost of rent, up to a rental ceiling at a PDS, plus the average utility/recurring maintenance allowance with member's BAQ or FSA-Type I, whichever the member is entitled to at the overseas PDS.

c. **Move-In Housing Allowance (MIHA)**. The purpose of MIHA is to defray costs that are associated with occupying privately leased/owned quarters covered by the OHA program. There are three types of MIHA payments:

(1) MIHA/MISC - Reflects average expenditures made by members to make their dwellings habitable.

(2) MIHA/RENT - Does not apply to homeowners. This is a fixed, one-time, non-refundable charge levied by the landlord's agent or a government that the member must pay before or upon occupying a dwelling place.

(3) MIHA/SECURITY - Covers reasonable security related expenses for members assigned to areas where dwellings must be modified to minimize exposure to terrorists threat. For information related to the MIHA and instructions for completing DD Form 2556 and/or DD Form 2367, check Joint Federal Travel Regulations, Appendix N.

d. **Interim Housing Allowances (IHA)**. A member who is required to and procures non-government, family-type housing prior to arrival of dependents will be entitled to IHA as a member with dependents commencing on the date of procurement and terminating after 60 days, or on day prior to the day of arrival of dependents.

(1) Prepare NAVCOMPT 2863 to start entitlement.

(2) Prepare Military Pay Order stop/change entitlement.

e. **Temporary Lodging Allowance (TLA)**. Paid to partially reimburse member for more than normal expenses incurred during occupancy of hotel or hotel-like accommodations and expenses for meals.

(1) Consult reference (c), Part C, Chapter 9, for specific entitlements and computation of rates payable.

(2) Maximum 60 days is payable upon reporting.

(3) TLA is paid after the fact and in 10-day increments.

6. **Clothing Monetary Allowances**

a. **General**

(1) Enlisted members on extended active duty are credited with an amount of the initial clothing allowance against what authorized clothing is furnished.

(a) An annual cash replacement allowance may also be authorized for repair and replacement of clothing.

(b) Consult reference (a) for entitlements, types of clothing allowances and rates payable.

(2) Officers are entitled to an initial uniform allowance when called to active duty or active duty for training. The initial uniform allowance is payable only once to an officer while a member of the same uniformed service.

b. **Input for Enlisted Clothing Allowances**

(1) **Clothing Allowance, Special Initial (CASI)**. Input is required from the field to establish entitlement to clothing allowance when the member is:

(a) Assigned to the U.S. Navy Band (Washington, DC)

(b) Assigned to the Naval Academy Band and in pay grade E6 and below

(c) Advanced to CPO

(2) **Initial clothing monetary allowance (ICMA)**. This allowance is payable to a member upon reporting as a new gain to Navy strength. Entitlement will be generated from the E103 FID document.

(3) **Partial initial clothing monetary allowance (PICMA)**. This allowance is payable to members of the Naval Reserve in pay grades E-6 and below. MILPERS will prepare PT03 FID to report the entitlement.

7. **Family Subsistence Supplemental Allowance (FSSA)**. Effective 1 May 2001.

a. **General**. FSAA is a voluntary, non-taxable monthly supplemental allowance designed to bring a member's household income to 130 percent of the Federal Poverty Line, thereby removing a member's eligibility for food stamps. FSSA may not exceed $500 per month. Eligibility is based on a member's monthly household income and size. Active duty and reserve component members stationed in CONUS and overseas may participate in the program. The member does not have to participate in the food stamp program in order to apply for FSSA.

b. **Calculation**. FSSA is calculated by taking the total amount of the service member's household monthly income rounded up to the next whole dollar (to include all income from others in the household) and comparing it based on household size to the USDA Food Stamp gross income limit tables. The member will be entitled to the difference between the gross income limit and the household income. Example: A member is stationed in San Diego, CA with a gross income of $2,050 and has a household size of five. The USDA Gross Income limit in the 48 States is $2,240. The member is entitled to $112 in FSSA, unless he/she is participating in the Food Stamp Program and receiving Food Stamps higher than $112. He/She is entitled to the higher amount. The current USDA Gross Income Limit Table can be found at https:/www.dmdc.osd.mil/fssa.

c. **Application**. Application forms are available on line at PERSNET Website http://www.persnet.navy.mil/pers33/whatsnew.html or DOD Website https:/www.dmdc.osd.mil/fssa. The PERSNET website includes detailed step-by-step instructions and examples of calculations and is the recommended site. If website applications are not available check NAVADMIN 107/01 for the required information and certification needed.

d. **Certifying Official or Designee**. The certifying official is the commanding officer unless he/she delegates this responsibility to someone else in the chain of command that has by direction authority. See NAVADMIN 107/01 for duties and responsibilities of the certifying official.

e. **Reporting/Canceling of the Entitlement**. After completion and verification of the information provided in the application, the FSAA entitlement is submitted via message to DFAS Cleveland Code PMMAA and info CNO Washington DC Code N130. Any changes in FSSA entitlement will require a message to DFAS to stop/change payment to include PCS, promotion, changes in income or household size, and annual re-certification every February.

CHAPTER 29
INCENTIVE PAY

REFERENCES

(a) DoDFMR, Volume 7A, Part 2
(b) DJMS PTG
(c) DOC/TITLE 37 USC, Chapter 5, Section 320
(d) DOC/OSD (FMP) 1 OCT 99 (NOTAL)
(e) NAVADMIN 329/99
(f) OPNAVINST 7220.4H

1. **Flying Duty Pay**

a. **Eligibility**

(1) Members under orders to participate in regular and frequent aerial flights as crew or non-crewmembers are entitled to Flying Duty Pay for such duty.

(2) Aviation cadets designated as crewmembers for Fly Pay purposes.

(3) Per reference (a), officers entitled to Aviation Career Incentive Pay (ACIP) are not entitled to this pay.

b. **Amounts**. Monthly amounts payable to eligible non-crewmembers are contained in reference (a).

c. **Flight Time**. Member in flying status must perform the minimum aerial flight requirements:

(1) During one calendar month - four hours of aerial flight. If member does not fly four hours in any month, those hours flown during the last five preceding months, which have not already been used to qualify for flight pay, may be applied to meet the four-hour requirement.

(2) Refer to reference (a) for additional flight requirements and entitlements.

d. **Documents**. Flying Duty Pay Transactions, Orders for Hazardous and Special Duty are input documents used to start/stop Fly Pay. Reference (b), Table 2-1-1 explains which documents must be prepared as input action under specific conditions.

2. **Aviation Career Incentive Pay (ACIP)**

a. Consult reference (a) for entitlements and rates payable.

b. Per reference (b), ACIP requires permanent flight orders specifying that the officer/warrant officer is qualified for aviation service. Flight surgeons or other medical officers are entitled to ACIP if they are qualified for aviation service and required to perform operational flying duties. Once the officer is on ACIP, DFAS-Cleveland will continue to credit ACIP on the member's MMPA until notified that the officer is no longer entitled.

c. Input to start/stop ACIP is contained in reference (b), Table 2-1-1.

3. **Career Enlisted Flyer Incentive Pay (CEFIP)**

a. **Background**. The President recently signed the FY-00 National Defense Authorization Act, which established an incentive pay for career-enlisted flyers (reference (c)). The Navy supports CEFIP as a tool to retain enlisted naval aircrewmen and keep them in aircrew/critical aviation-related assignments throughout their career. This pay replaces hazardous duty incentive pay (HDIP) for aerial flight for career-enlisted flyers.

b. **Authority**. Chief of Naval Personnel has been delegated authority to:

(1) Designate enlisted occupational specialties and ratings that qualify a member as a career enlisted flyer.

(2) Grant waivers for continuous receipt of CEFIP as provided in references (c) and (d) and administer CEFIP program pursuant to reference (e).

c. **Program Highlights/Definitions**. BUPERSINST 1326.4D details CEFIP program eligibility and requirements. To expedite initial implementation, the following subparagraphs define career-enlisted flyers and provide initial policy guidance.

(1) Career enlisted flyers are enlisted aircrew members in an enlisted aviation community rating (AD, AE, AF, AM, AME, AMH, AMS, AO, AT, AV, AW, PR, or IT (TACAMO only)) who hold a 78xx, 82xx or 94xx NEC, or are in training leading to the award of a 78xx, 82xx, or 94xx NEC, and primarily detailed throughout their career into flying billets by PERS-404E or Naval Reserve Personnel (NRPC) N-417.

(2) Career enlisted flyers are entitled to continuous CEFIP if they:

(a) Are not permanently medically disqualified for aviation service and complete an annual flight physical, and

(b) Have not missed required years/months of flying screening gates. These gates require a career-enlisted flyer to have performed at least:

1. Six years (72 months of operational flying (MOF)) within the first 10 years of aviation service for entitlement to continuous CEFIP through 15 years of aviation service, or

2. Nine years (108 MOF) within the first 15 years of aviation service for entitlement to continuous CEFIP through 20 years of aviation service, or

3. Fourteen years (168 MOF) within the first 20 years of aviation service for entitlement to continuous CEFIP through 25 years of aviation service, and

(c) Have completed less than 25 years of aviation service.

Note: Career-enlisted flyers with more than 25 years of aviation service on DIFCREW orders will be entitled to conditional CEFIP on a month-to-month basis.

