



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1000.23C CH-1
N130
17 JUN 2011

OPNAV INSTRUCTION 1000.23C CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

Subj: PAY/PERSONNEL ADMINISTRATIVE SUPPORT SYSTEM MANAGEMENT
MANUAL

Encl: (1) Revised Page 2-6 and New Page 2-6a
(2) Revised Page 2-9

1. Purpose. To transmit revised page 2-6, new page 2-6a, and revised page 2-9. Changes establish internal controls to ensure reports are submitted on individuals who marry non-U.S. citizens to prevent basic allowance for housing (BAH) fraud.

2. Action

a. Remove page 2-6 of enclosure (1) of the basic instruction and replace with enclosure (1) of this change transmittal.

b. Remove page 2-9 of enclosure (1) of the basic instruction and replace with enclosure (2) of this change transmittal.

A handwritten signature in black ink, reading "M. E. Ferguson III", is positioned above the typed name.

M. E. FERGUSON III
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

Distribution:

Electronic only, via Department of the Navy Issuances Web Site
<http://doni.daps.dla.mil/>



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1000.23C
N13
24 Jun 07

OPNAV INSTRUCTION 1000.23C

From: Chief of Naval Operations

Subj: PAY/PERSONNEL ADMINISTRATIVE SUPPORT SYSTEM (PASS)
MANAGEMENT MANUAL (PASSMAN)

Ref: (a) DOD 7000.14-R, Volume 5 of Feb 06
(b) DOD 7000.14-R, Volume 7A of Jul 06

Encl: (1) Pay/Personnel Administrative Support System (PASS)
Management Manual (PASSMAN)

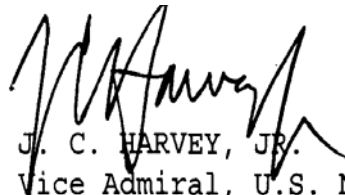
1. Purpose. To issue policies, procedures, and guidance for administration of military pay, personnel, and Navy-sponsored passenger transportation functions for Navy activities supported by Pay/Personnel Administrative Support System (PASS). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1000.23B.

3. Action. Administration of military pay, personnel and passenger transportation functions within the scope of PASS shall be per guidelines set forth in enclosure (1). Deputy Chief of Naval Operations (MPT&E)/Assistant Secretary of the Navy Financial Management and Comptroller (ASN) (FM&C) are coordination authorities on points of difference, interpretation or conflict with current directives (e.g., Military Personnel Manual (MILPERSMAN), references (a) and (b), Joint Travel Regulations (JTR), Joint Federal Travel Regulations (JFTR), Defense Joint Military Pay Systems (DJMS) Procedures Training Guide (PTG), etc.) Requests for any significant deviation from procedures established herein shall be forwarded to Navy Personnel Command (NAVPERSCOM) (PERS-35) via the major activity for coordination and resolution prior to implementation.

4. Administration and Maintenance. NAVPERSCOM (PERS-35) is assigned responsibility for administration and maintenance of this instruction. Recommendations are invited for improvement of content, format, or any other aspect of the instruction. Comments/changes, including any recommended changes to existing publications, should be addressed to NAVPERSCOM (PERS-35).

5. Forms. Forms referenced in this manual are listed in Appendix D.



J. C. HARVEY, JR.
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

Distribution:

Electronic only, via Department of Navy Issuances web site
<http://doni.daps.dla.mil>

OPNAVINST 1000.23C
24 Jun 07

**PAY/PERSONNEL ADMINISTRATIVE
SUPPORT SYSTEM (PASS) MANAGEMENT
MANUAL (PASSMAN)**

CHAPTER 1 - INTRODUCTION

<u>ART</u>	<u>TITLE</u>	<u>PAGE</u>
100.	Background.....	1-1
101.	Definitions.....	1-1
102.	Policy.....	1-2
a.	General.....	1-2
b.	Unit Integrity.....	1-2
c.	Support of Units of the Operating Force.....	1-2
d.	Support Services.....	1-3
e.	Exceptions.....	1-3
103.	Change Procedures.....	1-3
a.	Policy and Procedural Changes.....	1-3
b.	Changes to the Manual.....	1-3

CHAPTER 2 - PASS ORGANIZATION/PROGRAM MANAGEMENT.....2-1

200.	Implementation.....	2-1
a.	Phase One.....	2-1
b.	Phase Two.....	2-1
c.	Phase Three.....	2-1
d.	Phase Four.....	2-1
e.	Phase Five.....	2-1
201.	Titles.....	2-1
a.	Official Titles.....	2-1
b.	Short Titles Standard Navy Distribution List (SNDL).....	2-2
c.	Plain Language Address (PLA) for Messages.....	2-2
d.	Informal Titles.....	2-2
202.	Program Management.....	2-2
a.	Sponsorship.....	2-2
b.	DCNO (MPT&E) Program Management.....	2-3
c.	Configuration Management.....	2-3
d.	Pay Policy and Procedures.....	2-4
e.	Navy Standard Integrated Personnel System (NSIPS) Management.....	2-4
f.	Passenger Transportation Policy and Procedures.....	2-4
g.	Common Access Card (CAC)/Defense Enrollment Eligibility Reporting System (DEERS)/Real Time Automated Personnel Identification System (RAPIDS).....	2-5
h.	Field Level Functional Management, Administration, and Execution.....	2-5

<u>ART</u>	<u>TITLE</u>	<u>PAGE</u>
203.	Inspections, Quality Assurance, Internal Review, and Audits.....	2-7
a.	Command Inspection.....	2-7
b.	Quality Improvement Visits.....	2-7
c.	Command Evaluation Program.....	2-8
d.	Examination and Audits.....	2-8
CHAPTER 3 - PERSONNEL SUPPORT ACTIVITY (PERSUPPACT).....		3-1
300.	Mission and Functions.....	3-1
a.	Mission.....	3-1
b.	Functions.....	3-1
301.	Organization.....	3-2
302.	Duties and Responsibilities.....	3-2
a.	Commanding Officer (CO).....	3-2
b.	Executive Officer (XO).....	3-2
303.	Duties and Responsibilities of the PERSUPPACT Staff.....	3-2
a.	Administrative Officer (AO).....	3-2
b.	Director, Military Personnel.....	3-3
c.	Manpower Officer.....	3-3
d.	Military Pay Manager.....	3-3
e.	Disbursing Officer (DO).....	3-3
f.	Director, Navy Passenger Transportation(PTO).....	3-4
g.	Reserve Coordinator.....	3-4
h.	Command Master Chief/Senior Enlisted Advisor (CMC/SEA).....	3-4
	Figure 3-1 - Typical Personnel Support Activity (PERSUPPACT) Organization.....	3-5
CHAPTER 4 - PERSONNEL SUPPORT ACTIVITY DETACHMENT (PERSUPPDET).....		4-1
400.	Tasks.....	4-1
401.	Organization.....	4-2
402.	Duties and Responsibilities of the Officer in Charge (OIC)/Chief Petty Officer in Charge (CPOIC).....	4-2
403.	Operation of the PERSUPPDET.....	4-3
a.	Authority of the OIC.....	4-3
b.	Hours of Operation.....	4-3
c.	Service Record Accountability.....	4-4
d.	Support of Medical Treatment Facilities (MTFs).....	4-5

<u>ART</u>	<u>TITLE</u>	<u>PAGE</u>
e.	Support of Brigs.....	4-5
f.	Support of Navy Operational Support Centers (NOSCs).....	4-5
g.	Support of Operating Force Units in Commission and Prior to Commissioning.....	4-6
h.	Classification Support.....	4-6
i.	Personnel Geographically Separated from the PERSUPPDET.....	4-6
j.	Customer Service Desk (CUSERVDESK).....	4-7
k.	Navy Passenger Transportation Offices (NAVPTOs).....	4-7
l.	Command PASS Coordinators (CPCs).....	4-8
	Figure 4-1 - Typical Personnel Support Activity Detachment (PERSUPPDET) Organization.....	4-9
 CHAPTER 5 - SUPPORT SERVICES FOR ACTIVE DUTY PERSONNEL AND COMMANDS.....		 5-1
500.	Introduction.....	5-1
501.	PERSUPPDET Functions.....	5-1
a.	Personnel Support Services.....	5-1
b.	Pay Support Services.....	5-5
c.	Passenger Transportation Support Services.....	5-6
502.	Interface Functions.....	5-7
a.	Administrative Discharges.....	5-7
b.	Casualty Reports and Assistance.....	5-8
c.	Disciplinary Processing.....	5-9
d.	Enlisted Evaluation Reports/Fitness Reports.....	5-13
e.	Enlisted Personnel Action Requests (NAVPERS 1306/7).....	5-14
f.	Advancement Examinations.....	5-14
g.	Fleet Reserve/Retirements.....	5-18
h.	Hardship Discharge/Humanitarian Reassignment Requests.....	5-19
i.	Hospitalization.....	5-22
j.	Limited Duty (LIMDU) Processing.....	5-23
k.	Name Changes.....	5-24
l.	Navy Enlisted Classification Code (NEC) Requests.....	5-24
m.	Officer Promotions.....	5-25
n.	Overseas and Special Duty (Corrections Counselor, Instructor, Recruiter, Recruit Company Commander, New Construction) Screenings.....	5-25
o.	Permanent Change of Station (PCS) Transfer.....	5-26
p.	Record Entries Containing Adverse Material.....	5-28

<u>ART</u>	<u>TITLE</u>	<u>PAGE</u>
q.	Reenlistments/Separations.....	5-29
r.	Waiver of Erroneous Payments of Pay and Allowances or Remission of Enlisted Member Indebtedness.....	5-30
s.	Security Clearances.....	5-31
t.	Special Compensation.....	5-33
u.	Special Duty Designation Qualification/ Disqualification (SW, AW, SS, DV, NAC, Brig/ Correctional Custody Unit, Recruiter, etc.).....	5-35
v.	Special Program Applications.....	5-35
w.	Temporary Additional Duty (TEMADD).....	5-36
x.	UCMJ, Article 137 Briefings.....	5-37
y.	Unit Awards.....	5-38
z.	Active Duty for Special Work (ADSW) and one Year Recall (OYR).....	5-38
503.	Overseas Functions.....	5-38
504.	Residual Functions.....	5-39
CHAPTER 6 - SUPPORT SERVICES FOR SUBMARINES.....		6-1
600.	Introduction.....	6-1
601.	Support Services.....	6-1
a.	Service Records.....	6-1
b.	Examinations and Advancement.....	6-2
c.	Pre-patrol/Deployment Brief.....	6-2
d.	Interface Functions During Patrol/Deployment.....	6-2
CHAPTER 7 - SUPPORT SERVICES FOR DRILLING RESERVE PERSONNEL AND NAVY OPERATIONAL SUPPORT CENTERS (NOSCs)....		7-1
700.	Introduction.....	7-1
701.	PERSUPPET Functions.....	7-1
702.	Interface Functions.....	7-2
a.	Annual Training (AT).....	7-2
b.	Active Duty for Special Work (ADSW) over 30 days/ Extended Active Duty.....	7-5
c.	Armed Forces Reserve Medal (AFRM).....	7-7
d.	Navy Reserve Meritorious Service Medal (NRMSM).....	7-8
e.	Enlistment/Affiliation (new enlistments).....	7-9
f.	Enlistment/Affiliation (Receipts from other NOSCs).....	7-11
g.	Transfers to other NOSCs or NAVPERSCOM (PERS-493) (IRR).....	7-13

<u>ART</u>	<u>TITLE</u>	<u>PAGE</u>
h.	Voluntary Transfer to Retired Reserve Without Pay or Navy Reserve Retired List With Pay.....	7-13
i.	Reenlistment/Extension/Separation.....	7-14
j.	Personnel Accounting.....	7-15
k.	Reserve Travel.....	7-15
703.	Navy Standard Integrated Personnel System (NSIPS) Support.....	7-15
704.	Residual Functions.....	7-18
CHAPTER 8 - PERSONNEL SUPPORT ACTIVITY DETACHMENT (PERSUPPDET) AFLOAT.....		
		8-1
800.	Introduction.....	8-1
801.	Support Services.....	8-1
a.	Communications.....	8-1
b.	Service Records.....	8-1
c.	Pre-Deployment/Extended Underway Brief.....	8-1
802.	Unit/PERSUPPDET Afloat Interface.....	8-1
a.	Customer Command.....	8-2
b.	PERSUPPDET Afloat Responsibilities.....	8-2
803.	Designation and Duties of Command PASS Coordinator (CPC).....	8-2
a.	Designation of CPC.....	8-2
b.	Duties and Responsibilities of the CPC.....	8-2
	Figure 8-1 - Sample CPC Designation Letter.....	8-4
	Figure 8-2 - Sample Authorization Letter to Check out Service Records.....	8-5
APPENDIX A - PASS GEOGRAPHIC NETWORK.....		A-1
APPENDIX B - RECALL PROCESSING OF INACTIVE DUTY PERSONNEL.....		B-1
APPENDIX C - INFORMATION TECHNOLOGY SYSTEM PROJECT CHARTER..		C-1
APPENDIX D - FORMS LIST.....		D-1
APPENDIX E - INSTRUCTIONS AND DIRECTIVES LIST.....		E-1
APPENDIX F - STANDARD OPERATING PROCEDURES (SOP) FOR PERSONNEL SUPPORT ACTIVITY DETACHMENT AFLOAT (PERSUPPDET AFLOAT)		

<u>ART</u>	<u>TITLE</u>	<u>PAGE</u>
	Prerequisites for Entering PERSUPPDET Afloat Program.....	F-1
F-1.	Customer Command Responsibility.....	F-1
F-2.	PERSUPPDET Afloat Responsibility.....	F-1
F-3.	Command PASS Coordinator (CPC).....	F-2
F-4.	Service Records.....	F-2
F-5.	Communications.....	F-2
F-6.	Inport Procedures.....	F-3
F-6.1.	Gains.....	F-3
F-6.2.	Transfers.....	F-4
F-6.3.	Separations/Discharges/Retirements.....	F-6
F-6.4.	Reenlistments.....	F-7
F-6.5.	Extension of Enlistments.....	F-8
F-7.	Underway/Deployed Procedures.....	F-9
F-7.1.	Gains.....	F-9
F-7.2.	Transfers.....	F-10
F-7.3.	Separations/Discharges/Retirements.....	F-11
F-7.4.	Other Personnel Actions.....	F-12
F-7.5.	Customer Service.....	F-12
F-7.6.	Discipline.....	F-13
F-7.7.	Educational Service Office.....	F-14
F-8.	Daily Disbursing CPC Procedures.....	F-16
F-8.1.	Pay Products and Management Reports.....	F-16
F-8.2.	Pay and Allowance Changes.....	F-16
F-8.3.	Allotment/Electronic Funds Transfer (EFT)/ Withholding Tax/State of Legal Residence Changes....	F-17
F-8.4.	Split Pay Option (SPO) Payroll Process.....	F-17
F-8.5.	Active Duty for Training (ACDUTRA).....	F-18
F-8.6.	Miscellaneous Debt Collection.....	F-18
F-8.7.	Advance Pay.....	F-19
F-8.8.	Local Payments(Emergency/Partial).....	F-19
F-9.	Travel Processing.....	F-19
F-9.1.	Travel Advance in Conjunction with Temporary Additional Duty (TEMADD).....	F-19
F-9.2.	Travel Advance in Conjunction with Permanent Change of Station (PCS).....	F-20
F-9.3.	Travel Claims Settlement.....	F-21
F-9.4.	TEMADD Claim: Documents to be Forwarded to PERSUPPDET Afloat for Liquidation.....	F-21
F-9.5.	PCS Claim: Documents to be Forwarded to PERSUPPDET Afloat for Liquidation.....	F-21
F-9.6.	Collection Procedures for Overpaid Claims.....	F-22

CHAPTER 1 - INTRODUCTION

100. Background. The Pay and Personnel Administrative Support System (PASS) was established to improve the Navy's pay, personnel, and passenger transportation service efficiency and effectiveness. To implement PASS, the Navy consolidated these services in a single, centrally managed organization, which carries out its worldwide mission through a series of Personnel Support Activities (PERSUPPACTs) with related Personnel Support Activity Detachments (PERSUPPDETs) and Customer Service Desks (CUSERVDESKs). This command design has proven to be economic, efficient, and responsive. As originally intended, PASS provides Navy personnel with convenient "one-stop" customer service that vastly enhances Sailors' and their family members' quality of service.

101. Definitions. The following definitions apply within the PASS program:

a. PASS Program Manager. Responsible office assigned at headquarters level to provide PASS program oversight.

b. PERSUPPACT. Administrative staff that coordinates the operation of assigned PERSUPPDETs.

c. PERSUPPDET. Administrative unit that delivers pay, personnel, and transportation services to customers.

d. Customer. Primarily Navy personnel on active duty, reservists and their families; however, the term "customer" encompasses all Department of Defense (DOD) personnel, commands, or agencies eligible to receive services provided by PERSUPPDETs including active duty and retired personnel of the Armed Forces and Civil Service employees.

e. Customer Command. An activity whose personnel are supported by the PASS program.

f. Host Command. An installation aboard which the PERSUPPACT or PERSUPPDET/CUSERVDESK is located.

102. Policy

a. General. Pay accounts and personnel records of all active duty personnel attached to commands and activities of naval shore establishments and Drilling Reserve personnel attached to Navy Operational Support Centers (NOSCs) whose drill sites are collocated with a PERSUPPDET/CUSERVDESK (i.e., within 30 minutes driving time), shall be maintained by a PASS office. Chief of Naval Operations (CNO), Chief of Navy Reserve (N095) shall ensure Full Time Support (FTS) resource requirements for PASS support are programmed and provided to CNO (N1) by the appropriate resource sponsor for NOSCs being established at or transferring to collocated sites. For commands and activities being established as naval shore commands, or those already established but not supported by PASS, the major activity, in coordination with the resource sponsor, shall ensure resource requirements for PASS support are programmed concurrent with establishment of the activity or its incorporation into PASS.

b. Unit Integrity. Accounts and records of all personnel assigned to a unit identification code (UIC), or Reserve UIC (RUIC) in the case of Drilling Reserve personnel must be maintained by a single PERSUPPDET/CUSERVDESK office regardless of members' locations. The PERSUPPDET assigned responsibility for the UIC/RUIC normally shall be the one closest to the location of the majority of the members attached to that UIC/RUIC; however, downsizing and PERSUPPDET mergers may result in some exceptions.

c. Support of Units of the Operating Force

(1) Pay accounts/personnel records of personnel attached to commands and activities of operating forces may be permanently maintained by a PERSUPPDET/CUSERVDESK when the unit lacks the capability or when it is considered in Navy's best interest (e.g., because the unit will not be receiving automation for pay/personnel event reporting).

(2) Temporary or short-term pay/personnel support for units of the operating force may be provided by PASS with approval of the PERSUPPACT commanding officer (CO) or major activity. Such temporary or short-term support shall be addressed in a Memorandum of Agreement (MOA) between unit CO and PERSUPPACT CO, or commanders higher in their respective chain of

command. Additionally, temporary or short-term support that is recurring in nature (e.g., pay support for deployable aviation units while based ashore) may be addressed in a directive issued by the area coordinator, type commander, or major activity. In all cases, required personnel compensation to provide requested support shall be addressed in the MOA or directive and may be satisfied on a temporary additional duty (TEMADD) basis.

d. Support Services. PERSUPPDETs shall provide support services as detailed in chapters 5, 6, 7, and 8 of this instruction.

e. Exceptions. Requests for exceptions/deviations to above policies shall be addressed to Navy Personnel Command (NAVPERSCOM) (PERS-35) for coordination and resolution via Commander, Navy Installations Command (CNIC).

103. Change Procedures

a. Policy and Procedural Changes. The policy and procedures set forth in this instruction are to be used throughout PASS. Organizational structure has been provided to illustrate work within PASS entities. Actual organization (by team type, mission, type of work, geography, etc.) may vary depending on space and mission requirements.

b. Changes to the Manual. Proposed changes from individuals and activities are solicited. Indicate the exact words for deletion/addition. Submit proposed changes via the chain-of-command to:

NAVY PERSONNEL COMMAND (PERS-35)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3500

CHAPTER 2 - PASS ORGANIZATION/PROGRAM MANAGEMENT

200. Implementation. PASS has been implemented in phases, as highlighted below.

a. Phase One - Completed in 1982, phase one consolidated pay, personnel, and passenger transportation services for naval shore establishments into PERSUPPDETs, which are managed on a geographic basis by PERSUPPACTs. This consolidation included establishment of personnel services for NOSCs that were considered collocated with PERSUPPDETs.

b. Phase Two - Automated field reporting of pay and personnel events at those activities through implementation of Source Data System (SDS) which was the single automated information system supporting all PASS functions.

c. Phase Three - Capitalized on a consolidated and automated network to optimize efficiency and resource use throughout the Navy, including headquarters organizations, overseas activities, ships, afloat staffs, aviation squadrons and mobile units.

d. Phase Four - Involved further consolidation of various automated systems under Navy Standard Integrated Personnel System (NSIPS). Release 0 replaced Reserve Standard Training Administration and Readiness Support (RSTARS, Administration Module). Release 0.2 replaced SDS, Diary Message Reporting System (DMRS) and the Uniform Microcomputer Disbursing System (UMIDS). Release 1.1 incorporated the web-based and electronic service record (ESR) functionality.

e. Phase Five - Will occur upon implementation and cut over to Defense Integrated Military Human Resources System (DIMHRS), which is a standard, single military personnel and pay management system under development. DIMHRS is a web-based integrated pay and personnel system expected to revolutionize, transform, and integrate human resources services within DOD, and will include a "member self-service" capability.

201. Titles

a. Official Titles

- (1) Personnel Support Activity
- (2) Personnel Support Detachment
- (3) Customer Service Desk
- (4) Personnel Support Detachment Afloat
- b. Short Titles Standard Navy Distribution List (SNDL)
 - (1) PERSUPPACT
 - (2) PERSUPPDET
 - (3) PERSUPPDET CUSERVDESK
 - (4) PERSUPPDET AFLOAT
- c. Plain Language Address (PLA) for Messages
 - (1) PERSUPPACT _____
 - (2) PERSUPPDET _____
 - (3) CUSERVDESK _____
 - (4) PERSUPPDET AFLOAT _____
- d. Informal Titles
 - (1) PSA
 - (2) PSD
 - (3) CSD
 - (4) PSD AFLOAT

202. Program Management

a. Sponsorship. CNO (N1) and ASN (FM&C) serve as co-sponsors for PASS. Sponsorship entails authority to establish policy that is jointly held by CNO (N1) and ASN (FM&C), and resource sponsorship that is the responsibility of CNO (N1).

Agents for co-sponsors are Assistant Deputy Chief of Naval Operations (MPT&E), CNO (N1B), for resource sponsorship; Commander, Navy Personnel Command (COMNAVPERSCOM) for policy coordination and information technology (IT) product/system development; Director, DFAS-Cleveland Center (DFAS-CL) for military pay and disbursing; and DFAS-Indianapolis Center (DFAS-IN) for travel.

b. DCNO (MPT&E)(N1) Program Management. PASS Program Management is split between CNO (N10) and NAVPERSCOM (PERS-3). CNO (N10) serves as the resource sponsor for PASS and will collect Program Objective Memorandum (POM) issue papers from CNIC PASS Programs, major activity of the PASS network. NAVPERSCOM (PERS-3) provides Fleet and field support, functional representation, and policy/procedural coordination and development for the PASS network. Specifically, NAVPERSCOM (PERS-35) provides field support and subject matter expertise to NAVPERSCOM (PERS-3) concerning matters that relate to PASS. NAVPERSCOM (PERS-3) serves as lead agent for system development and IT products designed to enhance business operations and support military personnel record maintenance. Specifically, NAVPERSCOM (PERS-31) serves as the functional agent for military personnel record maintenance and NAVPERSCOM (PERS-34) assists in requirements gathering, IT system development, test/evaluation, and data correction in support of business operations.

c. Configuration Management. Configuration management for PASS IT equipment and associated software/programming is assigned to NAVPERSCOM (PERS-3). As directed by NAVPERSCOM (PERS-3), NAVPERSCOM (PERS-341) will coordinate and monitor all PASS software and hardware functional testing, installation, and implementation with CNIC PASS Programs. CNIC PASS Programs is responsible for collecting, reviewing, endorsing, and tracking System Change Requests (SCRs) that are submitted by PERSUPPACTs and PERSUPPDETs. Endorsed SCRs shall be submitted to Chairman of the Configuration Control Board (CCB) NAVPERSCOM (PERS-31) for final approval/disapproval. Chairman of the CCB shall forward prioritized SCRs to the NSIPS (or other appropriate) Project Management Office (PMO) via CNO Chief Information Office (N16) for the MPT&E domain, who will consolidate and prioritize all MPT&E SCRs. As resource sponsor, CNO (N10) will ensure appropriate funding is provided to effect the SCRs (as prioritized by CNO (N16)) and to sustain the required IT support structure for PASS. NAVPERSCOM (PERS-35) shall represent

NAVPERSCOM (PERS-3) on the CCB. CNIC will forward to NAVPERSCOM (PERS-341) and (PERS-35) copies of all SCRs and Software Trouble Reports (STRs).

d. Pay Policy and Procedures. DFAS-Cleveland will issue technical procedural instruction and policy for military pay. DFAS Kansas City will issue disbursing policy. DFAS-Indianapolis will issue technical procedural instruction and policy for travel. Per Diem, Travel, and Transportation Allowance Committee (PDTATAC) will ensure that uniform travel and transportation regulations are issued. DCNO (MPT&E), Military Pay and Compensation Policy Branch (CNO (N130)) will develop, implement, and monitor Navy policy for most pays, allowances, monetary and some non-monetary incentives (e.g., leave, type duty, consecutive overseas tour leave travel and Overseas Tour Extension Incentive Program (OTEIP) leave). Naval Supply Systems Command (NAVSUPSYSCOM) (56D) will monitor and make recommendations concerning disbursing functions ashore and afloat. Commander, Fleet Forces Command (COMFLTFORCOM) will continue to monitor and make recommendations to pay and personnel functions as they relate to afloat units. Implementation of policy and procedures concerning operations in PASS field offices, PERSUPPDET AFLOAT, and Detachments will be coordinated with NAVPERSCOM (PERS-35) and CNIC. NAVPERSCOM (PERS-35) will coordinate and direct policies with a focus on effective and timely pay and personnel transactions. CNIC will coordinate and assess execution and implementation of policy with a focus on alignment and efficiency.

e. NSIPS Management. Space Warfare Systems Command Information Technology Center plans, designs, develops, implements, and maintains Navy-wide field information systems for military and civilian personnel including support and interface to pay systems. NSIPS PMO is responsible for development, implementation, and maintenance of NSIPS, in coordination with NAVPERSCOM (PERS-341). NAVPERSCOM (PERS-341) will consult with NAVPERSCOM (PERS-35), CNIC and Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) to ensure PASS and Navy Reserve Personnel Management and Administration requirements are met.

f. Passenger Transportation Policy and Procedures. Navy Passenger Transportation Management Office, CNO (N413) and CNO (N130) develop Navy policy, program enhancements, and procedures

pertaining to passenger transportation, consulting with NAVPERSCOM (PERS-35) and CNIC PASS Programs in instances where PASS operations are affected. CNO (N413) may maintain direct liaison with PASS field offices, with information to CNIC PASS Programs, concerning implementation of passenger transportation policy and procedures. Navy passenger transportation policies and procedures are contained in OPNAVINST 4650.15.

g. Common Access Card (CAC)/Defense Enrollment Eligibility Reporting System (DEERS)/Real Time Automated Personnel Identification System (RAPIDS). NAVPERSCOM (PERS-35) shall function as the CAC/DEERS/RAPIDS sponsor and Navy Service Project Officer. This includes, but is not limited to:

- (1) Monitors down time.
- (2) Makes recommendations for improvements.
- (3) Acts as liaison between Defense Manpower Data Center (DMDC), CNIC, and NAVPERSCOM.
- (4) Tracks/Implements the system for PASS.
- (5) Serves as Navy representative to the Joint Uniformed Services Personnel Advisory Committee (JUSPAC).

h. Field Level Functional Management, Administration and Execution.

(1) CNIC PASS Programs shall provide functional program management and oversight, coordination and assistance for the PASS Program.

(a) Provide technical guidance in all related personnel, pay and passenger transportation management areas.

(b) Provide guidance and recommend policy revision for entitlement programs. Evaluate and provide management reports concerning all issues involving PASS.

(c) Monitor the assist visits of PERSUPPACTs, PERSUPPDETs (afloat and ashore), and CUSERVDESKs in the areas of general and personnel administration, disbursing, and passenger transportation.

(d) Interpret and standardize the application of CNO, ASN (FM&C), DFAS, Chief of Naval Personnel (CHNAVPERS), and N095 policies and procedures on military pay and personnel, and passenger transportation matters. Develop and submit changes as appropriate.

(e) Review and prioritize budget and other resource requests submitted by the PERSUPPACTs, including all annual, mid-year, and special submissions. Review and coordinate submission of special facility and military construction (MILCON) projects for PERSUPPACT, PERSUPPDET (afloat and ashore), and CUSERVDESK facilities.

(f) Initiate organizational realignments and evaluate those initiated by the chain of command. Prepare supporting management reports, recommend personnel and resource reallocations, and take action to implement organizational realignments through the chain of command. Develop reporting criteria for management information reports required to assess manpower requirements and implement staffing standards.

(g) Maintain liaison with DoD, CNO, CHNAVPERS/NAVPERSCOM, NAVSUPSYSCOM, ASN (FM&C), PDTATAC, DFAS Washington, and on-site examination teams for matters related to military pay, policy and technical matters.

(h) Monitor operation and performance of the IT systems supporting military personnel, pay and passenger transportation functional areas and their effect on the PASS network.

(i) Establish internal controls to ensure individuals report marriages to non-U.S. citizens. At a minimum, quarterly reports will be submitted to the security manager, DONCAF, and commanding officers of members marrying non-U.S. citizens to assist commands responsible for establishing methods to look for potential BAH fraud.

(j) Monitor operation of service record reviews at least at a minimum quarterly to identify potential marriage sham, and ensure spouses are properly recorded in DEERS.

(2) Navy Pay and Personnel Support Center (NPPSC) is the core of service delivery for the PASS organization. By providing management, oversight and training to Personnel Support Detachments, NPPSC ensures timely and accurate pay, personnel and transportation service to the fleet, family and fighter. Refer to NPPSCINST 1000.1 for further details.

(3) PERSUPPACTs oversee the day to day operation of PERSUPPDETs within a specified geographic area, providing funding, technical control, and guidance. PERSUPPACT COs report to the co-located regional commander for primary duty and to CNIC for command and control. PERSUPPDET officers in charge (OIC) and chief petty officers in charge (CPOIC) report to PERSUPPACT COs for primary duty.

(4) PERSUPPDETs (afloat and ashore) maintain pay accounts and personnel records for active duty Navy personnel, including those assigned to joint and unified commands, ships, aviation squadrons, mobile units, and staffs within a prescribed geographic area. Squadron disbursing personnel will be assigned

TEMADD to the supporting PERSUPPDET when they are ashore. PERSUPPDETs also maintain personnel records of drilling inactive Navy Reserve personnel assigned to NOSCs considered collocated with PERSUPPDET (i.e., within 30 minutes driving time). The supporting NOSC maintains personnel records of drilling inactive Navy Reserve personnel assigned to NOSCs not collocated with a PERSUPPDET. Personnel records of non-drilling Pre-trained Individual Manpower (PIM), (i.e., Individual Ready Reserve (IRR), Standby Reserve, Fleet Reserve, and retired USN and USNR personnel), are maintained by NAVPERSCOM (PERS-493) (formerly Naval Reserve Personnel Center (NAVRESPERSCEN)). PERSUPPDETs provide pay, personnel and passenger transportation services to commands and personnel they support, their family members, and other service personnel and their family members as outlined in chapters 5, 6, 7, and 8 of this instruction and pertinent directives.

203. Inspections, Quality Assurance, Internal Review, and Audits

a. Command Inspection. CNIC is responsible for command inspections per SECNAVINST 5040.3A. When the command inspection function is delegated, CNIC shall ensure personnel with appropriate expertise in PASS management are included on the inspection team. Each PERSUPPACT will conduct a triennial formal inspection of each PERSUPPDET.

b. Quality Improvement Visits. Each PERSUPPACT will establish a Quality Improvement Visit program to periodically review PERSUPPDET operations and provide guidance. This program will monitor quality of service and adherence to directives and prescribed standards. A quality improvement team, staffed with qualified personnel in the fields of disbursing, military personnel administration and passenger transportation management will make quality improvement visits at PERSUPPDETs, including any CUSERVDESK operations every 12-18 months. Every third year, the triennial Command Inspection will waive the Quality Improvement Visit. Results of the Quality Improvement Visit/Command Inspection will be provided to the PERSUPPDET OIC/CPOIC in writing. A copy of the inspection report with corrective action taken on discrepancies will be provided to CNO (N10), NAVPERSCOM (PERS-35) and CNIC PASS Programs.

c. Command Evaluation Program. Each PERSUPPACT shall establish a Command Evaluation Program per OPNAVINST 5000.52B. The Command Evaluation Program provides the CO with a tool to detect deficiencies, improprieties, or inefficiencies, and is intended to result in recommendations to correct conditions that adversely impact mission accomplishment, command integrity, or economical use of command resources.

d. Examination and Audits. To ensure proper management of financial resources and legal disbursement of public funds, on-site disbursing examinations, cash verifications and internal reviews are required within the PASS network. At a minimum, the following will be conducted:

(1) Quarterly Cash Verification. PERSUPPACT CO will ensure a verification of each disbursing officer's (DO's) cash account is conducted at least once each quarter. Verification will be unannounced and conducted at irregular intervals. Members of the cash verification board will be appointed in writing per reference (a).

(2) Periodic Pay and Personnel Examinations. SECNAVINST 7430.1D requires unannounced on-site examinations of disbursing operations of all PASS network activities. Teams from Military Pay and Personnel Field Examination Group conduct these examinations. Ashore activities maintaining Navy military pay accounts will be examined every 18 months.

(3) Periodic Audits. Naval Audit Service may conduct financial audits, performance audits, and attestation engagements of PASS activities per SECNAVINST 7510.7F.

(4) DO will verify funds in the possession of a deputy, cashier, or other agent at least once per month, except for those months in which a Quarterly Cash Verification Board or representatives of Military Pay and Personnel Field Examination Group have verified these funds. Verification will be on an unannounced basis and conducted per reference (a), where the deputy or cashier is attached to a PERSUPPDET or office other than the one where the DO is attached. The OIC/CPOIC of the PERSUPPDET shall conduct the monthly verification of funds, provided the OIC/CPOIC is not the deputy or cashier whose funds must be verified. Another responsible person assigned to the

OPNAVINST 1000.23C CH-1
17 JUN 2011

PERSUPPDET may be assigned in writing to verify funds or, if necessary, the DO may request the CO of that activity to appoint a responsible person for the purpose of conducting the monthly verification.

(5) Provide quarterly reports to the security manager, DONCAF, and COs of members marrying non-U.S. citizens.

CHAPTER 3 - PERSONNEL SUPPORT ACTIVITY (PERSUPPACT)

300. Mission and Functions

a. Mission. To provide policy, oversight, guidance, and resources to assist PERSUPPDETS (afloat and ashore) and CUSERVDESKS while delivering pay, personnel and transportation services to all eligible customers.

b. Functions

(1) Manage overall military pay, military personnel and passenger transportation support systems within designated area of responsibility (AOR).

(2) Ensure strict adherence to pertinent laws, regulations, and established policy and procedures with regard to pay, personnel, and passenger transportation administration.

(3) Issue written instructions governing military pay operations, including internal controls and local audit procedures as outlined in reference (a) and DJMS PTG, as applicable.

(4) Ensure timely and accurate submission of pay and personnel events and passenger transportation data.