(d) Per reference (d), MOF will be calculated in months. When fractions of months are involved, the 15th of the month is the break-even point for crediting a month. Detachment from operational flying duty after the 15th of any month or assignment to perform operational flying duty (DIFCREW orders) on or before the 15th day of a month shall entitle a member credit for the entire month. The date a member signs out of, or otherwise vacates, an assignment shall be used as date of detachment. The next day will be used as date of assignment.

(4) CEFIP will be paid based on years of aviation service.

(a) Navy CEFIP rates will be:

Years of Aviation Service	Rate per Month
4 or less	$150
over 4	190
over 8	230
over 14	250

(b) Although Navy CEFIP and HDIP rates are comparable, reference (a) contains a save pay provision ensuring career enlisted flyers previously receiving HDIP for aerial flight will receive higher rate based on either years of aviation service or paygrade.

(5) Aviation Service Entry Date (ASED) is the date a career-enlisted flyer first checks into a unit or squadron for actual flight training under DIFCREW orders. For most aircrewmen this will be the fleet replacement squadron.

(6) Waiver application procedures will be included in reference (b) when updated. Waivers will not be considered if member has not performed at least 5 years of operational flying duties during the first 10 years of aviation service, 8 years of operational flying duties during the first 15 years of aviation service, or 12 years of operational flying duties during first 20 years of aviation service.

d. Additional information may be obtained from the enlisted community manager section of BUPERS web site, aircrew detailers, and aircrew enlisted community managers.

4. **Submarine Duty Pay (OPSUB/CONSUB)**. Per reference (a), members entitled to basic pay, but not entitled to Continuous Monthly Submarine Duty Incentive Pay (CONSUB), are entitled to Operational Submarine Duty Incentive Pay (OPSUB) for frequent and regular performance of operational submarine duty required by orders (including a submarine of a foreign nation). Refer to reference (a) for entitlement for OPSUB/COMSUB PAY.

a. Consult reference (a), for additional information on monthly rates.

Commissioned officers	Table 2-2-3
Warrant officers	Table 2-2-4
Enlisted members	Table 2-2-5

b. Submit a 1701 - START SUBMARINE DUTY FID to start OPSUB. No field input is required to start or stop CONSUB pay. Changes or correction to SUB pay data must be processed per SECNAVINST 7220.80E. Do not send messages to DFAS Cleveland concerning this entitlement.

5. **Miscellaneous Incentive Pay - Parachute, Flight Deck, Demolition, Experimental Stress and Leprosarium Duties**. Use a Military Pay Order, Orders for Hazardous or Special Duty, Reporting/Detaching Endorsement to start/stop these incentives.

a. Refer to Tables 2-3-1 and 2-3-2 of reference (b), for documents required for specific situations.

b. Refer to reference (a) for current incentive pay rates for eligible members.

c. Consult reference (a), Chapter 3, for entitlements and requirements for incentive payments.

6. **Problem Areas**. Common errors in preparation of UMIDS documents are listed for guidance.

a. Ensure Orders for Hazardous or Special Duty for orders to flying duty are signed.

b. Ensure Orders for Hazardous or Special Duty, block 3 (date), are the same or dated earlier than the date in block 24.

c. If the form starts flying duty pay for an enlisted crewmember, ensure Navy Enlisted Classification (NEC) are in the 78XX or 82XX series.

d. Ensure Flight Deck Hazardous Duty Pay (FDHDP) Audit Board has been established and quarterly audits are performed.

e. Ensure daily records of flight operations are kept for each member in a FDHDP billet until entitlement requirements are met.

f. Ensure OPNAV 7220/2 is used as a back up for preparation of Orders for Hazardous or Special Duty.

g. Ensure Orders for Hazardous or Special Duty are prepared to stop FDHDP for members removed from FDHDP billet prior to detachment. For guidance refer to reference (b), Table 2-3-1, Rule 14.

h. Ensure FDHDP billet orders are not routinely terminated for the purpose of assigning another member to the billet (spreading the wealth). This practice is contrary to reference (f).

CHAPTER 30
ENLISTMENT/REENLISTMENT/SRB PAYMENTS

REFERENCES

(a) DODFMR, Volume 7A, Part 1
(b) DJMS PTG
(c) OPNAVINST 1160.6A

1. Selective Enlistment Bonus (SEB)

a. Per references (a) through (c) the SEB may be paid when all of the following conditions are met:

(1) Enlistment of four years or more for the purpose of qualifying and serving in a critical specialty,

(2) Prior service enlistee who has not previously received an enlistment/reenlistment bonus, or is not currently entitled to a reenlistment bonus,

(3) When a Delayed Entry Program Reservist is not currently obligated to another military service, and

(4) Member qualifies for award of one of the designated military specialties.

b. The Secretary of Defense prescribes SEB amounts. As of 2001 the limit was $20,000.

c. May be paid on completion of training and the award of a designated specialty. Prior service personnel who do not require specialty training may not receive payment earlier than 30 days after arrival at first permanent duty station following re-entry on active duty. Effective 21 November 2000, SEB entitlements greater than $7,000 will be systematically paid in a lump sum.

d. Upon member's completion of eligibility criteria, MILPERS will prepare a 3403 - REPORT ENLISTMENT BONUS transaction. MILPAY will verify member's entitlement to enlistment bonus, release the 3403 transaction and return the service record to MILPERS.

2. Selective Reenlistment Bonus (SRB) Eligibility

a. Enlisted members are eligible to receive an SRB if they meet the following conditions per references (a) and (c):

(1) ZONE A - Reenlistment falls between 17 months and 6 years of active service.

(2) ZONE B - Reenlistment falls between 6 and 10 years of active service.

(3) ZONE C - Reenlistment falls between 10 and 14 years of active service.

(4) Qualifies in a specialty for award of SRB.

(5) Serving in pay grade E-3 or higher.

(6) Reenlists within three months (or within a lesser period). Veterans with more than a three-month break, but less than a four-year break in active duty may qualify for a Broken Service SRB.

(7) Attain eligibility before the effective date of termination of awards.

(8) Consult reference (a) for additional eligibility requirements.

b. Payments are based on the applicable award level maximum of ten, multiplied by the member's monthly basic pay at time of discharge, multiplied by years of additional obligated service.

c. Payments are paid in installments. The initial payment (50 percent of the SRB) will be paid to the member preferably via EFT on the date of reenlistment or extension. Payments made by EFT are normally delivered within 24 hours to the member's designated Financial Institution. Payment by check locally can be authorized by the commanding officer when necessary. Remaining SRB anniversary payments (annual installments) are paid each 1 October by EFT. However, SRB annual installments due within the last 10 days of the fiscal year will be paid after 2 October but before 9 October due to system constraints. Local payment is not authorized.

d. The following steps should be taken by MILPAY on notification of entitlement to SRB:

(1) On receipt of member's service record, ensure the following items are included:

(a) Disbursing copy of NAVPERS 1070/601 or 1070/621

(b) Copy of precertification message

(c) Signed original Page 13 entry of member's election to lump sum leave (LSL) or excess leave if member's pay account is put into an excess leave because of an early reenlistment.

(d) SGLV 8286 Form if member desires reduced or no coverage SGLI.

(2) Verify number of LSL days against current LES and compute LSL entitlement, if eligible.

(3) Compute using selective reenlistment bonus computation worksheet in part 1 of reference (a), illustration 1-2-3 and match local computation with the "NT" entry on the MMPA of the amount of SRB pay authorization.

(4) Submit a payment request via EFT using UMIDS or the MMPA Verb JPBB/JPBX. The EFT payment requests submitted by UMIDS should be initiated two to three days prior to the reenlistment becoming operative.

(5) File a copy of the NAVPERS 1070/601 and NAVPERS 1070/613 in member's PFR, if applicable.

CHAPTER 31
REGULAR/SPECIAL/ADVANCE PAYMENTS

REFERENCES

(a) DJMS PTG
(b) DoDFMR, Vol. 7A, Part 4
(c) DoDFMR, Vol. 5, Chapters 7 and 8
(d) SECNAVINST 4650.19C
(e) Joint Federal Travel Regulations, Vol. 1

1. Electronic Funds Transfer (EFT)

a. Direct deposit is a program to automatically deliver pay to a savings or checking account designated by the member each payday. Electronic Funds Transfer is the pay delivery method whereby the Federal Reserve Bank (FRB) electronically transmits payroll data to the other FRBs and ultimately to individual financial institutions. The Department of Defense (DOD) mandates participation in the direct deposit program for all military members. Refer to reference (a) for documentation.

b. Waivers to participation in the direct deposit program are approved by the member's commanding officer for a period of one year if it is determined it would be in the best interest of the DOD and the individual.

c. EFT will only be intercepted under the following situations:

(1) Unauthorized Absence (UA) over five days

(2) In the Hands of Civil Authority (IHCA)

(3) Member is discharged or retired

(4) Member is mentally incompetent, serving in a fraudulent enlistment, deceased or missing

(5) Member is on appellate review

(6) Member demonstrates other circumstances where continuation of EFT payments would cause financial hardship to the member or loss of funds to the government

(7) Member is affected by garnishment

d. Request to intercept an EFT payment must be received by DFAS-CL, call center, at DSN 580-5637 or commercial (216) 522-5637, at least three working days before the payday date. Whenever phone contact is not possible, the intercept action may be requested by priority message to DFAS-CL, Code FTBAC. Ensure "EFT INTERCEPT-EXPEDITE" is in the subject line.