(5) Provide technical direction, guidance, and assistance to commands and activities supported for military pay, military personnel, and passenger transportation.

(6) Assist commands and activities supported in monitoring the use of travel funds by providing appropriate management reports.

(7) Monitor performance of Navy's official travel services contractor and ensure compliance of express terms and conditions of the contract. Submit reports to appropriate Contracting Officer's Representative (COR) as required.

(8) Perform such other tasks as may be assigned by higher authority.

301. Organization

a. PERSUPPACT will normally be comprised of a commanding officer (CO); executive officer (XO); administrative officer (AO); military personnel director; manpower officer; military pay manager; disbursing officer (DO); passenger transportation officer (PTO); and, if appropriate, a Reserve matters coordinator, and command master chief (CMDCM). More than one position may be assigned to an individual. Figure 3-1 depicts the typical organization of a PERSUPPACT.

b. PERSUPPACT is a personnel administrative command (ashore). It is under technical control of CNIC, and operational control of the co-located regional commander.

302. Duties and Responsibilities

a. Commanding Officer (CO). Responsible for accomplishing assigned mission of the PERSUPPACT per this instruction and to assume command responsibility consistent with U.S. Navy Regulations, 1990, article 0802. CO exercises non-judicial punishment (NJP) authority per Uniform Code of Military Justice (UCMJ), article 15, for those personnel attached to PERSUPPACT and for personnel attached to a PERSUPPDET whose OIC does not have NJP authority. Additionally, PERSUPPACT CO may adjudicate NJP cases referred by PERSUPPDET OICs.

b. Executive Officer (XO). Shall be assigned per U.S. Navy Regulations, article 1061, and perform those duties and carry out those responsibilities outlined in OPNAVINST 3120.32C, chapter 3.

303. Duties and Responsibilities of the PERSUPPACT Staff

a. Administrative Officer (AO)

(1) Oversees general administrative and personnel functions for the PERSUPPACT network.

(2) Reports to XO on effectiveness of administrative policies, procedures, and regulations of the command.

(3) Screens and reviews all correspondence and directives and initiates administrative actions where appropriate.

(4) Exercises responsibility for maintenance of central files and accountability for all correspondence.

(5) Controls all classified material and administers the internal security program for the PERSUPPACT.

b. Director, Military Personnel

(1) Serves as principal advisor to PERSUPPACT CO on all military personnel functions, establishing guidelines for carrying out personnel related duties in the local PASS network.

(2) Provides supervision and direction to Full Time Support (FTS) Sailors when filling the position of Assistant of Reserve matters to each PERSUPPACT serving a substantial inactive Reserve population.

c. Manpower Officer. Serves as principal advisor to PERSUPPACT CO on all manning and manpower issues.

d. Military Pay Manager. Serves as principal advisor to PERSUPPACT CO on military pay functions, establishing guidelines for carrying out all pay-related duties in the local PASS network. They should be qualified to function as DOs and may be so assigned, if required.

e. Disbursing Officer (DO)

(1) Provides complete range of disbursing services to military personnel assigned to activities supported by PERSUPPACTs assigned to PERSUPPACT. In the execution of their duties, DOs are authorized to disburse funds in their own name under their activity's Disbursing Station Symbol Number (DSSN). They have personal and pecuniary accountability for their disbursing acts and for legal expenditures and proper accounting of funds entrusted to them. DOs will comply with reference (a), and laws and regulations pertinent to receipt, custody, expenditure, and accounting for public monies.

(2) May also be assigned as Military Pay Manager of a PERSUPPACT.

(3) Appoints deputy disbursing officers (DDOs) and agent cashiers determined necessary by PERSUPPACT CO to carry out disbursing mission within PERSUPPACT network. At a minimum, each PERSUPPDET will have two accountable positions whose incumbents are authorized to sign treasury checks. Procedures for establishing DDO and agent cashier positions and appointments are in reference (a).

f. Director, Navy Passenger Transportation (PTO). PERSUPPACT PTO is a senior designated passenger transportation official assigned to PERSUPPACT and serves as principal advisor to PERSUPPACT CO on all passenger transportation functions. They are responsible for providing efficient, quality, and cost effective travel services in the local PASS network per Navy travel policies. Specific responsibilities are contained in OPNAVINST 4650.15.

g. Reserve Coordinator

(1) Acts as primary advisor to the CO on Drilling Reservist pay, personnel and mobilization issues.

(2) Supervises the establishment and operation of Navy Mobilization Processing Sites (NMPS) within the PERSUPPACT AOR.

(3) Assists COMNAVRESFORCOM in the monitoring and administration of Drilling Reserve personnel service records not maintained by a PERSUPPDET.

(4) Maintains liaison with COMNAVRESFORCOM to remain current regarding Drilling Reserve specific issues and policies.

h. Command Master Chief/Senior Enlisted Advisor (CMC/SEA). Will report directly to PERSUPPACT CO as the principal advisor on enlisted matters and function as special assistant to the XO in areas of retention, discipline, and human resources.

**TYPICAL
PERSONNEL SUPPORT ACTIVITY (PERSUPPACT)
ORGANIZATION**

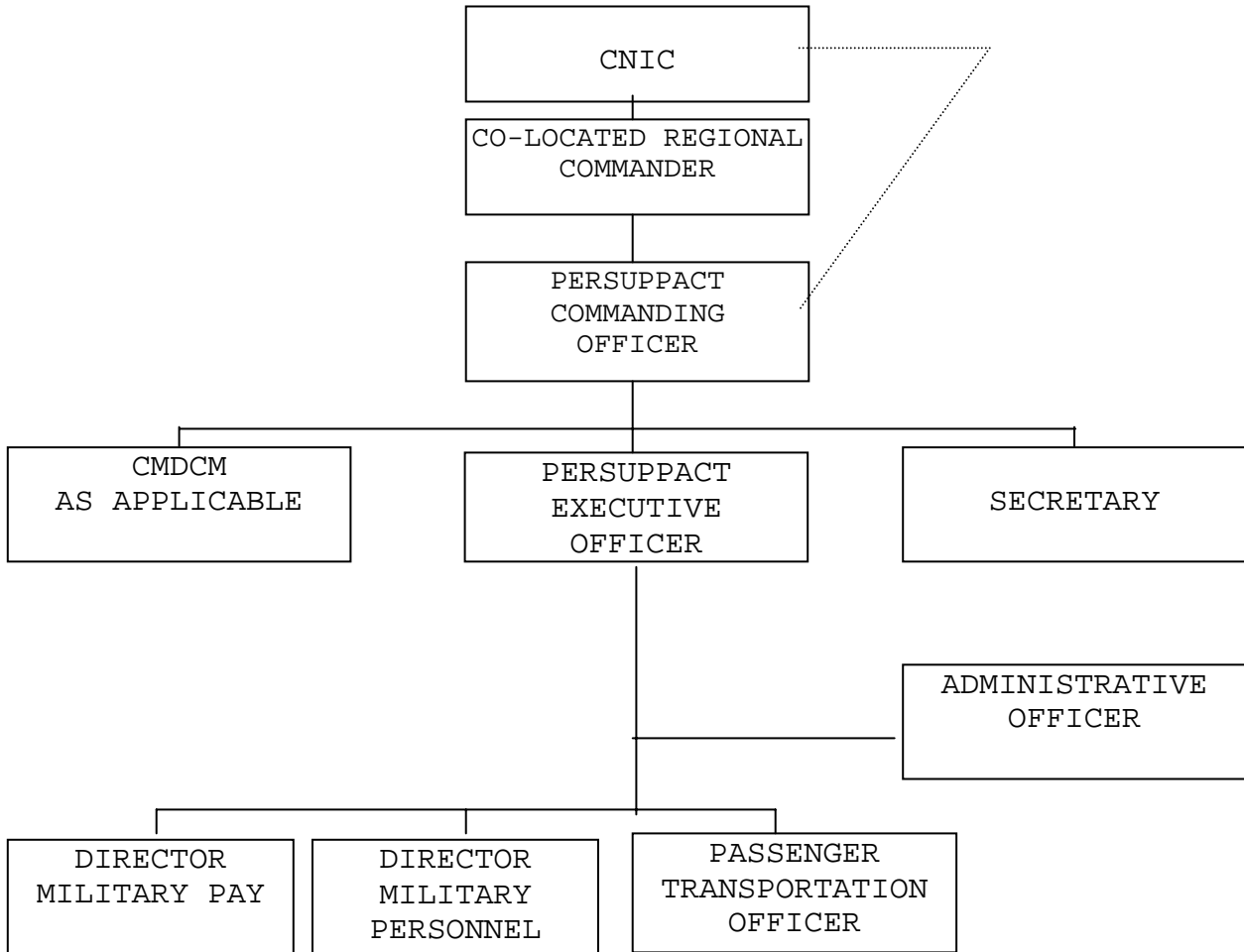


Figure 3-1

CHAPTER 4 - PERSONNEL SUPPORT ACTIVITY DETACHMENT (PERSUPPDET)

400. Tasks

a. Maintain pay accounts and personnel records of officer and enlisted Navy personnel attached to commands and activities of naval shore establishment, as assigned.

b. Maintain pay accounts for units without disbursing capability (e.g., certain ships, deployable aviation squadrons while ashore, certain mobile units) and other activities as assigned. When ships, squadrons, mobile units, or other activities have Personnel Specialists (PS) assigned, support will be provided to PERSUPPDET on a TEMADD basis, as long as pay accounts are maintained at the PERSUPPDET.

c. Maintain personnel records of Drilling Reserve personnel assigned to NOSC's that are considered collocated (i.e., within 30 minutes driving time).

d. Provide personnel services to Navy personnel for whom personnel records are maintained. Ensure compliance with Naval Military Personnel Manual (MILPERSMAN), NSIPS User Manual, reference (b), and DJMS PTG, as applicable.

e. Provide pay services to Navy personnel for whom pay accounts are maintained, and other personnel per this instruction and reference (b), ensuring compliance with DJMS PTG, as applicable, and other pertinent directives.

f. Arrange all Navy-sponsored transportation per this instruction, ensuring compliance with OPNAVINST 4650.15 and other pertinent directives.

g. Provide supported commands and activities with pay, personnel, and passenger transportation management information to assist in effective management of personnel assigned.

h. Provide military and family member identification card services to DOD active duty and Reserve personnel, their family members, other service family members, retirees and their family members, and other personnel eligible for benefits, per MILPERSMAN and BUPERSINST 1750.10B.

i. Perform other tasks as directed by PERSUPPACT or higher authority.

401. Organization. Organization of a PERSUPPDET will vary depending on personnel manning, size of population served, number of records maintained, type and mission of commands and activities supported and geographic location. Each PERSUPPDET shall be flexible and tailor operations to local requirements; however, organizational titles will be standard, and consistent patterns of organization will be used to the maximum extent possible. Basic organization is comprised of an OIC and several divisions, including: administrative support; military personnel; military pay; passenger transportation and divisions unique to local circumstances. Figure 4-1 depicts a typical PERSUPPDET organization.

402. Duties and Responsibilities of the Officer in Charge (OIC)/Chief Petty Officer in Charge (CPOIC)

a. Exercises control over and assumes full responsibility for the detachment and accomplishment of assigned tasks per U.S. Navy Regulations, 1990, article 0801.

b. Ensures timely and accurate preparation and release of pay and personnel documents/events.

c. Ensures proper maintenance of personnel records and pay accounts of individuals assigned to commands and activities supported.

d. Ensures strict compliance with pertinent laws and regulations, and policy and procedures established in this instruction and other directives governing pay, personnel and passenger transportation program administration.

e. Ensures strict compliance with reference (a) concerning security of Personnel Financial Records (PFR) and the custody and maintenance of pay accounts of members who work at a PERSUPPDET.

f. Serves as local advisor in areas of personnel, pay, and passenger transportation.

g. Coordinates with appropriate authority to implement contingency and mobilization plans.

h. Performs other duties as assigned by PERSUPPACT CO or higher authority.

i. Reports to PERSUPPACT CO for primary duty. Enlisted personnel/civilians assigned to PERSUPPDET report to the OIC/CPOIC. Other officer personnel assigned to PERSUPPDET, if any, report to PERSUPPACT CO for primary duty, but are under direct control of a responsible OIC.

j. Pursuant to Manual for Courts-Martial, United States, 2005, part 5, paragraph 2, and consistent with Navy Regulations, OICs may exercise non-judicial punishment (NJP) authority over enlisted personnel assigned to the PERSUPPDET.

403. Operation of PERSUPPDET. The following paragraphs provide general information on the operation of PERSUPPDETs. Specific support services are outlined in chapters 5, 6, and 7. Ideally, all service records, personnel records, other records, files, and supporting equipment will be located at a single site (see "CUSERVDESK" in paragraph 403j). In all cases, the supported command/activity must assign Command PASS Coordinators (CPCs) to assist PERSUPPDETs with their unit's pay and personnel issues and is responsible for physical accounting, legal disposition, housing, employment, leave and liberty, and health and comfort of assigned members. PERSUPPDETs location, hours of operation and telephone numbers shall be widely published.

a. Authority of the OIC. Authority for administration and maintenance of service records and pay accounts and attendant reporting of personnel and pay events to headquarters organizations shall reside with the OIC. "By direction" authorizations from the CO/OIC of supported commands and activities are not required. Granting of "by direction" authority for individuals assigned to PERSUPPDET to make record entries and sign documents/release events, including those affecting pay and allowances, shall reside with the PERSUPPDET OIC.

b. Hours of Operation. Hours of operation of PERSUPPDET will vary according to local requirements and will be set by PERSUPPDET OIC with concurrence by the customer commands. A

duty section will be available, unless the PERSUPPACT CO determines one is not required; however, use of voice mail/answering machine should provide callers with a PERSUPPDET watchstander's beeper/cell phone number for use in case of an after-hours emergency.

c. Service Record Accountability

(1) Personnel service records are Navy property, not property of the individual concerned, per MILPERSMAN 1770-010. Assigned service records are to be strictly accounted for so that location of any record can be accurately determined at all times. An automated barcode system can be used to identify sub-custody location of service records. A function will be added to the automated barcode system to enable automated production of names of overdue service record checkout lists and location. Where automated barcode systems are not available, a manual service record check out system will be developed. Service records checked out from PERSUPPDET will be returned within five working days, unless prior arrangements have been made. Records returned to PERSUPPDET shall be checked into files prior to redistribution.

(2) COs/OICs of supported commands and activities shall provide PERSUPPDET OIC with a list of individuals authorized to check out service records for that command/activity and ensure the list is kept up-to-date. Service records may be checked out to individuals not on the authorized list by command/activity with prior arrangement. Normally, members will not be authorized to check out their own records without individual written authority from their commands. As an exception to this policy, members may be authorized to carry their records with them during the check in and check out process for review by their command and other interested parties who require service record information.

(3) Service records will be made available for review by command representatives in a supported command's/ activity's chain of command, by members of teams conducting inspections, audits, or reviews of supported commands/activities, and by members of investigative agencies, for purpose of determining school completions, qualifications, prior assignments, or obtaining other information which may be resident in service records. Comments concerning the condition of service records

including completeness and accuracy of entries should be brought to the attention of the PERSUPPDET OIC who bears sole responsibility for proper service record maintenance.

d. Support of Medical Treatment Facilities (MTFs). In keeping with patient administration objectives and guidelines issued by Chief, Bureau of Medicine and Surgery (BUMED), PERSUPPDETs that support MTFs shall ensure disposition of an in-patient is not unduly delayed by processing at the PERSUPPDET. PERSUPPDET will make provisions to deliver personnel and pay services to patients unable to visit PERSUPPDET. This may require establishment of a patient personnel CUSERVDESK (see paragraph 403j) within the MTF.

e. Support of Brigs. Where possible, services will be provided to brig prisoners in such a manner that prisoners do not have to leave the brig. Service record of each prisoner shall accompany the prisoner upon confinement and remain in brig custody for up to five working days to facilitate initial counseling and rehabilitation programs. Thereafter, service records will be maintained by the supporting PERSUPPDET. Transfer and discharge procedures shall be established to allow a member to depart directly from the brig on the day of release.

f. Support of Navy Operational Support Centers (NOSCs)

(1) In recognition of the unique requirements of the Drilling Reserve community, PERSUPPDETs that support NOSCs shall ensure an appropriate level of service is maintained during drill weekends. Where time/distance between NOSC and PERSUPPDET make it appropriate, support shall include manning of a customer service operation at the NOSC/drill site on drill weekends, when FTS administrative support is not assigned. Need for a customer service operation and location(s) for such operations shall be agreed to in writing by PERSUPPACT CO and Navy Reserve Readiness Command (NAVRESREDCOM), Naval Air Station (NAS), Naval Air Facility (NAF), or NOSC CO, as applicable.

(2) While management needs of the entire PERSUPPDET may be considered, priority use of FTS personnel assigned to a PERSUPPDET shall be in Drilling Reserve support. For example, (not a standard) if a PERSUPPDET maintains 1,200 Reserve personnel records and has six FTS Personnel Specialist/Yeoman (PS/YN) personnel assigned, then four of these personnel should

be assigned to the Reserve Operations Division and two to active duty records support.

g. Support of Operating Force Units in Commission and Prior to Commissioning

(1) PERSUPPDETs may provide personnel/pay support services to commissioned commands and activities of the operating force per paragraph 10ld of this instruction.

(2) Pending reporting aboard of PS personnel to a pre-commissioning unit of a ship or other activity, not scheduled to be supported by PASS, PERSUPPDETs may provide personnel/pay support services. Such support shall be addressed in a Memorandum of Agreement (MOA) between the unit's prospective CO and the PERSUPPACT CO, or higher authority, which identifies support services to be provided and personnel compensation to be received by PERSUPPDET, if any, and includes a timetable for transfer of personnel/pay functions from PERSUPPDET to the unit.

h. Classification Support. Active duty enlisted classification function at training and school commands, and Transient Personnel Units (TPUs) is a PERSUPPDET function. Additionally, units of the operating force may arrange with a PERSUPPDET that has classifiers for classification services outlined in chapter 5 of this instruction. Designation of enlisted classification billets will not be changed without concurrence of NAVPERSCOM. Classification function at Navy Recruiting Districts (NRDs) and NOSCs is not included in, nor affected by PASS.

i. Personnel Geographically Separated from PERSUPPDET. Personnel reporting to/detaching from activities geographically separated (i.e., more than 30 minutes driving time), from the supporting PERSUPPDET may, but are not required to physically report to PERSUPPDET. Provisions will be made with the supported activity to complete processing by mail, FAX, or telephone, or through a CUSERVDESK (see paragraph 403j); however, certain cases, such as short-fused transfers, may require travel to the PERSUPPDET. During a member's tour at the activity, every effort will be made to conduct services by mail, FAX, telephone, or the CUSERVDESK, if established. Students not within 30 minutes driving time who are newly commissioned with orders for subsequent transfer are required to physically report

to PERSUPPDET, if they are within 30 minutes driving time. Personnel must report no later than the next working day following commissioning to obtain identification cards, and complete all required pay, commissioning, gain and transfer documents.

j. Customer Service Desk (CUSERVDESK)

(1) At the discretion of PERSUPPACT CO (see paragraph (2) below for exception), CUSERVDESKs may be established outside of PERSUPPDET to provide services deemed appropriate for personnel not in the immediate vicinity of PERSUPPDET. CUSERVDESKs can present management problems for PERSUPPDET OICs and, therefore, should be established only when clearly justified. CUSERVDESKs are extensions of PERSUPPDETs, and personnel assigned to them remain under PERSUPPDET control. Normally, personnel and pay records will remain in the central PERSUPPDET files. Appropriate intra- or inter-service support agreements will be completed with the host activity. When establishing a CUSERVDESK, notify NAVPERSCOM (PERS-35).

(2) Where CUSERVDESK is geographically separated from PERSUPPDET so that commuting would cause undue financial hardship for personnel assigned, or to provide appropriate entitlements in connection with permanent change of station orders (mileage/transportation allowances, household goods shipments, etc.), CUSERVDESK must be identified by a separate manpower authorization and UIC. In that case, contact major activity to ensure compliance with OPNAVINST 5450.169D in establishing the CUSERVDESK. The major activity must provide resources necessary to operate the CUSERVDESK.

k. Navy Passenger Transportation Offices (NAVPTOs)

(1) NAVPTOs are located at PERSUPPDETs on major bases supporting large numbers of Navy personnel and travel requirements where there is a need for traffic management expertise and oversight.

(2) NAVPTOs have a designated transportation officer and are complemented by a Commercial Travel Office (CTO). See OPNAVINST 4650.15.

1. Command PASS Coordinators (CPCs). All commands supported by PERSUPPDETs, including NOSCs and commands supported for pay only, shall appoint in writing, a responsible individual as the CPC. A copy of the appointment letter shall be provided to PERSUPPDET. The CPC is the point of contact for command members and PERSUPPDET personnel concerning pay, personnel, and passenger transportation matters. When first appointed, the CPC shall be given an indoctrination that includes PASS organization, policy, procedures and services, a tour of PERSUPPDET facilities, and introduction to key PERSUPPDET personnel. The CPC shall be kept informed of any changes that impact pay, personnel, or passenger transportation operations. CPC meetings will be hosted quarterly (at a minimum) by PERSUPPDET to maintain sound lines of communication. The assigned CPC from each supported command/activity is required to attend. Close liaison between the PERSUPPDET and CPC can greatly increase the quality of customer service.

**TYPICAL
PERSONNEL SUPPORT ACTIVITY DETACHMENT
(PERSUPPDET)
ORGANIZATION**

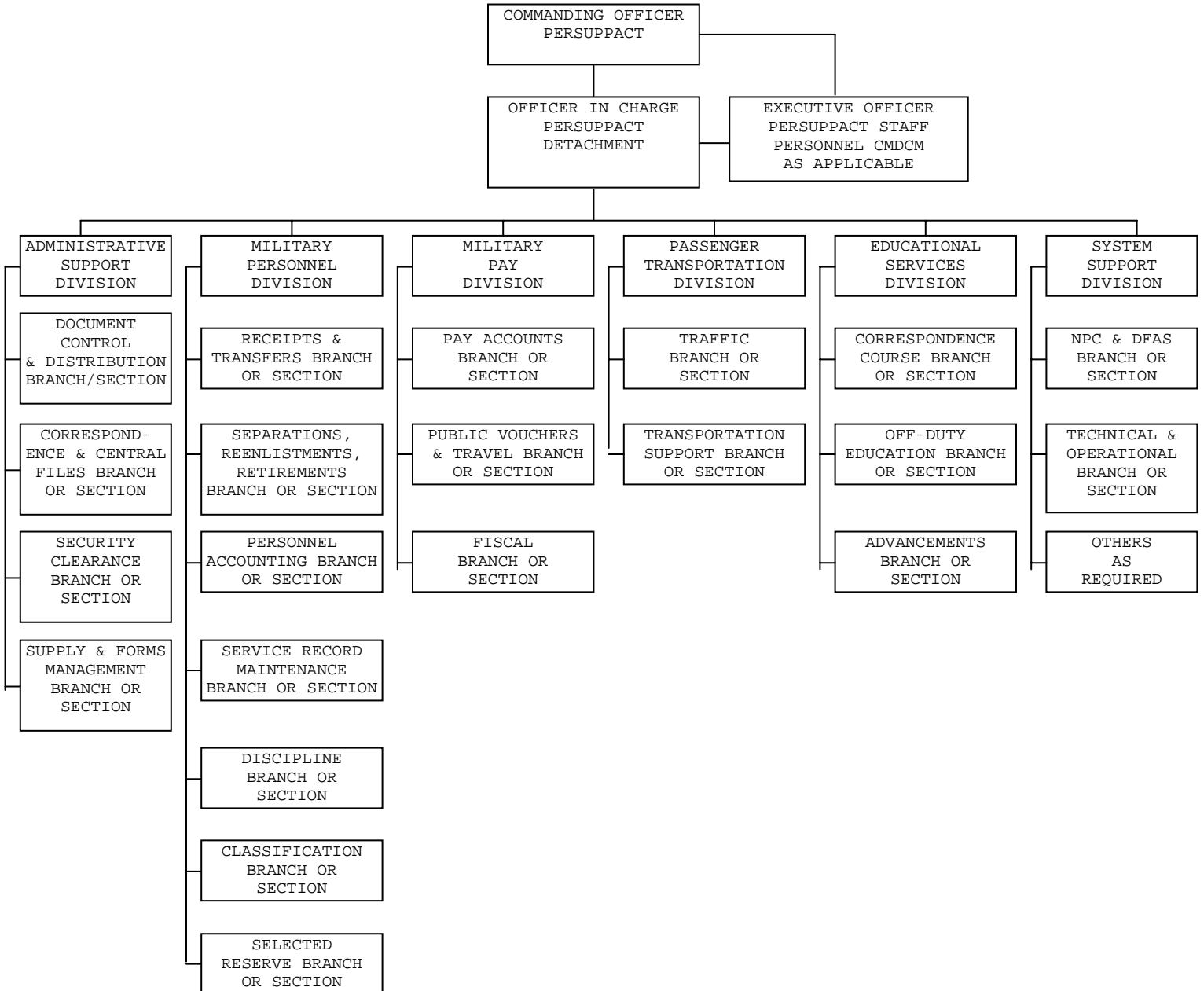


Figure 4-1

**CHAPTER 5 - SUPPORT SERVICES FOR ACTIVE DUTY PERSONNEL AND
COMMANDS**

500. Introduction. This chapter outlines pay, personnel, and passenger transportation support services that are provided by PERSUPPDETs to active duty personnel and commands. Support services are divided into two groups:

a. Those functions accomplished by PERSUPPDET.

b. Those functions that are accomplished partly by PERSUPPDET and partly by the customer command (interface functions).

Additionally, support services unique to overseas activities are addressed. Finally, residual pay and personnel administration functions that are the responsibility of the customer command are detailed. Chapter 6 addresses unique support services for submarines; chapter 7, for Drilling Reserve personnel and NOSCs, chapter 8, procedures unique to PERSUPPDET Afloat operations.

501. PERSUPPDET Functions. The following functions shall be the responsibility of PERSUPPDET:

a. Personnel Support Services

(1) Maintain enlisted service records for personnel assigned to supported commands and activities except those supported for pay only. Make entries to service records pages and file documents in service record per MILPERSMAN 1070-100. Keep records accurate and current at all times and verify records at times prescribed by MILPERSMAN 1070-200. Provide information and extracts from service records to authorized personnel (to include verification of employment, Immigration and Naturalization Service (INS) requests, etc.)

(2) Prepare events to report personnel actions in current Personnel/Pay input systems as required by pertinent directives, complying with MILPERSMAN and DJMS PTG, as applicable.

(3) Process permanent change of station (PCS) and TEMADD orders per MILPERSMAN. Inform member/command immediately upon receipt of orders and any subsequent modifications/

cancellations. Brief transferring personnel and their family members, if applicable, on executing the orders, and requirements and entitlements in connection therewith (see paragraph 502 for interface functions). Assist detaching personnel in completion of Travel Information Form (TIF). Submit the form three days prior to detachment to:

DFAS, Cleveland (Code FC)
Anthony J. Celebrezze Federal Building
1240 East 9th Street
Cleveland OH 44199-2055

(4) Initiate required correspondence regarding individuals reporting without records and prepare temporary records.

(5) Liaise with customer commands and initiate required reports to member's previous duty station/transferring PERSUPPDET on personnel who report without fully complying with transfer directive.

(6) Assist reporting personnel in preparing PCS travel claims including claims for family members' travel and dislocation allowance.

(7) Submit and track required availability reports via current personnel input system. Initiate tracer actions when required.

(8) Process officer and enlisted releases to inactive duty, discharges, retirements, Fleet Reserve transfers, reenlistments, extensions of enlistment, and agreements to remain on active duty per pertinent directives. (See paragraph 502 for interface functions).

(9) Process and report leave taken per DJMS PTG.

(10) Utilize reports in current personnel input systems to track Good Conduct and other awards information. Forward eligibility list to customer commands for certificate preparation. Establish tracking systems to ensure incentive pays are current.

(11) Issue and control meal passes/Meal Entitlement Code (MEC) on CAC, per MILPERSMAN 1746-030.

(12) Perform service record-based verifications and certifications for members and customer commands. Coordinate with military pay division when verification of pay is requested.

(13) Verify NAVPERS 1070/602, Dependency Application/Record of Emergency Data (Page 2), at times prescribed by MILPERSMAN. In conjunction with preparation of a new Page 2, when required, report changes to number of family members residing in household/family members on station and military spouse data.

(14) Verify/complete Servicemembers' Group Life Insurance (SGLI) SGLV 8286 and Family Servicemembers' Group Life Insurance (FSGLI) SGLV 8286A as prescribed by MILPERSMAN 1741-020.

(15) Issue and control CAC to the following eligible recipients per Secretary of Defense (SECDEF) CAC Policy Memoranda of 16 January 2001 and 18 April 2002, the Uniformed Services Cross Servicing Agreement, and BUPERSINST 1750.10B.

(a) Active Duty Uniformed Service personnel, Selected/Drilling Reserve personnel of the Armed Forces, and members of the National Guard.

(b) DOD Civilian employees

(c) DOD Contractor employees

(d) DOD sponsored Foreign Nationals

(16) Issue and control United States Uniformed Services Identification Cards (DD 2RET) to retired members, United States Uniformed Services Identification and Privilege Cards (DD 1173) to family members of active duty, retired members, and other benefits-eligible personnel, United States Uniformed Services Identification and Privilege Cards (DD 1173-1) to Reserve and National Guard family members, United States

Uniformed Services Identification Cards (DD 2 RESRET) to retired reservists who have not yet reached age 60, per BUPERSINST 1750.10B and the Uniformed Services Cross Servicing Agreement.

(17) Update/perform DEERS enrollment immediately after verification of entitlement to ID Card and benefits.

(18) Order, maintain custody of, and administer performance tests, and Navy-wide advancement examinations for eligible personnel attached to customer commands. (See paragraph 502f for interface functions).

(19) At installations where there are no Navy College Programs Offices, PERSUPPDET will assist personnel in completing NAVEDTRA 1560/6, Tuition Assistance Registration, verify eligibility, and forward completed applications to Tuition Assistance Regional Office for approval and payment.

(20) Rate training manuals and non-resident training courses and special publications are available for download at <https://www.advancement.cnet.navy.mil/>. This Web site contains all rate training and non-resident courses available for download. Customer command educational services offices (ESOs) should order CD-ROM set which contains all non-resident training courses at <https://www.advancement.cnet.navy.mil/>. Access to rate training and non-resident courses has now expanded to include all customer commands.

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

(22) Navy College Programs Offices will request an evaluation of educational experiences during military service using Sailor/Marine American Council on Education Registry Transcript (SMART) program.

(23) Provide following classification services (where applicable per paragraph 403h).

(a) Conduct enlisted personnel classification testing and Armed Services Vocational Aptitude Battery (ASVAB) retesting by administering the Armed Forces Classification Test (AFCT).

(b) Conduct classification interviews and counseling.

(c) Prepare and submit required personnel classification reports.

(24) Process conversions to FTS program, general assignment recalls (GAR), Active Duty for Special Work (ADSW)/One Year Recall (OYR) (formerly termed TEMAC), Fleet Reserve and retirement recalls, and Reserve Officer Training Corps (ROTC) recalls to active duty. Per OPNAVINST 3060.7B, ADSW/INVOL recalls (30 days or longer) must be processed at designated Navy Mobilization Processing Sites (NMPS).

(25) Provide personnel-related information and referral service to retirees to the maximum extent possible.

b. Pay Support Services

(1) Maintain officer and enlisted military pay account for personnel assigned to supported commands and activities per pertinent directives.

(2) Prepare transactions by utilizing current Personnel/Pay input system to report pay actions as required by pertinent directives. Unauthorized Absence (UA) and Court/NJP actions must be accompanied by the original NAVPERS 1070/606 and NAVPERS 1070/607. Enlisted Court Memorandum will be forwarded to NAVPERSCOM (PERS-312C) for inclusion in the permanent record.

(3) Provide information and advice to personnel and supported commands and activities on pay entitlements and required procedures, including that of Reserve component personnel recalled to extended active duty whose entitlements may vary from those of Active components.

(4) Verify member's pay when requested by proper authority.

(5) Process claims for pay, allowances and travel of Navy Reservists on Annual Training (AT), Active Duty Training (ADT) and Inactive Duty Training Travel (IDTT) at customer commands, to include Muster Duty Pay for members of Individual Ready Reserve (IRR).

(6) Process regular and special payrolls. Prepare appropriate Defense Military Pay Office Transactions (DMO TINS) for Navy Reservists on ADSW under 30 days, AT and ADT per DJMS PTG.

(7) Pay travel advances to military and civilian travelers and settle their travel claims.

(8) Process military family members' travel per diem advances.

(9) Process military family members' emergency evacuation allowances.

(10) Make advance payments of pay and allowances to military personnel during mobilization or recall to active duty.

(11) Process miscellaneous public vouchers.

(12) Render required financial returns.

c. Passenger Transportation Support Services

(1) Provide technical direction and advice regarding transportation entitlements, eligibility, and arrangements.

(2) Evaluate orders; determine authorized and cost-effective modes of travel, carriers and routings; and develop itineraries for official passenger travel.

(3) In conjunction with CTO, arrange for air, rail and bus reservations and ticketing for all scheduled carriers, rental vehicle arrangements and lodging arrangements to include bachelor quarters. In the event of privately owned vehicle (POV) travel, provide member with toll free phone numbers so member may make lodging arrangements. Provide passengers with a toll free number for after hours assistance.

(4) Submit Passenger Reservation Requests (PRRs) and port calls to NAVPTO, as required.

(5) Issue United States Government Transportation Requests (GTR), and Air Mobility Command (AMC) Travelopes, as required.

(6) Counsel travelers concerning their mode of transportation, connections, airports, supporting activities at origin and destination, immigration requirements if overseas travel is involved and other matters that may be of importance to the traveler.

(7) Process passport and visa applications for official travel.

502. Interface Functions. Following functions are accomplished partly by the customer command and partly by PERSUPPDET:

a. Administrative Discharges

CUSTOMER COMMAND:	Initiates process when CO/Special/General court-martial convening authority is separation authority. Prepares Administrative Separation notification per MILPERSMAN and provides PERSUPPDET a signed copy no later than the next working day after member is notified.
PERSUPPDET:	Provides service record data and technical assistance.
CUSTOMER COMMAND:	Prepares/submits discharge request. Sends copy to PERSUPPDET. Ensures PERSUPPDET is information addressee on all message requests. Schedules separation physical and ensures completion prior to discharge date. Completes pre-separation counseling/transition assistance and annotates properly in service record. Command is responsible for a discharge EVAL/FITREP, as required.
PERSUPPDET:	Files copy of discharge request in member's service record. Forwards to NAVPERSCOM (PERS-312).

CUSTOMER COMMAND: Immediately notifies PERSUPPDET on receipt of discharge authority and provides copy.

PERSUPPDET: Separates member within 10 working days from receipt of discharge authority.

CUSTOMER COMMAND: Provides administrative separation documentation and reproduced copy of DD 214 to appropriate NAVPERSCOM PERS-code (officer or enlisted) for separation authority review.

b. Casualty Reports and Assistance

CUSTOMER COMMAND: Appoints Casualty Assistance Calls Officer (CACO) or standby CACO, if required.

Upon notification, obtains service record information from PERSUPPDET.

Sends casualty messages, info PERSUPPDET; completes follow-up message(s), as necessary.

Sends letter to next of kin (NOK) per MILPERSMAN 1770-140.

PERSUPPDET: Provides technical advice and service record information on member.

In cases of death, closes out and forwards service, health, and dental records per MILPERSMAN 1070-130 and 1770-030. For recruit trainees, Navy veterans (NAVETs), and other service veterans (OSVETs) who have not completed training/indoctrination, forwards original service record documents to NAVPERSCOM (PERS-312C) per MILPERSMAN 1070-090.