2. **Daily EFT**

a. Daily EFT system is used when paying a member a casual, partial advance or initial SRB through EFT. The EFT payment will normally be in the member's bank within 24 hours.

b. In general, a two-person rule must be exercised in releasing EFT payments. The CICS method requires one person to prepare the payment and one person to release the payment to the member's account. Utilize the verbs JPBB and JPBX respectively. The verb JPBB can be given to any trusted pay clerk or DK, whether the clerk is a deputy or agent cashier or not. The releasing verb, JPBX should only be given to those disbursing office personnel who would ordinarily have cash and negotiable instruments under their control, i.e., the disbursing officer, deputy or agent cashier.

c. To obtain access to JPBB/JPBX verbs, a System Authorization Access Request (SAAR) form must be submitted to DFAS Code FFS, DSN 580-5344 or COMM (216) 522-4344.

d. Processing time at central site for daily EFT is 0900 EST, Monday through Friday. To make that days run, ensure JPBB/JPBX actions take place before 0900.

e. If the member's servicing disbursing station does not have CICS connectivity, the batch method may be used to affect EFT processing. Refer to references (a) and (b).

3. **Split Pay Option**

a. The Split Pay Option (SPO) was designed for EFT participants who want to receive a set dollar amount each payday via local payment or ATM. Ensure member understands that the SPO amount is per month amount; one half will be deducted from each payday from the EFT payment made to their financial institution.

b. Prepare an HM01-START SPLIT PAY OPTION transaction to begin an SPO payment. The effective start-date (YYMM01 or YYMM16) and SPO amount must be entered. The SPO amount must be in increments of $10.00. Refer to reference (a) if changing, stopping or canceling split pay option.

c. If a member did not receive an SPO payment for whatever reason, prepare an HM13 - RELEASE SPLIT PAY OPTION transaction to release the money held on the HM entry on the MMPA to the member's regular pay.

4. **Scheduled Paydays**

a. Regular paydays will be held twice monthly based on two pay periods a month as scheduled by the commanding officer. The first pay period covers the 1st through 15th day of the month, while the second covers the 16th through the last day of the month. Regular paydays will normally be held on the 1st and 15th of the month, except when the date falls on a Saturday, Sunday or legal holiday. In this case, payday may be held on the last workday, but not more than three days before the last day of the pay period. The commanding officer may make a determination and direct that a regularly scheduled payday be held at some date before or after the close of the regular pay period, if such schedule is operationally dictated. For paydays held early due to operational considerations, payment will not exceed pay computed through the date of payment.

b. Current payment policy requires that all regular payday payments be made by DFAS, Central Site. Participation in EFT is mandated for all service members. A member's commanding officer/officer-in-charge may direct deviation from the current payment policy in individual cases to prevent a financial burden to a member in instances of extreme personal hardship. Each individually considered payment will be in writing, will include a statement of the circumstances involved, and will be signed by the member's commanding officer or officer-in-charge or one designated representative.

(1) A transient Navy member must present the following identification information when requesting an emergency payment:

(a) Latest LES available,

(b) Original PCS orders, temporary duty orders, or leave papers, and

(c) Armed Forces ID Card.

(2) MILPAY will make a copy of the orders or leave papers as well as the Armed Forces ID card (front and back) and attach copies to payroll on which paid and include in retained financial returns.

(3) Payments of pay allowances to members who are between duty stations in an authorized leave or travel status are considered emergency payment and will be limited to:

(a) Payment will not exceed accrued pay and allowances.

(b) Payment of advance pay is only authorized to veterans returning to active duty and may only receive advance pay at the PSD serving the recruiting station. Payment of advance pay is also authorized for members when their new command is not present, i.e., deployed ship.

(c) Disbursing officers may deviate from these restrictions in unusual or emergency situations but only when positive verification of member's status and proper entitlement has been made.

(4) Do not pay a transient whose orders indicate the impossibility of reporting on time to their duty station.

(5) Contact the MILPAY office maintaining the member's pay account by message or DSN. If the member cannot wait for payment authorization, pay one-half the member's monthly basic pay without cumulative service.

c. An approved local payment made to a member who is away from their permanent duty station is reported as Casual Payment using the payment type "PC." An approved local payment made to a member who is at the permanent duty station is reported as Partial Payment using the payment type "PK." Daily EFT system is used to release all local payments. Refer to reference (a) for EFT procedures. For those members who do not have a financial institution, prepare the payment check using UMIDS.

5. **<u>One-Time Pay Authorization</u>**

a. One-time payment authorizations are issued when a special event or condition creates the entitlement to a one-time payment. Examples include reenlistment bonus, special pays for medical and dental officers, LSL payment, separation pays, etc. One-time payments are made through EFT. For those members who do not have a financial institution, prepare the payment (check) using UMIDS.

b. One-time payments are subject to federal tax at 28 percent and state tax at the state's applicable one-time withholding rate. Refer to Table 7-1-8 of reference (a) for individual state's one-time withholding rate.

c. One-time pay authorizations are issued daily on the JDC Feedback Bulletin Board System File. The type of payment, effective date, and net amount of the payment are shown on the pay authorization. The JDC file can be sorted and printed using EARS or via CICS using the verb JPBM.

6. **Payments to Members on Rest and Recuperation (R&R)**

a. One-time emergency payment may be made to members on rest and recuperation (R&R) from a combat zone. Limit the payment to one-half of the member's monthly basic pay (without cumulative service).

b. Identify the member by their Armed Forces ID card if it is available. A certified statement from the officer-in-charge of the R&R unit is also acceptable.

7. **Pay Record Index Card**. Prepare an index card for all transient payments, both afloat and ashore. Note member's last and next duty stations and the amount paid. File in the dead file.

8. **Suppression of Payment**

a. When it is determined that a locally paid member should not receive a check from DFAS, MILPAY must process a pay suppression transaction prior to cutoff. If a P103 - MID-MONTH PAY SUPPRESSION or P203 - END-OF-MONTH PAY SUPPRESSION cannot be processed before the cut off, contact DFAS-CL, Code FTB, to have the payment stopped.

b. For permanent suppressions, either by check or EFT, use ST04 - CHANGE MMPA TO SUSPENDED STATUS transaction. Prepare an ST06 - CANCEL SUSPENDED STATUS to remove the suspended status from the pay account and release any pay due into the next payday. It will be necessary to restart allotments stopped by this process using the appropriate allotment input transactions.

9. **Health and Comfort Uniform Issues**

a. Health and comfort issues are defined as regulation uniform items and/or other necessities including toilet articles, tobacco, postage stamps, and services required for maintenance of personal appearance. Payment will be substantiated by DD Form 504 or NAVSUP 28/28A. The value of issues other than clothing items will be $35 per month per member. This amount is not cumulative.

b. Approved DD Form 504 will be presented to the Navy Exchange or ship's store. After issue, the ship's sales officer will forward DD 504 to the disbursing officer for payment. The Navy Exchange Officer must prepare and submit a DS01 - START MISCELLANEOUS INDEBTEDNESS transaction to establish debt to member's account. Refer to reference (a) for payment procedure.

9. **Advance of Pay on PCS (ADV/P)**

a. **ADV/P**. Provides member with funds to meet extraordinary expenses incident to PCS.

(1) ADV/P within the same geographical area is authorized when member is entitled and actually ships household goods at government expense. Generally, such shipments are prohibited per reference (c), Chapter 5 for PCS in the same geographical area.

(2) Reference (d) lists ships and afloat staffs that qualify as unusually arduous sea duty and are therefore, exceptions. This restriction does not apply to no-cost PCS orders outside the geographical area.

(3) ADV/P is authorized for reservists ordered to active duty in excess of 139 days.

b. **Entitlement**. The conditions and amounts payable are contained in reference (b) Part 4, Rules 1 through 4, Table 4-1-1.

c. **Liquidation**. Generally, advance pay is liquidated over 12 months. If liquidation is more/less than the authorized period, consult reference (b), Part 4, Rules 1 through 5, or Rules 9 through 11, Table 4-1-2.

Note: An inoperative extension can be used to liquidate ADV/P.

d. **Supporting Documents**. A member's PCS orders and advance pay certificate are used to support the request for advance pay. All advance pay requests require the approval of the commanding officer, which will be noted on the member's PCS orders. A change of homeport certificate will also support the member's request for an advance of pay. The GBL or DD 1299 is used to support advance pay for the same geographical area.

e. **Payment Procedures**. The following steps may be taken when paying advance pay:

(1) Upon receipt of member's PCS orders, advance pay certification/authorization and bill of lading (if applicable), the disbursing clerk will verify the validity of entitlement.

(2) Written justification is required when the member requests more than one month advance pay, 12 month repayment schedule, or deviates from normal eligibility window of 30 days prior to departure or within 60 days after arrival. Members in pay grade E3 or below must obtain approval from the commanding officer regardless of the number of months and repayment schedule.

(3) Remove member's LES from the payroll file and compute advance pay as follows:

(a) Multiply basic pay multiplied by number of months (maximum is three months basic pay).