Issues Death Gratuity check per reference (b), chapter 36, article 360101.

c. Disciplinary Processing

(1) Unauthorized Absences (UAs)

CUSTOMER COMMAND:

Provides PERSUPPDET a list of UAs daily. On the 10th day of UA notifies NOK and Reserve Chaplain per MILPERSMAN 1600-040. On the 30th day of UA or if the XO finds evidence that the member has demonstrated an intention to desert, prepares deserter message, DD 553, and NAVSUP 29 (negative input required), and forwards copies to PERSUPPDET.

Notifies PERSUPPDET immediately of newly reported UAs. Processes UAs from deployed ships or other non-local activities for personnel apprehended by armed forces police, shore patrol, military police or civilian law enforcement agencies.

PERSUPPDET:

Prepares NAVPERS 1070/606, if applicable, makes service record entries, files copies of deserter message, DD 553, and NAVSUP 29 (negative input required). Via registered mail, forwards deserter service records to Navy Absentee Collection and Information Center (NACIC) in Great Lakes on 121st day of UA per MILPERSMAN 1600-060 (Also processes UAs from deployed ships or other non-local activities for personnel apprehended by armed forces police, shore patrol, military police or civilian law enforcement agencies. Files in service record returned UA/deserter messages, technical

arrest orders, etc.). For a recruit trainee or NAVET/OSVET who has not completed training/indoctrination and is declared a deserter, forwards original service record documents to NAVPERSCOM (PERS-313) per MILPERSMAN 1070-120 and 1600-060. Prepares documents in current Personnel/Pay input system. Notifies member via certified mail that all ID cards must be surrendered. For recruits, or a NAVET/OSVET who has not completed recruit training/ indoctrination and is declared a deserter, forwards original service documents per MILPERSMAN 1600-060.

CUSTOMER COMMAND:

Immediately notifies PERSUPPDET upon return of UA/deserter personnel. Completes Return from Desertion message per MILPERSMAN 1600-070 and forwards copy to PERSUPPDET within 1 business day. Notifies NOK/Reserve Chaplain, if applicable. Notifies PERSUPPDET of administrative determination on how UA is to be charged. Prepares returned deserter message, information copy to PERSUPPDET.

PERSUPPDET:

Completes NAVPERS 1070/606, if applicable, makes service record entries and files copy of returned deserter message in service record. Mails completed original NAVPERS 1070/606 to NAVPERSCOM (PERS-312C) for microfiche.

(2) Non-judicial Punishment/Courts-Martial

CUSTOMER COMMAND:

Immediately after mast or courts-martial, forwards signed Report and Disposition of Offense, or copy of Report of Results of Trial and the Convening Authority's Action and Courts-Martial Order, as applicable, and service record to PERSUPPDET. Ensures ID card is issued for personnel reduced in rank.

PERSUPPDET:

Makes service record entries, and prepares necessary Personnel/Pay documents. Annotates Report of Disposition of Offense or copy of Report of Results of Trial, as applicable. Returns form to customer command. Mails completed original copy of NAVPERS 1070/607 to NAVPERSCOM (PERS-312C) for microfiche and file copy in service record.

(3) Confinement and Prisoner Processing

CUSTOMER COMMAND:

Notifies PERSUPPDET when personnel are placed in confinement. Prepares NAVPERS 1640/4 (Confinement Order). Obtains medical and dental records. If confinement is pretrial or 30 days or less, prepares TEMADD orders. Assumes custody of or transfers member's personal belongings, as appropriate. Monitors status of individual's case and provides assistance, as required.

PERSUPPDET:

If confinement is pretrial or 30 days or less, prepares detaching endorsement on TEMADD orders and provides service records to escort personnel or forwards to brig. If confinement is greater than 30 days or sentence includes a punitive discharge which has not been suspended for the purpose of serving

the probationary period, prepares standard transfer order (STO), documents events in Personnel/Pay system, makes service record entries, and transfers member to "Others" account serving the brig. Provides orders, service records to customer command escort personnel or forwards to brig.

**TRANSIENT PERSONNEL
UNIT (TPU)/
CONSOLIDATED BRIG/
WATERFRONT BRIG:**

Advises supporting PERSUPPDET of arrival of prisoners and forwards service and pay records after initial processing. Notifies PERSUPPDET at least 3 days prior to transfer to another brig. Informs convening and supervisory authorities of transfer.

Notifies PERSUPPDET at least 21 days prior to release date so timely availability report can be submitted, if required.

Advises PERSUPPDET of any special transportation requirements or if member will be authorized leave enroute. Notifies PERSUPPDET of members to be processed for appellate leave. Initiates administrative discharges, when appropriate.

Provides a copy of the Brig Roster to the PERSUPPDET on a weekly basis.

All prisoners TEMADD to an overseas unit TPU/brig shall be transferred to a consolidated brig in CONUS to complete jail time/confinement. Advises PERSUPPDET of any special transportation requirements or if member will be authorized leave enroute. Counsels member concerning administration of appellate leave.

PERSUPPDET:

Endorses orders. Prepares documents utilizing current Personnel/Pay input for those personnel received for TEMDU (31 days or more). Requests service, medical, dental records by message if not received. Submits availability reports, if required. Processes appellate leave, if applicable, per MILPERSMAN 1050-320.

If required, prepares orders and endorsement, makes service record entries, arranges any non-local transportation required to transfer member from brig, and ensures orders, all records, and travel documents are in order and available to brig 1 working day prior to prisoner's release. If member is within 3 months of expiration of active obligated service (EAOS), complies with MILPERSMAN 1910 regarding separation processing.

Upon release from confinement, completes Personnel/Pay documents, posts lost time, mails completed original NAVPERS 1070/607 to NAVPERSCOM (PERS-312C) for microfiche and files copy in service record.

d. Enlisted Evaluation Reports/Fitness Reports

CUSTOMER COMMAND:

Prepares EVALS/FITREPs, counsels member and obtains member's signature per BUPERSINST 1610.10A. Prepares referral letter/NAVPERS 1070/613, as applicable, if EVAL is adverse. Endorses member's statement, if any. Distributes smooth EVALS/FITREPs and any related letters/documents per BUPERSINST 1610.10A, ensuring member is provided copy prior to forwarding service record copy to PERSUPPDET. Maintains activity copy.

Ensures transfer/separation
EVALs/FITREPs are completed.
Forwards the service record copy of
EVALs and enlisted FITREPs to
PERSUPPDET no later than 5 working
days prior to transfer/separation or
15 days after report ending date for
regular reports.

PERSUPPDET: Files all EVALs/enlisted FITREPs in
member's service record.

e. Enlisted Personnel Action Requests (NAVPERS 1306/7)

CUSTOMER COMMAND: Interviews and counsels member.
Prepares and submits NAVPERS 1306/7,
retains a copy for tickler file, and
provides a copy to PERSUPPDET.

PERSUPPDET: Files copy in member's service
record.

CUSTOMER COMMAND: Upon return of request, notifies
PERSUPPDET of any changes to member's
status.

f. Advancement Examinations

(1) Performance Tests

PERSUPPDET: Requests performance tests. Provides
testing site. Publishes dates,
times, and places where performance
tests will be administered, and
requirements for participation.
Administers and grades performance
tests, and makes service record
entries.

NOTE: Administration of performance tests by the customer
command is authorized. The customer command will assume
responsibility for prerequisite testing for all of its eligible
personnel. In such cases, the customer command will be

responsible for ordering, storing, and controlling all test materials. There will be no transfer of billets from PERSUPPDET to the customer command if this option is selected.

(2) Navy-wide Advancement Examinations for E4 to E7

HOST COMMAND:

Provides adequate testing site and set-up (space, atmosphere, tables/chairs, etc.) to accommodate the estimated number of personnel taking the advancement examination.

Coordinates with PERSUPPDET for Reserves on Active Duty.

PERSUPPDET:

Coordinates with host command for testing site.

Requests designation of chief petty officers (CPO) and above for membership on enlisted examining board (See note 1). Publishes dates, times, and place(s) where the exams will be administered, based on Advancement Manual and NAVADMIN announcing the exams.

CUSTOMER COMMAND:

Verifies and updates Time-in-Rate listing, which is obtained through the Navy Enlisted Advancement System Ordering System (NEASOS) Web site. Validates, signs and forwards a copy of the corrected listing to PERSUPPDET ESO.

PERSUPPDET: Orders and maintains custody of examinations (See Note 2). Verifies completion of requirements. Provides list identifying personnel recommended for advancement and their eligibility status (requirements completed/ missing).

CUSTOMER COMMAND: Counsels members to ensure missing eligibility requirements, to include performance reports, are completed prior to established cut-off date.

PERSUPPDET: Prepares worksheets and ensures members sign worksheets. Notifies customer command of proctor requirements, uniform requirements for exams and other pertinent information.

CUSTOMER COMMAND: Ensures examination candidates sign their worksheets on dates established by PERSUPPDET. Advises PERSUPPDET of CPOs and above to be appointed to examining board, identifies proctors, and ensures all personnel are notified of date, time, place, and uniform requirement for the examination.

PERSUPPDET: Administers examinations, forwards answer sheets, and disposes of examination booklets per Advancement Manual.

Verifies Examination Status Verification Report (ESVR) and initiates action to correct any discrepancies. Forwards copy of ESVR to customer command.

Forwards copy of Rate Change Authorization (RCA) to customer command.

CUSTOMER COMMAND:

Upon receipt of ESVR/RCA from PERSUPPDET, determines if advancement recommendations on all personnel remain valid.

If recommendation has been withdrawn, prepares and distributes required special EVAL and NAVPERS 1070/613 per Advancement Manual.

Prepares frocking letters.

Prepares NAVPERS 1070/613 for personnel being frocked.

Prepares advancement certificates.

PERSUPPDET:

If notified that a member is no longer recommended, takes action to invalidate exam and makes required service record entries. If notified advancement is to be withheld, takes action to prevent automatic advancement.

Processes ID card applications.
Makes service record entries on date of advancement.

NOTE: When PERSUPPDET has no qualified personnel to take custody of exams, the senior member of local examining board shall assume responsibility for and take custody of examinations. Refer to BUPERSINST 1430.16E for requirement to have a local examining board and associated responsibilities and duties.

(3) Substitute Examinations

PERSUPPDET: After administration of regularly scheduled examinations, provides customer command with deadline date for substitute exam requests.

Schedules/publishes exam administration date. Notifies customer commands of proctor requirements, uniform requirements for the exams and other pertinent information. All other procedures for regular exam administration apply.

CUSTOMER COMMAND: Upon receipt of substitute exam request deadline date, customer command submits consolidated substitute exam request to PERSUPPDET with listing of personnel recommended for substitute exam. Listing must be marked For Official Use Only (FOUO) and include present rate, exam rate, name, SSN and appropriate justification for substitute exam. All other procedures for regular exam administration applies.

(4) E2/E3 Advancements

PERSUPPDET: Makes service record entries.

g. Fleet Reserve/Retirements

CUSTOMER COMMAND: Counsels member. If command career counselor (CCC) is not assigned, endorses member's Fleet Reserve/Retirement request/letter and forwards with input worksheet to PERSUPPDET for electronic submission to NAVPERSCOM (PERS-4823).

PERSUPPDET: If CCC is not assigned to customer

command, verifies eligibility and electronically submits request for Fleet Reserve/Retirement to NAVPERSCOM (PERS-4823). Files written request, with command endorsement, in the service record. Notifies customer command on receipt of approval/disapproval of Fleet Reserve/Retirement request, and receipt of authorization orders, if applicable.

CUSTOMER COMMAND:

Notifies PERSUPPDET immediately of any request for modification or cancellation. Prepares and endorses request and modification or cancellation of retirement and forwards copy to PERSUPPDET. Not later than 120 days before separation, ensures separating servicemember (officer or enlisted) has received required pre-separation counseling and transition assistance. Ensures original DD 2648 is filed in service record.

Ensures member's request for House Hunting/Job Hunting TEMADD and Separation Leave are approved and forwarded to PERSUPPDET NLT 30 days prior to the start date of TEMADD/LV.

Ensures completion of separation physical examination and schedules appropriate ceremony.

h. Hardship Discharge/Humanitarian Reassignment Requests

(1) Request by Member Attached to Command Supported by PERSUPPDET

- CUSTOMER COMMAND:** Interviews and briefs member concerning requirements for separation or transfer, as applicable. Assists member in obtaining necessary statements.
- PERSUPPDET:** Provides technical advice and service record information.
- CUSTOMER COMMAND:** Prepares member's request in proper format.
- Prepares first endorsement and forwards per MILPERSMAN 1300-500, with copy to PERSUPPDET.
- PERSUPPDET:** Files copy in service record.
- CUSTOMER COMMAND:** If separation/reassignment approved, command processes per pertinent directives, including required pre-separation counseling and transition assistance.

(2) Members reporting from an activity not under PERSUPPDET's cognizance must report to a customer command of PERSUPPDET for Hardship Discharge/Humanitarian Reassignment and request processing.

- CUSTOMER COMMAND:** Notifies member's permanent duty station per MILPERSMAN 1300-500, informs supporting PERSUPPDET and PERSUPPDET supporting member's permanent duty station, if applicable.
- Assists member in preparing request. Prepares first endorsement. If member's service and pay record are held, forwards to PERSUPPDET when separation/reassignment request is submitted.

If request is not submitted to PERSUPPDET within 15 days after submitted by member, notifies member's permanent duty station, info PERSUPPDET, per MILPERSMAN 1300-500.

PERSUPPDET:

If request is approved, sends message to member's permanent duty station requesting records and personal effects and providing pertinent information to facilitate preparation of EVAL/FITREP and completion of personnel accounting action.

On receipt of records, contacts the customer command/individual to obtain information to complete separation/transfer.

CUSTOMER COMMAND:

Arranges separation physical if appropriate, obtains member's signature on forms, and returns all documents to PERSUPPDET.

PERSUPPDET:

Processes separation documents. Forwards copies of appropriate documents and any final paycheck to member's home address.

In cases of reassignment, prepares availability report within prescribed timeframe of end of Temporary Duty-HUMS period. If request is disapproved, endorses or prepares orders, when required, and forwards to customer command to return member to permanent duty station.

i. Hospitalization

- HOSPITAL:** Notifies all commands concerned of member's status. Requests preparation of TEMADD or TEMDU (Treatment) orders, as applicable.
- CUSTOMER COMMAND:** If treatment is expected to be less than 31 days for personnel serving on sea duty (Type 2 or 4) or less than 91 days for personnel serving on shore duty (Type 1, 3 or 6), prepares and forwards TEMADD orders as requested by the hospital.
- If treatment is expected to be greater than 30 days for personnel serving on sea duty (Type 2 or 4) or greater than 90 days for personnel serving on shore duty (Type 1, 3 or 6), notifies supporting PERSUPPDET/Ship/Squadron/Battalion.
- Prepares transfer EVAL/FITREP.
- PERSUPPDET:** If expected stay is greater than 30 days for personnel serving on sea duty (Type 2 or 4) or greater than 90 days for personnel serving on shore duty (Type 1, 3 or 6) prepares TEMDU (Treatment) orders and pay endorsement, provides orders and records to customer command for delivery to PERSUPPDET supporting hospital, or forwards to PERSUPPDET by courier or mail.
- Gains member to hospital. Maintains service and pay records.
- HOSPITAL:** Performs command functions for patients assigned, including those members hospitalized in non-naval MTFs within geographical area assigned by BUMED.

Requests another command nearer to non-naval MTF to establish liaison with the treatment facility and member when deemed necessary to properly administer the patient.

Prepares Physical Evaluation Board (PEB) orders or Awaiting PEB Processing (APEBP).

Notifies supporting PERSUPPDET of date for release from treatment.

PERSUPPDET:

Submits availability report per MILPERSMAN 1306-1202.

Transfers member on receipt of orders. If orders not received by completion of hospitalization, or if member is within 3 months of EAOS, complies with MILPERSMAN 1306-1600 concerning transferring member to a TPU or activity with an "others" account.

j. Limited Duty (LIMDU) Processing

PERSUPPDET:

Designates LIMDU point of contact.

Establishes tickler system per MILPERSMAN 1306-1200.

Submits required monthly LIMDU status message report.

CUSTOMER COMMAND:

Designates command LIMDU coordinator in writing. Forwards copy to PERSUPPDET.

Requests medical re-evaluation appointment. Ensures member reports for re-evaluation appointment.

Upon completion of re-evaluation appointment, ensures member reports to PERSUPPDET for availability interview.

Ensures member provides PERSUPPDET a copy of Medical Board Cover Sheet, Physical Evaluation Board Cover Letter and NAVMED 6100/1 for tracking purposes.

PERSUPPDET: Submits and tracks availability report, initiating timely tracer action, if required.

k. Name Changes

CUSTOMER COMMAND: Types letter/CO endorsement for member's request. FAXes letter to NSIPS Help desk, copy to PERSUPPDET. NSIPS Help Desk: COM: (504) 697-0342/3007/DSN 647. NSIPS Help Desk Voice: (877) 589-5991.

NSIPS HELP DESK: Replies directly to member (DD 1343), via member's CO, copy to PERSUPPDET.

MEMBER: Upon receipt of correspondence approving name change, delivers copy to PERSUPPDET, medical, and dental.

PERSUPPDET: Makes appropriate changes to member's personnel and pay records. Issues new ID Card.

l. Navy Enlisted Classification Code (NEC) Requests

CUSTOMER COMMAND: Verifies NECs upon reporting for duty and reenlistment. Prepares and submits NAVPERS 1221/6 to CO and

NAVPERSCOM (PERS-4013D2) for USN, FTS and Selected Reserve personnel. Upon receipt of the endorsed NAVPERS 1221/6, makes one copy for command file and forwards original to PERSUPPDET for filing in member's service record. Notifies PERSUPPDET when NEC is reflected in Enlisted Distribution and Verification Report (EDVR).

PERSUPPDET:

Upon notification from customer command, makes service record entry, removing original NAVPERS 1221/6 from member's service record. When a member is received on board for duty, reviews member's previous and current NECs against EDVR/Manpower and Personnel Training Information System (MAPTIS) ensuring NECs reflected on EDVR/MAPTIS match service record entries.

m. Officer Promotions

CUSTOMER COMMAND:

Prepares all promotion (including frocking), augmentation, and selection notifications and related acceptance documents. Forwards appropriate copies to NAVPERSCOM (PERS-4802) and NAVPERSCOM (PERS-312C).