(b) Subtract number of months of SGLI, FITW, SITW, Forfeitures, MGI Bill, DDP, Garnishment (when applicable) and all known debts for collection including unliquidated advances.

(c) Subtract amount received in paragraph (b) above from paragraph (a) above, reduce to nearest full dollar divisible by 12 and the result will be the amount paid.

(d) Divide the amount received in paragraph (c) above by 12 or 24 months (whichever is applicable) and the result will be the monthly collection rate for liquidating the advance.

(e) Authorize and release payment using CICS or batch EFT release.

(f) All ADV/P and the applicable repayment schedule must be entered on the member's outstanding transactions.

10. **Advance of Pay and Allowances for Distant or Deployed Duty (ADV/P ALW)**. ADV/P ALW is granted because disbursing facilities are limited or nonexistent at member's prospective duty station.

a. MILPERS will provide MILPAY with a list certified by the commanding officer, identifying members who are deploying and desire ADV/P ALW.

b. Upon receipt of listing the MILPAY will compute amount authorized.

c. Authorize and release payment using CICS or batch EFT release.

11. **Advance to Dependents - Emergency Evacuation**

a. Consult reference (b) for computation and entitlements.

b. MILPAY action upon notification of ADV to dependents:

(1) Personnel office will provide MILPAY with DD 1337. The amount of the advance is equal to two months basic pay for member. If amount is too large, return original to personnel for reprocessing. If amount is within authorized limits, stamp or write DSSN beside amount on original.

(2) Refer to reference (a) when a member requests to cancel, change or losses the DD 1337.

(3) Authorize and release payment using CICS or batch EFT release.

12. **Advance Payment of Overseas Housing Allowance, Interim Housing Allowance and Basic Allowance for Quarters**

a. Refer to reference (e), Chapters 8 and 9 for entitlement.

b. MILPAY's action upon receipt of the member's approved request:

(1) Advance payment will not be disbursed more than three working days prior to the payment under the Lease/Rent Agreement, unless approved by competent authority.

(2) Authorize and release payment using CICS or batch EFT release.

(3) If repayment of the advance housing allowance that was paid as a security deposit (exceeding $1,000) is approved for postponement until the house/apartment is vacated, submit two separate transactions reporting the advance pay, one for the OHA advance and the second for the amount of security deposit advance.

c. Consult reference (a) for SUSPEND COLLECTION and EARLY REPAYMENT procedures.

CHAPTER 32
DEDUCTIONS AND COLLECTIONS

REFERENCE

(a) DoDFMR, Vol. 7A, Part 7
(b) DJMS PTG
(c) SECNAVINST 7220.38E

1. Federal Income Tax Withholding (FITW)

a. **Applicability**. Refer to reference (a), Part 7, Table 7-1-1, for pay items that are subject to and excluded from FITW.

b. **Requirements**. Members are required to submit a TD Form W-4 to support preparation and submission of the Employees Withholding Exemption Listing and at other times specified in reference (b).

c. **Withholding**. Member may increase or reduce monthly FITW by filing an IRS W-4 to change the number of exemptions. Prepare Withholding Exemption Listing to affect change.

d. **Computation**. FITW is computed by DFAS Cleveland using formula authorized by IRS. Consult reference (b), Table 7-1-1, for the formula when computing FITW. A one-time withholding of 28 percent will be deducted for the following pay entitlements:

(1) All enlistment, reenlistment bonuses and installments

(2) Lump sum leave payments

(3) Continuation pay

(4) Contract cancellation pay

(5) Repayment of detained pay

(6) Readjustment pay

(7) Severance pay (except as indicated in reference (a), Table 44-1, Rule 5)

(8) Career accession bonus

(9) Nuclear annual bonus

(10) All medical and dental bonuses

(11) Separation pay (when computing 27 percent FITW, do not round up or down before multiplying)

Note: Do not deduct FITW when claiming exempt or Puerto Rico State Tax.

e. **Non-Resident Aliens (NRA)**. See paragraph 70106 of reference (a) for definition and additional information.

(1) **Tax Liability**. NRAs are liable for United States income tax on pay attributed to service performed in the United States. Services performed outside of the United States are non-taxable.

(2) **Tax Withholding**. Tax withholding for services over an extended period of time (more than 60 calendar days) within the United States are subject to FITW.

(3) **NRA Certificate**. The NRA certificate will be prepared by the personnel office for member's signature and presented to the disbursing officer. The disbursing officer will have the member complete a TD Form W-4 and prepare an FJ04 - CHANGE FITW to exclude deduction of FITW. To remove NRA status, prepare an FJ04 - CHANGE FITW.

(4) **Naturalization**. When an NRA member is naturalized, the following documentation is required:

(a) TD Form W-4

(b) An FJ04 - CHANGING THE DEDUCTION-ELECTION and number exemptions to the marital status information on the TD Form W-4

(c) A message to DFAS-CL, Code FMA, covering any partial month period adjustments, total wages and FITW applicable for the period, if the member becomes naturalized

(d) DD Form 2058 to establish legal residence for SITW and FID MG04 - CHANGE TAX AUTHORITY CITY OR STATE to report legal residence

(5) **Bonus Payments**. Bonus payments received by NRA who become entitled while in an OUTCONUS status are not subject to FITW. Subsequent installments are likewise not subject to tax, regardless of where paid or received, unless the service member's status changes to resident alien.

2. **TD Form W-2**. Disbursing office actions upon receipt of TD W-2:

a. Reconcile November and December LESs to determine if all items of pay affecting taxable pay for year are reflected. If there is no discrepancy, issue W-2 to member not later than 30 January. For member who's MMPA is in a non-compute status, annotate most current LES or NAVCOMPT 3071A of the amount before issuing the W-2. If member has been discharged, separated or retired, forward W-2 to the member.

b. If member loses W-2 or if one has not been received, prepare new W-2. Get information from December (or January) through March LESs or from MMPA.

3. **Collection of Delinquent Federal Income Tax**

a. **Authority**. See reference (a), Part 7 for authority for IRS tax levies.

b. **Tax Levy**. When member is indebted to IRS for delinquent federal income tax, IRS will issue a levy to collect the tax. The tax levy will consist of IRS Notice 110A and B, with IRS 668P and 668W attached. Reference (a), Part 7 and reference (b), Part 7E refer. Action by disbursing office upon receipt of tax levy:

(1) **Action upon Receipt**. Upon receipt of IRS Notice 110A, sign and date all copies of IRS 668W. If DFAS Cleveland receives an IRS Notice 110A, DFAS-Cleveland will sign and date the original IRS 668W and forward IRS Notice 110A and B, IRS 668P, and second and third copies of IRS 668W to the disbursing office.

(2) **Member Transferred**. If member has been transferred, forward notice to new duty station. If member has been separated, return notice to IRS office that issued levy with member's home address.

(3) **Member Paid**. If member produces evidence that tax has already been paid in full, annotate bottom of IRS 668W(c) to show date of payment, and district director to whom payment was sent including money order/check number. Return unaccomplished IRS Form to the issuing IRS office.

(4) **Member Uncooperative**. Have member complete IRS 668P. If member declines to complete or fails to return the form, a $325 per month personal exemption will be allowed.

(5) **Computation**. Compute amount of pay available to satisfy levy. See reference (a), Part 7 to determine which income is exempted from tax levy. If it is necessary to stop allotment to satisfy levy and member does not specify which allotment to stop, the disbursing officer will make selection (stop insurance allotment last).

(6) **Payment Procedures**

(a) **One or Two Months Payment**. A DS01 - START MISCELLANEOUS INDEBT using the IRS District Company Code from Table 50.

(b) **Installment Payment Agreement**. IRS and member will jointly execute an IRS 2159 form (original and three copies). One copy will be filed in member's service record with original and two copies forwarded to disbursing officer. If installment is for a period of three months or more, prepare an AT01 - START INDEBTEDNESS "T" allotment.

4. **State Income Tax (SITW)**

a. Each member will prepare a DD 2058 to designate state of legal residence upon entry on active duty.

b. BUPERS will furnish DFAS-CL the State of Legal Residence, declared by the member, on the Accession transaction. If the member wants to change legal residence, a DD 2058 will be submitted and an MG04 - CHANGE TAX AUTHORITY transaction will be submitted to report the change. For SITW formulas see Table 7-1-8 of reference (b).

c. Pay entitlement listed in reference (b), Part 7 is subject to a one-time SITW deduction as designated by the state of legal residence.

d. When a member reports for duty in California, Idaho, or Pennsylvania, the system will automatically start the SITW at the rate of single with no exemptions. When the member departs PCS from any of these states, the gaining disbursing office will submit an FK04 - CHANGE SITW to stop SITW.

e. Non-Resident Alien (NRA) members whose dependents established a residence in the United States are considered a resident alien. These members are required to file DD Form 2058 to designate a state of legal residence with the disbursing officer.

f. If a member becomes naturalized, the member is required to prepare a DD Form 2058 in duplicate. The legal residence will be either the state in which naturalized, or the state in which the member is residing at the time of naturalization. The original DD 2058 is filed in member's service record. The copy is forwarded to the disbursing office. The disbursing office will prepare an MG04 FID as prescribed in paragraph 70134a of reference (b).

g. File the disbursing office copy with the original FIDs in the transaction retain file.

5. **Servicemen's Group Life Insurance (SGLI)**

a. Input that authorizes DFAS Cleveland to open an MMPA will automatically start insurance and monthly deduction for SGLI. Further documentation is not needed unless member elects to cancel or decrease his coverage. Effective 1 April 2001 coverage will automatically start at $250,000.

(1) A member requesting to cancel or decrease SGLI coverage will submit SGLV 8286 through the personnel office. File the form in member's service record and prepare a DB04 - CHANGE SERVICEMEMBER'S GROUP LIFE INSURANCE.

(2) A member who requests reinstatement or to increase SGLI coverage will complete SGLV 8285 and forward request to the commanding officer. The date the commanding officer signs the form is the effective date to reinstate or increase the SGLI coverage. A DB04 FID is required to report the change.

b. SGLI coverage is lost for a continuous unauthorized absence (UA) of 31 days. DFAS Cleveland will automatically stop SGLI on the 31st day of UA and will automatically restart SGLI premium when member returns.

6. **Courts-Martial/NJP Sentence**

a. **Forfeitures**. Sentence to partial/full forfeiture of pay deprives member of amount of pay stated in sentence. If member is reduced in rank or receives suspended reduction, **forfeitures are to be based on the reduced pay grade.**

b. **Fines**. Make a member liable to the United States for amounts specified in the sentence. Fines are not self-executing. They are debts to the government until:

(1) Paid in cash by member

(2) Collected by deduction from member's current pay,

(3) Collected by deduction on settlement of member's pay account at discharge.

7. **Indebtedness Notification and Administration**

a. The commanding officer and disbursing officer will be informed of all indebtedness. The disbursing officer will also be provided with available documentation concerning debts. Upon receipt of an indebtedness document the disbursing officer will interview member and provide administrative assistance necessary to ensure that debt, if valid, is collected. Reference (a), Part 7 and reference (b), Part 7 list collection procedures and guidelines to determine if debt is collectable involuntarily or voluntarily (refer to reference (a), Table 7-1-1 through 7-7-6). The following is provided to ensure each disbursing clerk is afforded maximum administrative assistance necessary in settlement of indebtedness (obtain the following information from member through an interview):

(1) Has debt been previously paid? If debt was previously paid, endorse indebtedness document. Include pertinent information and return to originator. File copy of endorsed document in the disbursing officer’s retained file. Remove and destroy document one year from date of endorsement if action is not required.

(2) Is validity of debt questioned? If member questions the validity of debt, prepare a letter stating the basis of objection and any documentary evidence to support objection and return indebtedness document to originator. File copy of letter and indebtedness document in member's PFR until debt is cancelled or collected. If originator's reply does not resolve doubt, prepare a brief letter explaining remaining objections of member and forward document with related correspondence to DFAS Cleveland (Code FMA) for resolution. If reply is not received before member's separation date, checkage will be made from final pay based on copy of indebtedness document.

b. If debt had not been previously paid or validity not questioned, the member will be counseled regarding indebtedness and be provided with an information sheet describing options available for repaying debt and right to request a waiver of indebtedness (refer to reference (b), Table 7-7-3, for sample information sheet). Options available upon members consent to collection of debt are:

(1) Member pays by cash or check.

(2) Member requests a one-time pay checkage.

(3) Member requests or consents to installment liquidation.

c. If member has the right, but does not consent to checkage of pay, advise that if indebtedness is not collected from current pay, debt will be deducted from final pay on day of separation. Prepare a letter, in triplicate, containing the following information:

(1) Date of interview

(2) Member's non-consent to checkage

(3) Statement that member is aware that checkage will be made from pay on separation. Forward original and one copy of letter with indebtedness document to DFAS. File a copy in the member's PFR when available. Annotate NAVCOMPT 3071A. Prior to member's separation, the LES will contain a remark of non-consent indebtedness. If a remark does not appear on the LES, deduct amount from member's final pay based on notation on NAVCOMPT 3071A.

d. Member requests waiver. See reference (a), Part 7 for authority under 10 U.S. Code 6161 on Remission or Cancellation of Indebtedness. See reference (a), Part 7 for authority under 10 U.S. Code 2774 on Waiver of Claims for Erroneous Payments of Pay and Allowances. Applications for waiver will be prepared and submitted per reference (c).

(1) Upon receipt of member's application, ensure that an installment liquidation schedule has been established. The amount of the repayment should be adjusted to ensure that if the application were denied, collection would not resume at the excessive amount.

(2) If commanding officer's waiver endorsement authorizes suspension of collection, prepare a DG18 - SUSPEND INDEBTEDNESS FID to report the suspension. Discontinue checkage of indebtedness the same month of the commanding officer's endorsement of waiver application.

(3) Endorse member's application and include a statement regarding how collection was accomplished.

(4) Forward original and one copy of member's application and endorsements to DFAS-Denver (code FYCT) with cover letter. File a copy of the waiver request in the disbursing officer’s retained file.

(5) If DFAS-Denver or COMPTGEN approves request, DFAS will notify the member and process a remittance transaction to update the member's MMPA accordingly. If request has been disapproved, DFAS will resume checkage. Follow the instruction of the approved letter if the indebtedness is approved in part. Remove the copy from PFR and file it the retain file when the request is approved or denied.

8. **Garnishment of Wages for Child Support/Alimony Obligations**

a. **Authority Document**. Document that authorizes attachment of member's wages for child support or alimony is writ of garnishment, an order assigning wages, or similar document issued by a court and determined valid by DFAS Cleveland (Code DG).

b. **Action**. Action by disbursing officer when advised by DFAS Cleveland (Code DG) via the commanding officer of writ of garnishment against member's pay:

(1) Compute member's disposable earning per paragraph 60804 of reference (a).

(2) Suspend member's pay as directed by DFAS-CL.

(3) File copy of message and any other pertinent information in member's PFR.

(4) Make appropriate entries on NC 3071A.

9. **Health Care Insurance Coverage on Separation**

a. Detailed policies and procedures governing administration of health care coverage program can be found at http://www.tricare.osd.mil/chcbp.

b. Procedures for enrollment in health care insurance coverage on separation are included in TAP training prior to separation.

CHAPTER 33
DISBURSING RECEIPTS AND TRANSFERS

1. Permanent Change Of Station (PCS)

a. Member Detached

(1) MILPAY will provide MILPERS with the current LES, current outstanding transaction (OT), Military Master Pay Account (MMPA) snapshot printout and any supporting documentation for unresolved pay issues for personnel transferring from the command.

(2) When the loss event is received, take the following actions as applicable:

(a) Review the pending files for documents to ensure the member's account is completely up-to-date prior to transfer.

(b) Ensure ATM account is closed, if applicable.

(c) Pay special pay, if requested via EFT.

(d) Pay member advance travel allowances if requested.

(e) Transmit loss transaction (SH03).

(f) Split Pay Option will stop upon detachment.

b. Member Reports

(1) When the member reports, ensure the pay account is not accepted for maintenance unless it is accompanied by member's PCS orders, current gain event, travel claim and copy of all Gain/Loss Events and transactions required since detachment from old permanent duty station.

(2) Action by the disbursing office upon receipt:

(a) Ensure travel claim is submitted with original and two copies of PCS orders and complete copies of each Gain/Loss Events. The personnel office must submit a copy of member's NAVPERS 1070/602R (page 2) (old) if a dependent travel claim is submitted. Submit a copy of new Page 2 if the old Page 2 is not available.

(b) Verify computation of leave, proceed time, travel time and unaccounted days.

(c) The most current LES can be printed if there is connectivity by using the verb JLES. It is also a good idea to print the member's MMPA to ensure account is properly reconciled upon reporting. If online access to CICS is not available, the most current LES and outstanding transaction listing (OTL) will be used.

(3) Enter member into UMIDS database and process appropriate transactions that will affect the member's MMPA.

(a) Transmit the Gain Transaction (SG03).

(b) Process travel claims within 10 working days of receipt.

CHAPTER 34
DISBURSING DISCHARGES, SEPARATIONS, RETIREMENTS, AND FLEET RESERVE TRANSFERS

REFERENCE

(a) DJMS PTG, Part 1, Chapter 3
(b) DoDFMR, Vol. 7A, Part 4, Chapter 4

1. **Regular Discharge or Separation**

a. **Procedures**. MILPERS and MILPAY should establish written procedures, approved by the commanding officer, to handle paperwork on discharges and separations. The procedures will establish sufficient lead-times to ensure timely receipt and processing of documents required. The procedures will specifically request timely notification of those members being separated early (including members transferring to another activity for separation). Refer to Table 1-3-1 of reference (a) for separation processing timeline.

b. **Allotments**. Allotments will stop the month prior to DOS, if the E503 - REPORT FINAL SEPARATION transaction processes prior to the cutoff month of DOS with exception of VEAP. If E503 transaction is received after end of month cutoff for month of DOS, allotments will be sent out. DFAS-CL must be notified to prevent the allotments from being disbursed. If the allotments are disbursed, the final separation payment is reduced by the allotment total.

c. **Separation Program Designator (SPD)**. The SPD entered on the E503 transaction will automatically recoup, suspend, or pay any remaining amount of bonus; it will compute separation pay (non-disability), disability severance pay, special separation benefit, and voluntary separation incentive. A list of the SPD Codes and the processing effects are listed in Appendix D of reference (a). The Character of Discharge (CHAR-DISCH) designator entered on the E503 transaction pays accrued leave, when the entitlement exists.

d. **Action By Disbursing Officer on Regular Discharge or Separation**

(1) Ensure that member's service record is received with completed separation documents and DD 214.