PERSUPPDET:

Processes ID card application(s).

n. Overseas and Special Duty (Corrections Counselor, Instructor, Recruiter, Recruit Company Commander, New Construction) Screenings

PERSUPPDET:

Forwards copy of orders and screening forms to customer command with any required NAVPERS 1070/613.

CUSTOMER COMMAND: Conducts screening for eligibility, interviews member, and ensures required medical/dental screenings are completed per MILPERSMAN 1300-304 and 1306-900. Makes final determination of eligibility of member and family members. Completes screening form and forwards to PERSUPPDET. When screening is complete, prepares and signs NAVPERS 1070/613 entry and forwards to PERSUPPDET.

Sends any interim status messages and final certification message, as required per MILPERSMAN 1300-304 and 1306-900.

PERSUPPDET: Reviews returned forms/paperwork to verify completion and accuracy. Makes service record entries and forwards NAVPERS 1070/613 for officers to NAVPERSCOM (PERS-312C).

o. Permanent Change of Station (PCS) Transfer

PERSUPPDET: Upon receipt of assignment documents, reviews the message orders/transfer directive. Provides copy with Transfer Information Form (TIF) to customer command for delivery to member.

CUSTOMER COMMAND: Returns TIF to PERSUPPDET with approved transfer date, within 10 days of receipt.

Has member review/update NAVPERS 1070/602 and SGLI document.

Prepares and submits a request for modification or cancellation of orders and forwards copy to PERSUPPDET.

Schedules member for anti-terrorist training if outside continental United States (OCONUS) transfer.

Provides PERSUPPDET with the following:

- Enlisted transfer EVAL/FITREP at least 5 days prior to transfer.
- Suitability for overseas duty or special programs duty, if applicable.
- Member's travel mode preference, desire for and approved advance pay/travel pay requests. (If travel mode is by air, complete DD 884).
- Information needed for entry request, port call, family members' travel, passports, etc. (When overseas travel is involved)

PERSUPPDET:

Provides copies of orders as required.

Arranges commercial transportation of member and family members, if requested, for continental United States (CONUS) travel.

When overseas travel is involved, initiates request for family member entry approval and no fee passport (DD 1056), if required. Submits DD 884 and PRR to NAVPTO for transportation of member and family members. Conducts DEERS check, makes required service record entry and updates NAVPERS 1070/602.

Receives port call from NAVPTO and provides appropriate transportation documents to traveler. Briefs

traveler on the travel arrangements.

Prepares service record entries and detaching endorsement, appends port call to orders when overseas travel involved, and assembles service, health, and dental records. Ensures compliance with all instructions contained in orders.

Briefs member per MILPERSMAN 1070-120. Prepares service record entries, if required; checks for accuracy and completeness of all records prior to checkout.

Publishes procedures for checking out at times outside normal working hours.

p. Record Entries Containing Adverse Material

CUSTOMER COMMAND:

Informs and counsels member. Completes actions required by U.S. Navy Regulations, articles 1122 and 1124.

Forwards material or copy of material, as appropriate, along with referral letter/NAVPERS 1070/613, and member's statement, or notation that statement is not desired, to NAVPERSCOM (PERS-312) for filing in official record. Forwards copy to PERSUPPDET for filing in local service record.

PERSUPPDET:

Provides advice to customer command, as requested. Files material in service record.

q. Reenlistments/Separations

CUSTOMER COMMAND:

Interviews and briefs member concerning requirements for reenlistment. Forwards Selective Reenlistment Bonus (SRB) input to PERSUPPDET for submission, if CCC not assigned.

Not later than 45 days prior to EAOS or desired reenlistment date, notifies PERSUPPDET of member's intentions.

Obtains approval from appropriate authority.

Prepares SRB input worksheet, when applicable. If CCC not assigned, provides to PERSUPPDET for input to NAVPERSCOM (PERS-481).

Schedules separation/reenlistment physical and ensures completion. Not later than 90 days before discharge, ensures separating service member (officer or enlisted) has received required pre-separation counseling and transition assistance and that it is properly annotated in the service record.

Forwards service record copy of performance EVAL/FITREP to PERSUPPDET not later than 5 working days prior to member's separation (if not immediately reenlisting).

Prepares applicable certificates. Arranges and conducts appropriate ceremony, if applicable.

CCC assists member in completing retention/SRB requests/Fleet Reserve requests/PTS applications/separation questionnaire; forwards per current directives.

PERSUPPDET: Interviews member to obtain required information.

Completes reenlistment/separation processing.

Verifies SRB worksheet and submits request via Master Military Pay Account (MMPA) "Officer personnel Information System (OPINS)."

r. Waiver of Erroneous Payments of Pay and Allowances or Remission of Enlisted Member's Indebtedness

PERSUPPDET: Provides written notification to members who are found to be indebted to the United States, and of their right to request waiver of the Government's claim under 10 U.S.C. 6161 (Remission) or 10 U.S.C. 2774 (Waiver), via the member's CO.

CUSTOMER COMMAND: Assists member in applying for waiver/remission of indebtedness using DD 2789, located at <http://www.dtic.mil/whs/directives/informgt/forms/forminfo/forminfopage2342.html>. The member's CO is responsible for the completeness of the application and for providing information in an endorsement section of the application. If a member requests consideration based on financial hardship, the CO is also responsible for review and certification of the financial statement in section II of NAVPERS 7220/8.

PERSUPPDET:

Upon receipt of member's application, ensures an installment liquidation schedule has been established. When directed by the CO, discontinues collection of the debt as of the day prior to the date of the CO's endorsement. The DO/DDO will furnish the information required by the second endorsement and forward requests to: DFAS-POCT/DE, 6760 East Irvington Place, Denver, CO 80279-7500. Contact information: (303) 676-6293. Files a copy of the waiver request with all endorsements in the retain transmittal file.

s. Security Clearances

(1) At Recruit Training Command (RTC) (Recruit Clearances)

RTC:

Submits appropriate Personnel Security Investigation (PSI) request using Electronic Personnel Security Questionnaire (EPSQ) to Defense Security Service (DSS). Prints copy of electronic receipt documenting submission. Files paper copy of EPSQ and receipt on permanent side of service record. If PSI results are received, files Department of the Navy Central Adjudication Facility (DON CAF) message in service record. If PSI results are not received prior to transfer, ensures paper copy of EPSQ and EPSQ receipt are forwarded to PERSUPPDET. Ensures any security clearance "comply with" items are completed prior to effecting transfer.

PERSUPPDET: Files PSI results or EPSQ and EPSQ receipt in service record upon transfer of member.

(2) At Other Commands and RTC Staff Clearances

CUSTOMER COMMAND: Initiates request for PSI using EPSQ and obtains EPSQ receipt when there is no record of previously submitted or adjudicated investigation to support access to classified information.

Provides paper copy of EPSQ and receipt to PERSUPPDET for filing in service record.

Provides DON CAF message to PERSUPPDET for filing in service record and retains copy in command files.

Certifies clearance for TEMADD and other purposes as needed.

PERSUPPDET: Upon receipt of member and prior to transfer, verifies presence of DON CAF message/EPSQ plus receipt in service record. If service record does not contain a DON CAF message or EPSQ and receipt, notifies customer command to initiate clearance verification.

Files copies of documents pertaining to security investigations (DON CAF message, EPSQ and receipt) in service record.

Provides customer command with information on security investigations/clearances as contained in the enlisted service record when requested.

Notifies customer command upon receipt of PCS orders requiring security clearance investigation. Ensures transfer is not affected until "comply with" items are completed and copy of either DON CAF message or EPSQ and receipt is filed in service record.

t. Special Compensation

(1) Hazardous or Special Duty Pay

CUSTOMER COMMAND:

Requests duty involving flying-crew member (DIFCREW) orders when required or initiates duty involving flying temporary (DIFTEM) orders. Prepares flight deck orders.

Notifies PERSUPPDET of assignment of personnel to hazardous or special duty involving temporary flying (non-crew member) or permanent flying duty.

Provides copy of flight deck orders to PERSUPPDET.

PERSUPPDET:

Prepares proper documents via current Personnel/Pay input system upon notification of aircrew qualification. Files copy of command authorization and Format Indicator (FID) event in service record.

CUSTOMER COMMAND:

Provides required certifications to PERSUPPDET on continuing entitlement to flight pay, and provides certification of flight deck minimums for each month of entitlement.

Provides advance notice to member prior to termination of crew member flight status.

Provides PERSUPPDET summary or total flight time for all crew members or non-crew members, annually and upon detachment.

PERSUPPDET: Makes service record entries as required by current directives.

Prepares required pay documents/events.

(2) Special Duty Assignment Pay (SDAP)

CUSTOMER COMMAND: Notifies PERSUPPDET when SDAP for individual is to be started, stopped, increased or decreased.

PERSUPPDET: Verifies member's eligibility with service record data.

Prepares personnel/pay documents.

CUSTOMER COMMAND: Conducts annual SDAP verification and forwards copy of required changes to PERSUPPDET. Notifies NAVPERSCOM (PERS-4811F) as required.

PERSUPPDET: Prepares personnel/pay documents.

(3) Aviation Career Incentive Pay (ACIP), Nuclear Continuation Pay, Physicians Additional Special and Medical Incentive Pays, Dental Continuation Pay and other Special Compensation Awards

CUSTOMER COMMAND: Verifies entitlement and prepares required letters with a copy to PERSUPPDET.

PERSUPPDET: Prepares personnel/pay documents.

u. Special Duty Designation Qualification/
Disqualification (SW, AW, SS, DV, NAC, Brig/Correctional Custody
Unit, Recruiter,
etc.)

CUSTOMER COMMAND: Certifies qualification or
disqualification. Forwards any
required letters/documents to the
appropriate authority per governing
directives.

Prepares and submits NEC change
request, per paragraph above, if
required.

Forwards pertinent documents to
PERSUPPDET for recording in service
record.

Forwards letter of designation/
qualification to PERSUPPDET and
requests appropriate NEC.

PERSUPPDET: Completes personnel/pay documents,
if required, and makes service
record entry. Makes NEC entry in
service record, if required.

Submits availability report, if
required.

v. Special Program Applications

CUSTOMER COMMAND: Screens applicant for eligibility
and certifies that member meets all
criteria for program requested.
Assists member with application.

Schedules member for physical exam,
if required.

PERSUPPDET: Provides service record upon
request.

CUSTOMER COMMAND: Establishes the interview board, if required. Prepares member's formal application.

Prepares command endorsement.

Forwards original, as required, and provides copy to PERSUPPDET.

PERSUPPDET: Files copy in service record.

w. Temporary Additional Duty (TEMADD)

CUSTOMER COMMAND: Prepares all TEMADD orders. If service/pay records are to accompany member, delivers orders to PERSUPPDET at least 5 working days in advance of departure. Submits copies of all TEMADD orders to PERSUPPDET, including "Permissive Orders."

Arranges transportation through PERSUPPDET.

If overseas travel is involved, prepares DD 1056 for passport/visa, if required, and forwards to PERSUPPDET for processing as soon as travel requirements are known.

Sends visit request or area clearance request, as required. If member reports for TEMADD with service/pay records, directs member to PERSUPPDET for processing.

If order modification is required, sends request to member's permanent duty station.

PERSUPPDET: Arranges transportation. If overseas travel is involved, submits

PRR to NAVPTO and processes passport/visa application, if required.

Prepares service record entries if service/pay records accompany member. Effects any order modification approved by member's permanent duty station.

CUSTOMER COMMAND:

Assists member in completing travel claim (DD 1351-2). Ensures travel claim is complete, supported by proper endorsements and receipts, and reimbursement claimed is reasonable and signed by Authorizing Official.

Ensures claim is submitted to PERSUPPDET within prescribed time period after member's return.

PERSUPPDET:

Creates service record if service record does not accompany member.

Processes travel claim within 10 working days. Prepares Defense MilPay Office Format Identifier (DMO FID) transaction to charge leave taken while TEMADD, if applicable.

Prepares required events to check basic allowance for subsistence, credit career sea pay, family separation allowance, etc., as appropriate.

- x. UCMJ, Article 137 Briefings

CUSTOMER COMMAND:

Explains provisions of UCMJ as required by UCMJ, article 137. Submits signed NAVPERS 1070/613 to PERSUPPDET upon completion.

- PERSUPPDET:** Files NAVPERS 1070/613 in service record.
- y. Unit Awards
- CUSTOMER COMMAND:** Prepares certificates/letters, as desired. Forwards certificates/letters to entitled personnel who have detached. Obtains medals/ribbons, as required.
- Identifies award recipients still on board to PERSUPPDET for service record entry.
- PERSUPPDET:** Makes service record entry.
- z. Active Duty for Special Work (ADSW) and 1 Year Recall (OYR)
- CUSTOMER COMMAND:** Reviews OPNAVINST 1001.20B.
- Identifies and qualifies candidate. Submits request to NAVPERSCOM (PERS-48 or PERS-462) for ADSW/OYR officer/enlisted orders. NAVPERSCOM/ COMNAVRESFORCOM issues orders/ modifications to orders via message to gaining command, NOSC, Local Area Commander for Mobilization (LACMOB), and supporting PERSUPPDETs. Orders will give applicable information including name, period of active duty and reporting activity.
- PERSUPPDET:** Ensures member has authorization to be brought onto or continued on ADSW/OYR. Processes member per DJMS PTG and other applicable directives. Issues Active Duty ID Card, if eligible, per MILPERSMAN 1000-080.

503. Overseas Functions. Overseas functions are those specific to areas located outside CONUS. Due to differing circumstances

resulting from such factors as status of force agreements, serviced populations, geographic locale, etc., these functions are listed but not further detailed. Procedures for functions requiring PERSUPPDET support may be established by mutual agreement between the OIC of PERSUPPDET and CO of the customer command. Examples of the functions are listed below:

- Bilingual cards
- Civilian clothing allowance
- Command sponsorship
- Concession vehicle administration
- Family members area entry approval
- DOD civilian employee exchange/commissary card administration
- Early return of family members to CONUS
- Emergency leave
- Environmental and Morale Leave (EML)
- Evacuation of family members
- Foreign currency exchange
- Foreign dealers bills
- Foreign national document processing
- Gas ration coupon distribution
- Housing/cost of living allowance (COLA)/rent-plus
- Overseas discharge
- Overseas marriages
- Passport and visa processing
- Personal check-cashing service
- Privilege cards
- Ration/luxury cards
- Retiree assistance
- Retiree check distribution
- Student travel
- Temporary Lodging Allowance (TLA)
- Overseas Tour Extension Incentive Program (OTEIP)

504. Residual Functions. The following pay and personnel administrative functions are the sole responsibility of the customer command or require little interaction between the customer command and PERSUPPDET. In some cases, PERSUPPDET may be required to provide information from the service/pay records, report actions by submission of Force Management System (FORMAN)/diary or documents via current Personnel/Pay input system, and file documents in member's service record per MILPERSMAN:

Career counseling
Congressional inquiries
Daily musters
Family Care Plan Certificate (OPNAV 1740/6 and OPNAV 1740/7)
for single member sponsors and military couples with family
members
Officer and enlisted duty preferences
Equal Opportunity Quality Indicators
EDVR maintenance
Exceptional Family Member (EFM) Program enrollment
Indoctrination (PERSUPPDET may brief PERSUPPDET operations)
Injury reports and Line of Duty (LOD) investigations
Insurance allotment counseling
Letters of indebtedness
Manpower planning and administration
Manning shortage actions (e.g., Enlisted Manning Inquiries
(EMIRs))
Montgomery GI Bill counseling
Officer fitness reports
Personal awards/recommendations/letters of commendation or
appreciation, including procurement of medals/ribbons
Physical Readiness Tests
Reenlistment/retirement ceremonies
Safekeeping of patient valuables
Security access lists
Security clearance terminations
Service school quota requests
Special pay authorizations
Sponsor program administration
Temporary flight orders and flight deck hazardous duty
orders
Weight Control Program

CHAPTER 6 - SUPPORT SERVICES FOR SUBMARINES

600. Introduction. Submarine missions dictate that PERSUPPDETs provide additional support services and modify certain functions. This chapter outlines those additional services and details modifications required.

601. Support Services. Generally, functions will be accomplished as outlined in chapter 5; however, because submarines go on patrol or deploy, the following additions and modifications to support services are required. Further additions/modifications may be made locally based on mutual agreement between the submarine, PERSUPPDET OIC, and PERSUPPACT COs.

a. Service Records. PERSUPPDETs that support submarines will maintain and possess the field service record (FSR). To facilitate onboard requirements for the FSR, submarine YNs will order CD ROM Service Records per MILPERSMAN 1070-150 and NAVADMIN 259/03 for the entire crew prior to deployment/patrol. Any submarine desiring a paper copy of an FSR maintained by PERSUPPDET will provide the personnel and equipment to facilitate making the copies. PERSUPPDET will ensure service records are available to expedite copying. NAVPERS 1070/604 entries will be accomplished and submissions should be maintained in the servicemember's training jacket. It is strongly recommended that submarine personnel individually verify their service records at least annually, in conjunction with professional development boards, to ensure entries are up-to-date.

For newly reporting personnel, PERSUPPDET will provide copies of the following documents in a "junk jacket" to facilitate administrative requirements:

Enlisted

NAVPERS 1070/602 (Dependency Application/Record of
Emergency Data)
NAVCOMPT 3072 (Dependency Certification) (if any)
NAVPERS 1070/604 (Enlisted Qualification History)
Enlisted Performance Evaluation Reports
SGLV 29-8286 (SGLI Designation)
SGLV 8286A (FSGLI Designation)

b. Examinations and Advancement. It may be necessary for both submarine and PERSUPPDET to order, control, and administer Navy-wide advancement examinations. Submarines will order and control their own examinations as outlined in the Advancement Manual, with assistance from the PERSUPPDET or off crew. If submarine is on patrol/deployment, examination and advancement interface functions will be accomplished as outlined in the following paragraphs.

c. Pre-Patrol/Deployment Brief. A pre-patrol/deployment brief must be conducted for all submarines. Squadron commodores will ensure their subordinate commands arrange a date with their PERSUPPDET. Key submarine, squadron, and PERSUPPDET personnel usually attend this brief. A complete review of all pending/planned personnel and pay transactions is discussed, as well as any unusual requirements that may arise during patrol/deployment.

d. Interface Functions During Patrol/Deployment. The following information outlines functions to be accomplished in connection with patrol/deployment. The key is for each to keep the other informed of actions affecting personnel and pay matters that will occur during patrol/deployment. Appropriate documents or information required to execute these transactions shall be furnished in a timely manner.