(2) Within 30 days of DOS, prepare and maintain the separation worksheet. Ensure all transactions affecting pay are posted to the MMPA.

(3) If the disability severance pay is not taxable, a message must be sent to DFAS-CL, Code FMA, requesting the entitlement be changed to non-taxable.

(4) At DOS, make the final separation payment and submit a PQ03 - REPORT SEPARATION PAYMENT transaction. The PQ03 transaction will post as an NQ entry on the member's MMPA until DOS plus 20 days. Do not pay an amount greater than the amount authorized in the latest NT entry on the MMPA, which is the separation entry projected settlement amount. There may be multiple NT entries due to pay affecting changes. Pay the amount in the latest NT entry. When the amount paid is more than the amount in the NT entry, submit a message to DFAS-CL explaining the difference. Forward any supporting documents to DFAS-CL if account is out of balance at final separation explaining the difference.

(5) Prepare separation information sheet. Refer to Illustration 1-3-3 of reference (a).

(6) Perform a post-separation review within 15 days after DOS. Ensure that the member's MMPA is in balance upon separation. Retain a copy of all separation documents for one year for inquiry purposes.

(7) Complete disbursing officer's endorsement on DD 214.

2. **Expedited Discharge Procedures**

a. Chapter 11 of this manual provides the latest listing of instructions, notices and messages concerning these programs.

b. Careful attention to detail and computation of payments due under these programs will preclude overpayment at time of separation. We recommend close liaison with administrative/ personnel office for early identification of personnel who are tentatively scheduled for separation.

3. **Retired/Fleet Reserve**. Action by disbursing office:

a. Ensure tickler file is established for members being retired/transferred to Fleet Reserve within four months.

b. Review tickler file to ensure DD 2656 is received from administrative/personnel office in time to meet the 30-day deadline for processing and forwarding document to DFAS Cleveland.

c. Upon receipt of the DD 2656, review the form for completeness. Inform the member that certain allotments will not be deducted from the retired/retainer pay unless at least one deduction is made from active duty pay. An "R" allotment may not be voluntarily discontinued. “C”, “E”, and “U” allotments must be stopped prior to separation.

d. Prepare Allotment Authorization to stop/start allotment as requested by member.

e. Inform member of options available for disposition of retired/retainer paychecks.

f. Mail original DD 2656 and SF 1199A (if applicable) to DFAS Cleveland (Code RO).

g. Follow the same procedures in processing pay account as if member is being separated. Endorse NAVPERS 1830/2. Remove the disbursing copy and file with the retained file.

h. Endorse DD 214 and return original and all copies to Admin/Personnel.

CHAPTER 35
TRAVEL

REFERENCES

(a) Joint Federal Travel Regulations U5160
(b) DoDFMR, Vol. 9

1. **Permanent Change Of Station Travel (PCS)**

a. **Computation Of Travel Time (TT)**

(1) Per reference (a) one day of travel time is allowed for each 350 miles of official distance of ordered travel when travel is performed by privately owned conveyance (POC). One additional day of travel time is allowed for distances in excess of multiples of 350 miles, provided excess is 51 miles or more. When the total official distance is 400 miles or less, one day of travel time will be allowed.

(2) Travel time for transoceanic travel performed by aircraft or vessel will be the actual time required for such travel by normal direct routing.

(3) Per reference (a), when mixed modes of transportation are used, travel time will be computed as follows:

Step 1 - Determine the official distance between authorized travel points as prescribed in paragraph JFTR U5155,

Step 2 - Determine the total number of miles traveled by POC, up to the distance in Step 1, and compute travel time in accordance with paragraph U5100 of reference (a). (One day of POC travel is allowed for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additionally day of travel time is allowed. When the total official distance is 400 miles or less, one day's travel time is allowed.)

Note: See subparagraph H for additional travel time authority.

Step 3 - Add one day for travel by common carrier (non-transoceanic) if there is any remaining distance (Step 1 distance minus Step 2 distance), and

Step 4 - Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser of the two.

Example 1: Official distance 1,500 miles; member travels 800 by POC, 600 by rail, and 900 by air. In this case, travel time is authorized for 800 miles of POC travel (three days) plus one day travel by commercial carrier, for a total of four days.

Example 2: Official distance 1,000 miles; member travels 800 miles by POC and 700 miles by air. Travel time for 800 miles by POC (three days) plus one day for travel by air equals four days. Comparing four days to three days (maximum authorized if POC used for entire distance) results in authorized travel time of three days.

Example 3: Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (one day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day travel time is allowed.

b. **Allowances**. Members ordered to make a PCS move are entitled to travel and transportation allowances from old permanent duty station to new permanent duty station.

(1) Travel by POC mileage allowances in lieu of transportation (MALT) plus flat per diem.

(2) Transportation in kind or transportation request(s), plus a per diem allowance.

(3) Member authorized to procure transportation on common carriers at own expense may elect to receive reimbursement for actual cost of transportation (not to exceed cost of TR), plus a per diem allowance.

c. **Travel Claims**. The following forms are used to submit travel claims per reference (b):

(1) Travel Voucher

(2) Travel Voucher or Subvoucher (DD 1351-2)

(3) Travel Voucher or Subvoucher (continuation sheet) (DD 1351-2C)

(4) Statement of Actual Expense (DD 1351-3)

(5) Multiple Travel Payment List (DD 1351-6)

(6) Claim for Reimbursement for Expenditures on Official Business (SF 1164)

d. **Advance Payment of Travel and Transportation**

(1) Individuals who have a government travel card shall obtain their advance from the ATM and electronic funds transfers (EFT). Supervisors may authorize emergency cash advances in limited situations where no other process is available to accomplish the mission.

(2) Advance payment of MALT and Flat Per Diem will be limited to an amount based on official distance if POC is to be used for transportation.

(3) Advance payment of travel on separation will be limited to an amount equal to 75 percent of least costly mode of common carrier (usually commercial bus) if the member serves less than 90 percent of his/her initial enlistment or receives an Other Than Honorable discharge with no per diem entitlement.

(4) Pay amount specified by personal property office on the SF 1034 for advance payment under the "do-it-yourself" (DITY) program.

(5) Per reference (a), paragraph 1109, retirees/Fleet Reserve including their dependents may be advanced their full allowances. All other members separating or being released from active duty are authorized an advance of their full allowances except the dependents may only be paid 75 percent of the monetary allowance in lieu of transportation (MALT).

(6) Refer to reference (a), Chapter 5, and reference (b), Chapter 1, for specific situations when travel advances are authorized and procedures for processing an advance.

e. **Action by Disbursing Officer in Processing Advance Payment of Travel and Transportation Allowances**

(1) When POV is used, advance for travel allowances are computed on a mileage basis. See reference (b), Chapter 1, for exceptions.

(2) Ensure original and two copies of orders are submitted prior to payment. A copy of the application of shipment or storage of household goods, or a DITY move (DD Form 1299) is required when requesting advance payment of dependents travel allowances. When a member does not have HHG to ship, a standard statement/certificate will be prepared and signed by the member. This statement/certificate will be attached to the original orders. Refer to paragraph 1108b of reference (b) for the sample statement/certificate. Recommend review current NP1070/602R.

(3) If temporary duty enroute is not involved, payment will be made in exact amount (dollar and cents) anticipated to earn. If temporary duty en route is involved, payment will be made in dollar amount only.

(4) Process the travel advance through Integrated Automated Travel System (IATS) or prepare an individual voucher on Travel Voucher (DD 1351). Member's signature is required for cash payment.

(5) For more than three payees, prepare DD 1351-6. See reference (b), Chapter 4 for entries required. Member will sign DD 1351-6 as receipt for cash payment.

(6) Ensure transaction type code "1K" is used in lieu of transaction type code cited in travel orders. This does not apply to advance payment of DITY move. When IATS is used for payment of advance DITY move select the Settlement Option vice Advance.

(7) Ensure original orders are endorsed. See reference (b), Chapter 1 for sample endorsement to orders.

(8) Distribute paid voucher and related documents as follows:

(a) Financial Returns - original DD 1351, copy of orders and originals or copies of certificate and documents.

(b) Retained Records - one copy of DD 1351, copy of orders and certificate.

(c) Member's copy - original orders and one copy of DD 1351.

f. **Action by Disbursing Office in Reconciling/Settling Travel Advances**

(1) Upon reporting, member will submit a Travel Voucher (DD 1351-2) with:

(a) Original and two copies of orders

(b) Two copies of each Reporting/Detaching Endorsements

(c) Copy of NAVPERS 1070/602R (Page 2) for verification of dependency and receipts (with two copies) for lodging and all reimbursable items in excess of 75 dollars.

(2) See reference (a), Chapter 5 for computation of travel allowances on a MALT basis, per diem basis and for computation of travel allowances when travel is partly at personal expense and partly at government expense/by government conveyance or partly by POC and partly by common carrier at personal expense.

2. **Temporary Additional Duty**

a. **Conditions when Payable**. Per diem is always payable regardless of mode of travel with the exception of government vessel.

b. **Types of Allowances**

(1) Per diem allowances include cost of lodging, meals, and other related incidental expenses.

(2) Transportation expenses include cost of bus, air, railroad, and steamship tickets and are reimbursable in addition to per diem allowance.

(3) Reimbursable expenses listed in reference (a), Chapter 4, are expenses directly attributed to travel performed in addition to per diem allowances and transportation expenses.

c. **Official Travel**. When a member performs official travel and is not furnished transportation, a monetary allowance in lieu of transportation will be paid for official distance of travel. Reference (a), Chapter 3 pertains.

d. **Per Diem Rates**. See reference (a), Appendices B and D.

e. **Proportional Per Diem**. PMR went into effect 1 October 1996. PMR applies to all categories of Temporary Duty Travel, including TEMDU and TEMDUINS in connection with PCS orders. The AO Order Issuing Authority will determine the meal rate that members are entitled to. There are five meal rates:

(1) Actual expense - no change.

(2) Deductible Meal Rate - IE portion of per diem $2.00 in CONUS and $3.50 OUTCONUS or the locality IE rate as prescribed in JFTR, Volume 1 Appendix B.

(3) Government Meal Rate (GMR) - Effective 1 October 2000. The daily rate is $8.00, with $1.60 designated for breakfast, $3.20 designated for lunch, and $3.20 designated for dinner plus the appropriate IE rate of $2.00 INCONUS and $3.50 OUTCONUS or the locality IE rate prescribed by JFTR, Volume 1 Appendix B.

(4) Proportional Meal Rate (PMR) - The GMR ($8.00) plus the locality meal rate (JFTR, Vol. 1 Appendix B, or D) divided by 2 and rounded to the next dollar plus the appropriate IE rate of $2.00 INCONUS and $3.50 OUTCONUS.

(5) Commercial Meal Rate (CMR) - The full amount of the applicable locality meal rate plus IE (JFTR, Vol. 1 Appendix B or D).

3. **Various Travel Allowances**

a. **Reimbursement**. Claims for reimbursement for travel performed within and adjacent to a permanent duty station will be made on Standard Form 1164. Reference (b), Chapter 4 pertains.

b. **Transportation of Dependents**. When a ship is being overhauled or inactivated at place other than its homeport, crewmembers in any pay grade having dependents residing in the area of old homeport are entitled to round trip transportation to new homeport at government expense. For basic entitlements and procedures for payments, see reference (a), Chapter 5, Part C.

c. **Claims**. Claims for transportation of dependents will be submitted on a voucher or claim for dependents travel and dislocation or Mobile Home Allowance (DD 1351-4). See reference (b), Chapter 7, for conditions governing payment and submission of claims.

4. **Member Assigned to Shore Patrol Duty**

a. **Entitlements**. Members assigned to shore patrol duty as a primary and permanent duty are not entitled to additional allowances for performance of such duty. However, if such members are directed to perform temporary shore patrol duty in a non-travel status away from their permanent duty station are subject to reimbursement per Chapter 4, Part B of reference (a) with the following limitations in paragraph 6401.2b of reference (b).

b. **Per Diem Allowance**. Members performing temporary shore patrol duty in the general area visited by liberty parties from the ship or station are not entitled to per diem allowances normally associated with temporary duty. Since members assigned such duty are not transferred or detached from their permanent duty stations, temporary shore patrol is considered a separate and distinct type of temporary duty for which special allowances are prescribed.

c. **Shore Patrol Allowances**

(1) When it is impracticable for members performing temporary shore patrol duty to return to their ship for meals and lodging and they are required to procure additional quarters and separate meals at their own expense, they are entitled to reimbursement for actual expenses incurred not to exceed maximum per diem rate prescribed in reference (a), Appendix D, if meals and lodging were procured within the continental United States. Reimbursement for shore patrol duties performed outside the United States, or Alaska and Hawaii, will be based on per diem rates prescribed for that area in reference (a), Appendix B. Reimbursement for meals and lodging will not exceed:

(a) **Lodging**. For first 15 days, actual amount will be paid for lodging not to exceed the maximum lodging amount of applicable per diem rate prescribed in reference (a), Appendices B or D where lodging is procured. Maximum amount for lodging is reduced to 40 percent of maximum rate on the 16th and succeeding days.

(b) **Meals**. Actual amount paid for meals is not to exceed maximum meal amount of applicable M&IE rate prescribed in reference (a), Appendix B where meals are procured.

(2) Payment for a fourth meal is authorized, at dinner rate provided member takes evening meal at permanent duty station and subsequently performs shore patrol duties for a minimum of eight hours. Member will not be entitled to this fourth meal if receiving basic allowance for subsistence.

(3) See reference (b), Chapter 6 for more requirements governing advance payment of shore patrol allowances.

d. **Action**. Actions to be taken by disbursing offices in processing an advance payment or settlement of shore patrol claims:

(1) Upon presentation of original and two copies of shore patrol orders, member will be paid on SF 1034. Advances for several individuals may be paid on a single SF 1034 supported by a Multiple Travel Payment (DD 1351-6).

(2) Ensure the maximum 30 days allowance is paid in advance at one time. Such advance will not exceed allowances authorized for period specified in the orders.

(3) Ensure amount advanced for subsistence in the case of enlisted members is entered on SF 1034 separately from amount advanced for lodging, and shown as a separate line entry in "Accounting Classification" block. When DD 1351-6 is used, an "S" will identify amount advanced for subsistence, and an "L" will identify amount advanced for lodging. Standard document number applicable to lodging appropriation data will be shown on DD 1351-6 opposite the SSN. See reference (b), paragraph 6403.3b, for applicable appropriation chargeable. Ensure transaction type code "1K" is used.

(4) Ensure member's original orders are endorsed showing separate entries for amount advanced for meals and lodging. Return original orders to member after payment has been made.

(5) Documents will be distributed as follows:

(a) Financial returns - original SF 1034 and DD 1351-6 (if used) and copy of orders.

(b) Retained file - one copy of SF 1034, DD 1351-6 and orders.

(6) Upon completion of shore patrol duties, claims for actual expenses incurred will be submitted on a claim for Reimbursement for Expenditures on Official Business (SF 1164) and approved by the commanding officer. The original and two copies of orders, properly endorsed by the senior shore patrol officer, showing number of meals and lodging that member was required to procure while performing shore patrol duty will be submitted with the SF 1164.

5. **Temporary Lodging Expense (TLE) Allowance**

a. **Authorization**. Per reference (a), Chapter 5, Part H, the TLE allowance is authorized to partially offset the added living expenses incurred within the Continental United States (CONUS) by the member and their dependents when it is necessary for the member and/or dependents to occupy temporary lodgings incident to a Permanent Change of Station (PCS).

b. **Dependents**. TLE is payable for temporary lodgings occupied by dependents before departure from the old PDS or designated place within CONUS and after arrival at the new PDS or designated place within CONUS when per diem is not otherwise payable.

c. **Members**. TLE is payable for temporary lodging occupied by the member:

(1) Before detachment from the old PDS or after reporting to the new PDS when per diem is not otherwise payable, or

(2) During elapsed time, less the number of allowable travel days, which must equal or exceed the number of days for which TLE is claimed.

d. **Limits**. TLE is authorized for:

(1) A total of 10 days in connection with a PCS between two PDSs in CONUS.

(2) Ten days in connection with a PCS from a PDS outside CONUS to a PDS in CONUS.

(3) Five days in connection with a PCS from a PDS in CONUS to a PDS outside CONUS.

e. **Government Quarters**. A member is required to use available government quarters including temporary lodging facilities in the area of old or new permanent duty station. If government quarters is not available, a statement of non-availability of government quarters is required only when member stays in the area of old or new permanent duty station, and will be obtained from the local commander to support the member's voucher. Statement of non-availability of government quarters is not required if the old or new PDS is not located at a Post, Camp, Station or Depot or if the old or new PDS is in the city or metropolitan area.

f. **Quarters Not Habitable**. A member may be entitled to TLE even though assigned family-type government quarters if the assigned quarters are not habitable and not occupied because:

(1) The household goods have been shipped from the old PDS or have not been received at the new PDS, or

(2) The quarters are undergoing repair/renovation, etc.

g. **Receipts**. Receipts will be furnished for lodging, hire of a special conveyance and when practicable, other miscellaneous expenses.

CHAPTER 36
ASSEMBLY AND TRANSMITTAL OF FINANCIAL RETURNS

REFERENCES

(a) DoDFMR, Vol 5, Chapters 19 and 20

1. **Purpose**. Every disbursing officer (DO) shall submit Financial Reports. The reports make the formal accounting to the United States for all public funds received and spent. They are the basis for the official audit and settlement of accounts by the General Accounting Office (GAO), and it also provides data from which the DO maintains his or her administrative accounting controls.

2. **Accounting Period**. Disbursing officer's financial reports shall be submitted on a calendar month basis (i.e., the first day through the last day of a month) except for the months during which accountability begins or ends on other than the first or last day of the month. For any month during which the accountability ends because of deactivation of a disbursing office, the financial reports shall be submitted from the first day of the month through the date of deactivation. An accounting period shall never extend beyond the end of calendar month. Whenever possible, relief or deactivation should be effected on the last day of a month to prevent the necessity for submission of an additional set of financial reports for that month.