PERSUPPDET:

Provides standard NSIPS reports per submarine desires.

Updates online TIR listing with input from submarine ESOs. Prepares exam worksheets after regular exam ordering window closes. Receives exams and transfers to submarines w/worksheets for administration.

Makes any service record entries required. Forwards worksheets to submarine prior to deployment.

Processes requests for advance pay and allowances.

Renews ID cards for family members as necessary.

Processes reenlistments in NSIPS.

Submits SRB/STAR/SCORE via OPINS. Prepares reenlistment event upon confirmation of reenlistment.

Prepares new NAVPERS 1070/602 as required.

Processes Family Separation Allowance (FSA), Hostile Fire Pay/Imminent Danger Pay (HFP/IDP) and Combat Zone Tax Exclusion (CZTE) if entitled per DJMS PTG.

Processes all pay/personnel transactions associated with sailing list.

Processes all pay/personnel transactions associated with gains/losses.

Processes all pay/personnel transactions associated with dive qualification/re-qualification.

SUBMARINE:

Reviews standard NSIPS reports and returns to PERSUPPDET for correction as necessary prior to patrol.

Notifies Navy Advancement Center and PERSUPPDET of any E2/E3 not recommended for advancement.

Utilizes view only access to verify online TIR. Provides PERSUPPDET information needed to correct/update listing.

Receives worksheets and exams from PERSUPPDET. Administers Exams.

Forwards answer sheets at first opportunity and destroys exams per Advancement Manual. Forwards completed worksheets to PERSUPPDET upon return. If exam results are forwarded to submarine, provides copy of ESVR and RCAs to PERSUPPDET when received or upon return. As far in advance of scheduled advancement date as possible, informs PERSUPPDET and NETPDTC of advancement recommendations withdrawn and advancements to be withheld. Takes action to invalidate exams, where appropriate. Prepares frocking certificates/letters, if desired, and NAVPERS 1070/613. Forwards NAVPERS 1070/613 and other information required for service record entries to PERSUPPDET. Prepares advancement certificates on date of advancement for pay purposes.

Procures medals/certificates and awards on appropriate date. Notifies PERSUPPDET of any awards presented.

Provides a listing, certified by CO or XO, of those approved for advance pay and allowances.

Ensures members review family members' ID cards for possible expiration during patrol. Directs those needing new ID cards to PERSUPPDET. Ensures members

verify accuracy of DEERS records and provides appropriate documents to correct.

Notifies PERSUPPDET by message of members who elect to reenlist while on deployment, not later than 30 days prior to requested reenlistment date for regular reenlistment, and 45 days prior to requested reenlistment date for SRB. Provides all required information if member is eligible for SRB and/or requires approval to reenlist in a special program. Prepares reenlistment documents.

Notifies PERSUPPDET of reenlistment/SRB/STAR/SCORE/request via message.

Sends message to acknowledge receipt. Within three working days or as soon as possible, of reenlistment or notify that the member failed to reenlist on scheduled date, includes notification if reenlistment was in a tax exclusion zone.

Directs members to report to PERSUPPDET to verify NAVPERS 1070/602 and SGLI for beneficiaries prior to patrol or as changes to dependency status occur.

Submits certified listing (prior to patrol) of personnel who will be eligible for FSA, HFP/IDP and/or CZTE during deployment.

OPNAVINST 1000.23C
24 Jun 07

Includes PERSUPPDET on all sailing lists. Notifies PERSUPPDET within three working days of gains/losses.

Notifies PERSUPPDET within five working days of dive qualification/re-qualification.

**CHAPTER 7 - SUPPORT SERVICES FOR DRILLING RESERVE PERSONNEL AND
NAVY OPERATIONAL SUPPORT CENTERS (NOSCs)**

700. Introduction. Drilling Reserve and Navy Operational Support Centers (NOSCs) have different personnel support requirements because of the various Navy Reserve programs, the methods by which they affiliate, transfer and are released, and their personnel accounting system. NSIPS has replaced Reserve Standard Training Administration and Readiness System (RSTARS). This chapter outlines services that are provided to support collocated NOSCs and their assigned Drilling Reserve personnel.

701. PERSUPPDET Functions. The following personnel support services are accomplished by PERSUPPDET.

a. Maintain enlisted service records. Make entries to service record pages and file documents in service records per MILPERSMAN. Keep records accurate at all times and verify records at times prescribed by MILPERSMAN. Provide information and extracts from service records to authorized personnel. Inspections conducted by COMNAVRESFOR, COMNAVRESFORCOM, NAVRESREDCOMs, and NOSCs require access to service records. Quality Assurance Inspection of all service records rests solely with the cognizant PERSUPPACTs. Report any discrepancies to PERSUPPDET and PERSUPPACT.

b. Perform service record verifications and certifications for members and customer commands.

c. Process enlisted EVALs/FITREPs as described in chapter 5 with the exception of follow-up tickler reports. The NOSC COs are responsible for the tickler reports and tracking late EVALs.

d. Track compliance with MILPERSMAN 1070-270, to include creation and verification of NAVPERS 1070/602, Dependency Application/Record of Emergency Data, upon receipt of members or as changes occur, and make appropriate entries to NSIPS database to reflect correct type and number of family members. Update DEERS when required.

e. Prepare NSIPS events/functions to report personnel actions as required by pertinent directives.

f. Process enlisted and officer gains and losses per MILPERSMAN with appropriate NSIPS events/functions. All gains should be processed within 5 business days of receipt from recruiting per COMNAVRESFORINST 1001.5E.

g. Control and issue automated Armed Forces Identification Cards and Uniformed Services Identification and Privilege Cards for Reserve personnel and their authorized family members as outlined in subparagraphs 501a15 and 501a16.

h. Provide ad-hoc reports under appropriate cover letters, to assist NOSC customer commands. The following reports shall be provided to NOSCs on a monthly basis: Listing of End of Reserve Enlistment (EREN) occurrence within 9 months, notification of past due EVALs, notification of Armed Forces Reserve and Navy Reserve Meritorious Service Medals, Expired NAVPERS 1070/602S, Expired SGLI, Expired Dependency Care Certificates, and Advancement Eligibility Lists (AEL). See paragraph 702, "Interface Functions," for specific guidance.

i. Provide education services support, including administering advancement examinations as outlined in subparagraph 502f(2).

702. Interface Functions. The following functions are accomplished partly by the customer command and partly by PERSUPPDETs as indicated. Additionally, interface functions listed below will be accomplished per chapter 5.

- ASVAB retesting
- Casualty reports and assistance
- Examinations and advancements
- NEC requests
- Record entries containing adverse material
- Security clearances
- UCMJ, article 137 briefings
- Unit awards

a. Annual Training (AT)

Performed at Parent NOSC

CUSTOMER COMMAND:

Advises PERSUPPDET frequently of personnel who will be reporting for AT/ADT. For mission critical short lead AT/ADT evolutions, makes every effort to notify PERSUPPDET as soon as possible. Certifies physical qualification and instructs member to report to PERSUPPDET on first day of AT/ADT to process member's orders for payment. The NOSC also follows these procedures for Reservists who report to NOSCs for administrative purposes only and actually perform AT/ADT at another location within the same geographic area as PERSUPPDET. NOSCs shall direct those personnel to report to PERSUPPDET servicing the activity at which they perform their AT/ADT on the first day of AT/ADT. Neither the member nor the NOSC can verify information in NSIPS. Other customer commands, not NOSCs, shall direct Reservists reporting for AT/ADT to report to servicing PERSUPPDET with their orders on first day of AT/ADT.

PERSUPPDET:

For Reservists performing AT/ADT within the area serviced by PERSUPPDET, the travel section processes orders for payment. PERSUPPDETs that process Reservists for AT/ADT will continue to be responsible for accurate and timely pay. If a member's pay and allowances were entered incorrectly the submitting personnel/pay office is responsible for submitting the correct transactions via DMO-Ultra-Light (UL). Upon the Reservist's return to permanent NOSC, the PERSUPPDET follows existing policy to report underpayments and

allowances. PERSUPPDET submits trouble tickets and supporting documentation to COMNAVRESFORCOM Pay Help Desk and ensures that AT/ADT transactions are successfully posted to the Reservist's MMPA. For Reservists performing AT/ADT at an activity supported by another PERSUPPDET, the PERSUPPDET that holds the member's service record shall verify NSIPS dependency data prior to commencement. Commissioned units which begin and end a detachment at their homeport shall be treated as performing AT in that area, regardless of FFA assignments during their AT period. Example: A helicopter squadron goes on a two-week detachment from homeport of Norfolk, VA to Fallon, NV. All personnel who depart from Norfolk will have their pay processed in Norfolk.

Upon receipt of copy of completed AT/ADT orders or LES, makes appropriate service record entries and Sea Service Counter panel (when applicable) in NSIPS. Upon completion of required actions, forward AT/ADT orders to NOSC for retention in the Inactive Duty Training Folders. The PERSUPPDET that services the NOSC is the only one that can process the travel claim and the PERSUPPDET that services the supported command is the only one that can process pay.

Performed at other than Parent Reserve Activity

CUSTOMER COMMAND:

Forwards copy of orders to PERSUPPDET upon receipt. Verifies

dependency information in NSIPS. Provides security clearance information to AT/ADT command, as required. Upon member's return from AT/ADT (first drill day following AT/ADT), forwards copy of endorsed AT/ADT orders, NAVCOMPT 2120, ACDUTRA Pay Voucher, and any modifications and endorsements to PERSUPPDET.

PERSUPPDET:

Verifies dependency data in NSIPS with member. Instructs member to carry out reporting instructions on orders. Upon receipt of copy of completed AT/ADT orders or LES, makes appropriate service record entries and Sea Service Counter panel, (when applicable) in NSIPS. Upon completion of required action, forwards AT/ADT orders to NOSC for retention in the Inactive Duty Training folders. If a Reservist's pay and allowances were entered incorrectly, the submitting personnel/pay office is responsible for submitting the correct transactions via DMO-UL. Upon the Reservist's return to permanent NOSC, the PERSUPPDET follow existing policy to report underpayments. PERSUPPDET where training was performed is responsible for ensuring that AT/ADT transactions are successfully posted to the Reservist's MMPA.

b. Active Duty for Special Work (ADSW) over 30 days/
Extended Active Duty

Performed at other than Parent Reserve Activity

CUSTOMER COMMAND (NOSC): Activates/deactivates the member, certifies physical qualification and provides member with orders. Establishes checkout procedures to ensure all parties concerned are aware of member's checkout to ADSW. If ADSW is not in support of a declared contingency operation and is for more than 179 days, initiates orders to transfer member to non-pay status (VTU), and forwards IDT transfer orders to PERSUPPDET. If ADSW is in support of a contingency operation and is for more than 365 days, initiates orders to transfer member to non-pay status (VTU), and forwards IDT transfer orders to PERSUPPDET. Ensures member has service/medical/dental records in possession and instructs member to report to Navy Mobilization Processing Site (NMPS) (if ADSW is OCONUS or in support of a contingency operation) or to the ultimate gaining command (if ADSW is in CONUS and not in support of a contingency operation) to be gained to active duty per ADSW orders. Review ADSW checklist per OPNAVINST 1001.20B.

PERSUPPDET: Upon receipt of ADSW orders, the NOSC PERSUPPDET completes PERSUPPDET check-out sheet and establishes temporary record per current standard operating procedures. (If ADSW is for more than 140 days, upon receipt of orders processes NSIPS checkout/check-in functions). NOSC PERSUPPDET will not gain the

member to active duty per OPNAVINST 1001.20B. Instructs member to proceed to the NMPS or gaining command as directed by the orders. Arranges travel as required.

Performing Active Duty at Another Location

CUSTOMER COMMAND:

When Reserve personnel arrive, the NMPS or gaining command instructs them to report to the servicing PERSUPPDET to be gained. The gaining command where the Reservist reported must, at least two weeks prior to expiration of orders, notify servicing PERSUPPDET (and/or the NMPS servicing PERSUPPDET, as applicable) whether member will be released from active duty, extended, or transferred to another command. Provides PERSUPPDET with orders if applicable. If members are being released from active duty, ensures they are released from duties in time to allow any earned leave to be taken (if desired) and allow adequate time for out-processing procedures, deactivation and travel.

c. Armed Forces Reserve Medal (AFRM)

PERSUPPDET:

Produces monthly Award Eligibility Report from NSIPS. Screens Annual Retirement Point Record (**formerly NRPC 1070/124**) available at BUPERS Online (BOL) for eligibility. If not eligible, notes reason on report. If eligible, makes service record entry, updates NSIPS Honors/Awards panel and

forwards adjudicated eligibility report to NOSC. Files copy of adjudicated report in unit CPC folder. When processing new receipts or reviewing records, makes appropriate service record entry for personnel who qualify for the Armed Forces Reserve Medal (AFRM) per OPNAVINST 1650.1G, chapter 4, section 3, article 430.26 and informs customer command.

CUSTOMER COMMAND:

Upon receipt of verified report, prepares letter of award entitlement for presentation at appropriate ceremony. Ensures documentation is included in next EVAL or FITREP.

d. Navy Reserve Meritorious Service Medal (NRMSM)

PERSUPPDET:

Produces, verifies and forwards Monthly Award Eligibility Report to NOSC.

CUSTOMER COMMAND:

Upon receipt of report, verifies eligibility (i.e., IDT/AT requirements). If eligible, issues certificate. If not eligible, annotates reason and new entitlement start date on report. Upon completion of verification, returns adjudicated report to PERSUPPDET.

PERSUPPDET:

Upon receipt of adjudicated report makes service record entry, annotates report with date and number of award, and updates NSIPS

Honors/Awards panel. Forwards copy of adjudicated report to unit CPC folder.

e. Enlistment/Affiliation (new enlistments). Enlistment/affiliation in the Navy Reserve requires significant interface between Reserve recruiting, NOSCs, and PERSUPPDETs. General policies and eligibility criteria are outlined in BUPERSINST 1001.39E. Physical standards are outlined in MILPERSMAN, Manual of the Medical Department, and OPNAVINST 6110.1H. Failure to comply with requirements of the above listed instructions can lead to unnecessary delay in processing enlistment or affiliation and, in some cases, may lead to disqualification from Reserve service. For this reason, NOSCs and PERSUPPDETs should actively exercise quality control measures to identify disqualifying factors or minimize potential problems that can negatively impact morale of persons who affiliate in good faith. Affiliation programs include Non-Prior Service (NPS) Non-Prior Service (Basic), Accelerated Initial Advancement (AIA), Advanced Pay Grade (APG), Navy Veteran (NAVET), Other Service Veteran (OSVET), Construction Basic Veteran (CBVET), and Recruiting Selective Conversion and Reenlistment-Reserve (RESCORE-R). Affiliations under these and all other programs must comply with provisions of COMNAVRESFORINST 1001.5E.

RESERVE RECRUITING:

Prepares all documents required for affiliation per COMNAVCRUITCOMINST 1130.8G. Forwards documents appropriate to type of affiliation to the NOSC that supports member's drilling unit within three working days of enlistment or affiliation. This includes DD 4 with appropriate annexes, DD 1966, DD 398, Prior Service DD 214s, Prior DD 4s with annexes, orders to the Reserve Unit, NAVPERS 1070/613 relating to the program under which affiliating/enlisting, NAVPERS 1070/613 documenting that mandatory counseling has occurred regarding such items as Code of Conduct, DEERS enrollment, direct deposit (DDS) enrollment, Dependency

Application/Record of Emergency Data, service record pages from prior service including NAVPERS 1070/603, 604, 605, and if available, SF 88 and SF 93, enlisted performance EVALs/FITREPs and other documents required by COMNAVCRUITCOMINST 1130.8G. Officer affiliations shall include a copy of NAVPERS 1200/2, Navy Reserve Qualification Questionnaire for Inactive Duty Personnel, **(formerly NRPC 1200/1)** which is provided by NOSC.

NOSC:

Reviews all documents for completeness and accuracy. Advises Reserve recruiting of any problems or required corrections, and returns affiliation package to Reserve recruiting if necessary.

Maintains copies of all annexes relating to NPS, NPS (Basic), AIA, APG and RESCORE-R programs in order to track completion of permanent rate requirements. Schedules new affiliate for indoctrination and training. Annotates member's name on most recent AEL provided by PERSUPPDET and advises PERSUPPDET if new affiliate does not appear on subsequent reports. Performs residual functions as outlined in paragraph 704 of this instruction. Forwards package to PERSUPPDET for submission of NSIPS gain event.

PERSUPPDET:

Verifies all documents for completeness and accuracy. Advises NOSC of any problems and returns affiliation package to NOSC if necessary.

Contacts Customer Support Center to obtain proper gain information (1-877-589-5991). Submits NSIPS gain event within 5 working days of receipt of package/orders. If gain will not take in NSIPS, initiates trouble ticket with the Customer Support Center. Once trouble ticket is logged, generates a tracking system to monitor corrective actions taken and submits gain when directed.

Maintains NSIPS data elements for functions listed in paragraph 703 of this instruction, paying special attention to elements that directly impact pay entitlements (e.g., dependency codes, career sea pay).

All records of previous service should accompany the recruiting package. This is the only way to properly establish Pay Entry Base Date (PEBD), Date of Initial Entry of Military Service (DIEMS), and Date of Initial Entry into Reserve Force (DIERF).