3. **Afloat Disbursing Officers**. Disbursing officer's assigned to naval vessels and tactical units shall submit financial reports on a monthly basis to the Defense Finance and Accounting Service (DFAS) Operating Location (OPLOC) based on the homeport of the vessel or unit.

4. **Statement of Accountability (SF 1219)**. Every DO shall submit an SF 1219 each month for each DSSN assigned whether or not any transactions occur or any accountable balance is involved. A final SF 1219 shall be prepared and submitted by the DO being relieved irrespective of the fact that the last day of the accounting period may be other than the last day of the month. The final SF 1219 shall be plainly marked "FINAL" in the blank space directly above the name. **Erasures, strikeovers, or marks of any description other than legitimate entries are not permitted on the SF 1219.** Detailed instruction of SF 1219 may be found in paragraph 190502 of reference (a).

5. **Schedule of Deposit Activity**. All Navy and Marine Corps disbursing officers shall prepare a Schedule of Deposit Activity. The primary purpose of this schedule is to report the detailed deposit transactions included in line 4.2 of the SF 1219. It also serves as transmittal for deposit documents and provides a detailed listing of those that remain unconfirmed. See paragraph 050417A of reference (a) for complete preparation of the Schedule of Deposit Activity.

6. **Analysis of Cash and Other Assets**. In order to provide the supporting DFAS OPLOC with an accurate picture of the status of the DO assets, a detailed analysis of cash and other assets will be prepared in support of section I, Parts B and C of SF 1219. This information will allow the individual assigned to examine financial returns to determine if cash holdings are within authorized limits, if deposits are being made on time and if aggressive action is being taken to clear non-cash items.

7. **Schedule of Collections**. All collections received, including cancelled checks, payroll and public voucher deductions, will be recorded on one of the collection documents listed, or any other prescribed document which shows complete collection data. Each collection document will be listed on the schedule of collections only once even though the document may cover collections for an entire month with deposits to the DO daily or weekly. In preparing the document for collections, accounting data will be required only to the appropriation level. Detailed accounting data, the remitter and purpose will be furnished. Prepare an adding machine tape, label, and attach to original SF 1219. Refer to reference (a), Chapter 20, Section 3 for additional information.

8. **Schedule of Disbursements**. Navy DOs reporting to DFAS OPLOC (fleet only) will prepare adding machine tapes in lieu of the schedule. Separate tapes will be made for payroll and other vouchers. An additional tape will be prepared showing the total for military payrolls, civilian payrolls and all other vouchers and the total of those tapes must agree with the amount shown for net disbursements on line 4.1 of SF 1219. These adding machine tapes will be labeled and attached to the original SF 1219.

a. **Military Pay Voucher and Military Payroll Money List**. Each copy of Military Pay Voucher and Military Payroll Money List will be transmitted daily to DFAS Cleveland. The first copy of the Military Payroll Money List paid during the accounting period will accompany original financial returns. A copy of the Military Pay Voucher will be fastened as a cover sheet to the copy of Military Payroll Money List and submitted in payroll number order.

b. **Public Voucher (PV)**. Each original PV, with supporting documents stapled to the back, will be forwarded with financial returns. Arrange vouchers in numerical order by voucher number.

9. **Special Accountability Reports**

a. **Assembly**. All documents comprising the financial accounts shall be shipped under a covering DD Form 2666. Separate and package the documents as prescribed in the distribution shown in Table 20-3 of reference (a).

(1) **Original Documents (Package Number 1)**. This package shall contain the original and one copy of SF 1219 and supporting documents and shall be grouped in the following sequence: SF 1219, SF 215, SF 5515, Collection Vouchers, Navy/Marine Payrolls and Money Lists, Disbursement Vouchers, SF 1179, Foreign Currency Certificates, etc. All vouchers should be grouped by type, i.e., collection or disbursement, with separate adding machine tapes. Within each group, arrange the vouchers in numerical sequence by voucher number. Tapes for collections and disbursements shall be prepared and the totals shall be verified with the SF 1219 to ensure the completeness of the package. The tape shall be marked and attached to the original SF 1219.

(2) **Copies (Package Number 2)**. A separate package shall be used for copies of documents per Table 20-3 of reference (a).

b. **Packing**. The DO financial reports shall be packed in a manner consistent with their bulk and the conditions under which the shipment is made. When practicable, the reports shall be forwarded in one parcel or box. If reports are forwarded in several boxes, each shall be assigned a number and marked to indicate number of boxes shipped and the number of the box such as "No. 1 of 3." In the upper left corner of each parcel or box shall be written the name of the DO, DSSN, station, department concerned, and "Financial reports for (insert month and year)".

c. **Shipment**. Financial returns of afloat DO will be shipped under financial transmittal DD Form 2666 to appropriate DFAS OPLOC. The DD Form 2666 will show the contents of dated financial returns. These financial returns will be dated as of the date the financial returns were completed and ready for mailing. An original and one copy will be packed with financial returns. When not in excess of weight and size limitation imposed by the U.S. Postal Service, reports may be forwarded by mail. In the upper corner, under the return address, all mailing covers shall bear the printed statement "Official Business." Division officers submitting financial returns to DFAS OPLOC San Diego (afloat and overseas) will forward returns by fastest means available using airmail whenever possible. To avoid customs inspection delay, reports from overseas and deployed, DOs shall have the following information prominently displayed on the outer wrapper of the reports:

GOVERNMENT FINANCIAL RETURNS DUE IN
(city, state) by (date)
PLEASE EXPEDITE

d. **Reports to the Navy Supply Corps School**. Annually, DOs assigned to Navy vessels shall submit a copy of the SF 1219 and SF 1179 prepared to cover the accounting period ending 30 September to:

NAVY SUPPLY CORPS SCHOOL
CODE 424
ATHENS GA 30601

e. **Reports to DFAS-DCMO**. A copy of the Disbursing Officer's SF-1219 will be forwarded to DFAS-DCMO, Kansas City at the end of each quarter and when relieved from the disbursing duty.

10. **Checking Account Returns**

a. **Treasury Checking Account**. Checking account returns showing the status as of the last day of the accounting period of DOs symbol number checking account maintained with the Treasurer of the United States, will be made by the DO maintaining such account. A separate return will be submitted for each symbol number. Returns will be forwarded on or before the 10th of the month with copies of supporting documents. The month and year of issue transactions will be stamped or printed in large letters on the outside of the wrapper. Use of registered or certified mail is not necessary. The returns for each symbol number will be forwarded to:

DIRECTOR
DEFENSE FINANCE AND ACCOUNTING SERVICE
CODE ABA-2
1240 EAST 9TH ST
CLEVELAND OH 44199-2055

b. **Recapitulation of Block Control Level Total of Checks Issued**. The Treasury Department maintains control over the amount of payments and issues by established blocks of check serial numbers for each symbol number account. Block control levels are established by the Treasury Department for each symbol account based on average monthly volume of checks issued. This will be reported on Recapitulation of Block Control Level Total of Checks Issued (SF 1179). Total amount of checks issued as reported on the SF 1179 must agree with the amount shown in Part A, Column 2 on reverse side of the form. Consult DoDFMR, Volume 5, paragraph 090404 for proper preparation and distribution of SF 1179.

c. **Assembly and Transmittal**. Checking account returns will consist of the following documents:

(1) Original SF 1179

(2) Check records

(3) Certificate of destruction of voided checks

11. **Special Reports**

a. **Foreign Currency Reports**

(1) DOs using foreign currency at any time during the accounting period will prepare a monthly report of foreign currency transactions, prepared on Foreign Currency Record (DD Form 2664). Separate reports will be prepared for each foreign currency on hand or used during the accounting period.

(2) DD Form 2664 will be prepared in quintuplet. The original and duplicate copies will be forwarded to DFAS OPLOC San Diego on or the before the fifth day of the month following month covered by report. The triplicate and quadruplicate copies will be attached to original Statement of Accountability (SF 1219) and the quintuplet copy will be filed with DOs retained records.

(3) Negative reports are required even though no transaction(s) has been made during the accounting period. A negative report is not required when operating afloat inside the U.S. or its possessions, provided it does not involve foreign currency transactions.

b. **Suspense Accounts**

(1) Reports of the status of suspense accounts will be made by DOs prior to the 15th calendar day of the month following the end of each quarter. Separate reports will be made for Budget Clearing Account, 17F3875 and Suspense Navy, 17X6875 1220. Each report will show the DSSN and the following:

(a) The balance in the suspense account at beginning of the quarter.

(b) The net amount of collections and transfers during the quarter with subtotals for each month of the quarter.

(c) The total disbursements during the quarter with subtotals for each month of the quarter.

(d) The balance in suspense account at the end of the quarter.

(2) The disbursing officer or his deputy will certify the report as follows: "I certify that the balance reported herein is in agreement with records maintained."

c. **Message Report of Statement of Accountability and Disbursements and Collections**. On the first working day following the end of the accounting period, all Navy DOs will submit a message report to DFAS-OPLOC San Diego governing the Statement of Accountability and Disbursement and Collections via email or by RADIO communication.

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