Maintains service record per paragraph 701 of this instruction and MILPERSMAN.

f. Enlistment/Affiliation (Receipts from Other NOSC). Following procedures apply when personnel in a drilling status at a NOSC, which may or may not be supported by a PERSUPPDET, transfer to a unit at a different NOSC that is supported by a PERSUPPDET.

CUSTOMER COMMAND (NOSC): Contacts losing NOSC to verify member's satisfactory participation and assignment eligibility. Prepares orders

assigning member to a billet in the unit supported by NOSC and forwards a copy of orders to PERSUPPDET within 1 working day. Schedules member for first Inactive Duty Training (IDT)/indoctrination training. Provides losing NOSC with copy of IDT orders by facsimile to initiate transfer process. Maintains NSIPS data elements contained within the functions as outlined in paragraph 704 of this instruction.

PERSUPPDET:

Prior to preparing NSIPS gain, ensures NSIPS "check out" was done at previous PERSUPPDET/NOSC. If gain will not take in NSIPS, initiates trouble ticket with the Customer Support Center. Once trouble ticket is logged, generates a tracking system to monitor corrective actions taken and submits gain when directed. If record is not received within a reasonable time frame (as determined by proximity of previous NOSC and other factors), notifies transferring NOSC by most efficient means to obtain record. Verifies record upon receipt and notifies NOSC/member of discrepancies requiring action by member (e.g., Page 2 update, SGLI election). If no transfer EVAL/enlisted FITREP is on file, writes transferring NOSC within 7 days of receipt of record requesting EVAL/enlisted FITREP be forwarded, with a copy to current NOSC. Follows up every 30 days if necessary, until EVAL/enlisted FITREP is received.

g. Transfers to other NOSCs/NAVPERSCOM (PERS-493) (IRR)

CUSTOMER COMMAND:

Once notified that member has transferred, obtains copy of member's orders from new NOSC. (In case of transfers to NAVPERSCOM (PERS-493), prepares termination of IDT status orders.) Notifies member's unit to initiate transfer EVAL/FITREP. Consolidates member's records (i.e., IDT, medical and dental) with copy of orders and forwards to PERSUPPDET. In case of NPS, NPS (Basic), AIA, APG, RESCORE or CBVET personnel, who failed to make rate permanent, ensures that orders reflect reversion to permanent rate and, when necessary, initiates administrative separation paperwork.

PERSUPPDET:

Files EVAL/enlisted FITREP in record, makes Page 4 entry for rate reversion if required, makes Page 5 loss entry and verifies and closes out record. Ensures all pending NSIPS personnel functions are completed and released (including rate reversion if appropriate) prior to submission and release of NSIPS loss function/event. Batches service record with other records and mails to new NOSC or NAVPERSCOM (PERS-493), as appropriate.

h. Voluntary Transfer to Retired Reserve Without Pay or Navy Reserve Retired List With Pay

CUSTOMER COMMAND:

Counsels member and determines basic eligibility. Member prepares request and submits to

NAVPERSCOM (PERS-493) via Unit CO, NOSC, and PERSUPPDET per BUPERSINST 1001.39E.

Upon receipt of retirement authorization, initiates IDT, medical and dental record closeout as appropriate. Forwards IDT folder to member's home address. Forwards member's retirement authorization to PERSUPPDET along with Medical and Dental records.

PERSUPPDET:

Upon receipt of retirement authorization, closes out service record and mails to NAVPERSCOM (PERS-493). Mails Medical and Dental records to NAVPERSCOM (PERS-493). Submits and releases all appropriate NSIPS events/functions.

i. Reenlistment/Extension/Separation

PERSUPPDET:

Notifies customer commands monthly of individuals within nine months of Expiration of Reserve Enlistment/Expiration of Obligated Service (EREN/EOS).

CUSTOMER COMMAND:

Utilizes Career Intention Form to determine member's intentions and forwards form to PERSUPPDET within 45 days of EOS or desired reenlistment date. Determines eligibility for the Drilling Reservist's incentive and completes required documents, if applicable. Schedules physical and appropriate ceremony. Notifies PERSUPPDET of physical date and results. After reenlistment, monitors continuous entitlement to the Drilling

Reserve incentive and takes appropriate action to ensure payment or termination as required.

PERSUPPDET:

Reviews Career Intention Form and processes appropriate NSIPS functions/events for reenlistment, extension or separation as appropriate. Obtains necessary signatures and provides reenlistment documents to customer command for appropriate ceremony in a timely fashion.

j. Personnel Accounting

CUSTOMER COMMAND:

Provides accounting information and updates to PERSUPPDET.

PERSUPPDET:

Prepares gain and loss events in NSIPS and maintains NSIPS data elements contained within the functions under PERSUPPDET's cognizance.

CUSTOMER COMMAND:

Verifies and takes corrective action per NSIPS reports for all Reserve Unit Identification Codes (RUICs) supported. Annotates changes and provides copy to customer command.

k. Reserve Travel. Reserve travel is arranged centrally from NAVPTO New Orleans. However, PERSUPPDETs provide travel assistance as required while Reserve traveler is enroute.

703. Navy Standard Integrated Personnel System (NSIPS) Support. NSIPS is the only acceptable method of entering data from PERSUPPDET/NOSC into NSIPS database. Rather than individual data elements, NSIPS functions were designed based upon the inter-support relationship of PERSUPPDETs and NOSCs. The NSIPS functions are directly related to the mission of each command and as such, are designated with a Function Owner. NSIPS

Function Owner has sole responsibility for data input and maintenance of their NSIPS functions/events. Any additions, deletions, changes, or questions pertaining to ownership or responsibilities should be addressed to COMNAVRESFORCOM (N11) or NAVPERSCOM (PERS-35). MOUs may exist between PERSUPPACTs and NOSCs with regard to NSIPS submission/releasing authority.

a. Ownership/responsibility for NSIPS events/functions are as follows:

<u>NSIPS Panel/Function</u>	<u>Ownership</u>
Annual Training	NOSC
Billet	NOSC
Contract Administration	
Extensions	PERSUPPDET
Re-enlistments	PERSUPPDET
Dependency Data	PERSUPPDET
Gains	
Check-in	PERSUPPDET
Unprojected Gain	PERSUPPDET
Projected Gain	PERSUPPDET
Inactive Duty Training (IDT)	NOSC
Losses	
Checkout	PERSUPPDET
Casualty Loss	PERSUPPDET
Strength Loss	
ACD - Active Duty	PERSUPPDET
IRF - Forced Attrition	PERSUPPDET
IRR - Transfer NAVPERSCOM (PERS-493)	PERSUPPDET
RET - Retired	PERSUPPDET
STN - Separation/Discharge	
EOS Discharges	PERSUPPDET
Administrative Separations	PERSUPPDET
MGIB Data	NOSC
Pay Maintenance	
Combat Zone	PERSUPPDET
Pay Deposit	NOSC
Taxes	NOSC
Personnel Maintenance	
Address and Phone	PERSUPPDET
Civilian Skills	NOSC
Clothing Allowance	PERSUPPDET
Conversion	PERSUPPDET

Deductions	
MGIB	NOSC
SGLI	PERSUPPDET
Foreign Language	PERSUPPDET
Miscellaneous	
1430 Worksheet Data	PERSUPPDET
Honors and Awards	PERSUPPDET
Local Data - FTS	NOSC
Local Data - Drilling Reserve	
Local Data	NOSC
Member Data 1	
Drill Weekend	NOSC
Privacy Act Disputed	PERSUPPDET
Correspondence Course Information	PERSUPPDET
Incentive Pay Authorized	PERSUPPDET
Aeronautical Rating Indication	PERSUPPDET
Flight Status Indicator	PERSUPPDET
Member Data 2	
Awarded Vietnam Medal	PERSUPPDET
Recall History	PERSUPPDET
Member Data 3	
Mobilization Recall Key	NOSC
Date Commitment Reserve Expires	PERSUPPDET
LIMDU Classification	N/A
Prior Selected Reserve Indicator	PERSUPPDET
Military Obligation Designator	PERSUPPDET
Mandatory Drill Status Code	PERSUPPDET
Date of Last Physical	NOSC
Prior Military Service Indicator	PERSUPPDET
LSL Sellback	PERSUPPDET
Active Navy History	PERSUPPDET
Mobilization	NOSC
Personal Data	
Personal Information	PERSUPPDET
Rate Change	PERSUPPDET
Last EVAL Date	PERSUPPDET
Recommended	PERSUPPDET
Rate/Rank	PERSUPPDET
Enlisted Designator	PERSUPPDET
Date of Rate (DOR)	PERSUPPDET
Time in Rate (TIR)	PERSUPPDET
Employment Information	PERSUPPDET
Source of Initial Entry	PERSUPPDET
Military Obligation Designator (MOD)	PERSUPPDET

Test Scores	PERSUPPDET
Contract Information	PERSUPPDET
Service Dates	PERSUPPDET
Report Date	PERSUPPDET
Prior Enlisted Active Service	PERSUPPDET
Projected Rotation Date	PERSUPPDET
Pay Entry Base Date	PERSUPPDET
Number of Enlistments	PERSUPPDET
Sea Duty Counter	PERSUPPDET
RSTARS Interfaces	NOSC
Unit Administration	NOSC
All NSIPS Member Request	PERSUPPDET
NSIPS Security Administration	NOSC

704. Residual Functions. The following personnel administration functions are the sole responsibility of the customer command and require little or no interaction between the customer command and the PERSUPPDET. In some cases, PERSUPPDET may be required to provide information from the service record, report actions by submission of NSIPS entries, and file documents in member's service record per MILPERSMAN.

- Career counseling
- Congressional inquiries
- Correspondence course grading
- Commissary Privilege Cards (DD 2529)
- Inactive Duty Training (IDT) reporting/monitoring
- Indoctrination (PERSUPPDET may brief PERSUPPDET operations)
- Injury reports and Line of Duty (LOD) investigations
- Letter of indebtedness
- Liberty cards
- Manpower planning and administration
- Officer fitness reports
- Personal awards/recommendations/letters of commendation or appreciation, including procurement of medals/ribbons
- Readiness and training reporting
- Reenlistment/retirement ceremonies
- Reserve Montgomery GI bill counseling and issuance of Notification of Basic Eligibility (NOBE)
- Security access lists
- Service school quota requests
- Temporary flight orders
- Navy Reserve Incentive Programs (bonus)

**CHAPTER 8 - PERSONNEL SUPPORT ACTIVITY DETACHMENT
(PERSUPPDET) AFLOAT**

800. Introduction. The PERSUPPACT Detachment Afloat program utilizes PERSUPPDETs, CUSERVDESKs, or consolidated support detachments to complete pay and personnel transactions that were previously accomplished by afloat Personnel Specialists (PSs). PERSUPPDET Afloat will achieve its intended function of cost savings to the Navy while providing the required and expected level of pay and personnel support for our Sailors. This chapter outlines those additional services and details modifications required.

801. Support Services. Generally, functions will be accomplished as outlined in Appendix F; because ships/squadrons/battalions deploy, the following additions and modifications to support services are required.

a. Communications. Arrangements will be made with PERSUPPDET Afloat to complete processes by e-mail, Command PASS Coordinator (CPC) (inport), fax, message, mail or telephone, and will be tracked by Job Control Number (JCN).

b. Service Records. PERSUPPDETs Afloat, which support deployable units, will provide a copy of each crewmember's service record pages and documents on compact disk (CD). PERSUPPDET Afloat will provide copies of any changes to these pages as they occur.

c. Pre-Deployment/Extended Underway Brief. Ships must ensure that PERSUPPDETs Afloat are given proper notification of extended periods away from homeport. The pre-deployment brief will include a review of all pending/planned pay and personnel transactions. Contingencies should also be arranged for unforeseen requirements.

802. Unit/PERSUPPDET Afloat Interface. Whether the unit is underway or inport, the interface between the PERSUPPDET Afloat and unit should not be measurably different. PERSUPPDET Afloat will accomplish all functions for Pay and Personnel support as detailed in appendix F with the following exception of educational services:

a. Customer Command. Orders, controls and administers Navy-wide advancement examinations and other professional testing material per the Advancement Manual and other cognizant publications.

b. PERSUPPDET Afloat Responsibilities. Verifies the information recorded on the advancement examination worksheet, including the performance mark average (PMA), award points and NAVLEAD schools. Forwards not later than one month prior to published Navy-wide examination dates. Ensures that exam discrepancies are corrected.

803. Designation and Duties of Command PASS Coordinator (CPC)

a. Designation of CPC

(1) COs of participating units will designate, in writing, qualified CPCs to act as liaison between the unit and the PERSUPPDET Afloat. See figure 8-1 for a sample designation letter.

(2) Designated CPCs are required to be a Personnel Specialist (PS), Yeoman (YN) or Navy Counselor (NC) in paygrade E5 or above, and must be familiar with PASSMAN, references and PASS procedures.

b. Duties and Responsibilities of the CPC

(1) The CPC's principle duties will be to provide customer service onboard ship, monitor and manage the EDVR and initiate and forward required pay and personnel actions to PERSUPPDET Afloat. Under no circumstances will CPCs transmit any pay transaction directly to DFAS-CL without approval of the OIC, PERSUPPDET Afloat.

(2) Receipt of Documents. When documents are received from servicemembers, the CPC will take the following steps:

(a) Briefly examine the documents for obvious errors, missing signatures, supporting documents, incorrect forms, etc.

(b) If there are errors, return them to the appropriate office for correction/supporting documents.

(c) Ensure that the authorizing official has properly signed the document(s). PERSUPPDET Afloat shall maintain letters on file with a sample signature of individuals authorized to sign documents affecting pay.

(3) Document Control Flow. As documents are received, the CPCs will take the following steps:

(a) Accumulate all original documents, along with appropriate copies, for scanning, faxing or mailing to PERSUPPDET Afloat;

(b) Stamp or write the date received on the documents;

(c) Assign JCN; and

(d) Transmit daily to PERSUPPDET Afloat.

(4) Maintain Retained Transmittal File (RTF) with original documents (copies if originals were mailed to PERSUPPDET).

SAMPLE CPC DESIGNATION LETTER

Command Letterhead

From: Commanding Officer
To: OIC/CPOIC, Personnel Support Detachment/Personnel Support
Detachment Afloat

Subj: DESIGNATION OF COMMAND PASS COORDINATOR (CPC)

Ref: (a) OPNAVINST 1000.23C

1. Per reference (a), the following information is provided for
the command's CPC:

CPC PRIMARY: _____

(Full name)

Contact Number: _____

Military e-mail Address: _____

(Sample Signature)

CPC ALTERNATE: _____

(Full name)

Contact Number: _____

Military e-mail Address: _____

(Sample Signature)

Command Phone#: _____

Command Message PLAD: _____

Signature

Figure 8-1

SAMPLE AUTHORIZATION LETTER TO CHECK OUT SERVICE RECORDS

Command Letterhead

From: Commanding Officer
To: OIC/CPOIC, Personnel Support Detachment/Personnel Support
Detachment Afloat

Subj: AUTHORIZATION TO CHECK OUT SERVICE RECORDS

Ref: (a) OPNAVINST 1000.23C

1. The following individual is authorized to check out service records for (Name of Unit). Per reference (a), the following information is provided for the below individual based on Billet Description and responsibilities at the command.

Billet Title: _____

Full Name: _____

Contact Number: _____

Military e-mail Address: _____

Projected Loss Date: _____

(Sample Signature)

Command Phone Number: _____

Command Message PLAD: _____

CO Signature

Figure 8-2

APPENDIX A - PASS GEOGRAPHIC NETWORK

PASS Geographic Network provides a listing of PERSUPPACTs, cognizant major activities, and associated PERSUPPDETs.

UNITED STATES

PERSUPPACT ATLANTIC, VA (CNIC)

<u>PERSUPPDETs</u>	<u>CUSERVDESKs</u>
ATLANTA, GA	ATHENS, GA
BETHESDA, MD	BEAUFORT, SC
BRUNSWICK, ME	CAMP LEJEUNE, NC
CHARLESTON (WPNSTA), SC	DAM NECK, VA
CORPUS CHRISTI, TX	GREAT LAKES (RTC), IL
DAHLGREN, VA	GUANTANAMO BAY, CUBA
FT MEADE, MD	INGLESIDE, TX
GREAT LAKES (NTC), IL	MERIDIAN, MS
GULFPORT, MS	PANAMA CITY, FL
JACKSONVILLE, FL	PORTSMOUTH, VA
KEY WEST, FL	SARATOGA SPRINGS, NY
KINGS BAY, GA	TAMPA, FL
LITTLE CREEK, VA	
MAYPORT, FL	
MEMPHIS, TN	
OCEANA, VA	
PATUXENT RIVER, MD	
PENSACOLA, FL	
NEW LONDON, CT	
NEWPORT, RI	
NEW ORLEANS, LA	
NORFOLK (NAVSTA), VA	
WASHINGTON, DC	
WILLOW GROVE, PA	

PERSUPPACT WEST, SAN DIEGO CA (CNIC)

<u>PERSUPPDETs</u>	<u>CUSERVDESKs</u>
BALBOA, CA	CHINA LAKE, CA
BANGOR, WA	CORONADO, CA
CAMP PENDLETON, CA	DENVER, CO

PERSUPPDETs

LEMOORE, CA
NAVSTA SAN DIEGO, CA
NORTH ISLAND, CA
PORT HUENEME, CA
WHIDBEY ISLAND, WA

CUSERVDESKs

EL CENTRO, CA
EVERETT, WA
FALLON, NV
FLEASWTRACENPAC, CA
MONTEREY, CA
OKLAHOMA CITY, OK
POINT LOMA, CA
29 PALMS, CA
COLORADO SPRINGS, CO
FORT HUACHUCA, AZ

OVERSEAS

PERSUPPACT PACIFIC, YOKOSUKA JAPAN (CNIC)

PERSUPPDETs

DIEGO GARCIA
GUAM
MISAWA, JAPAN
OKINAWA, JAPAN
PEARL HARBOR, HI
SASEBO, JAPAN
SEOUL, KOREA
YOKOSUKA, JAPAN

CUSERVDESKs

ATSUGI, JAPAN
DET B PHOENIX (RES DET)
CHINHAE, KOREA
IWAKUNI, JAPAN
KANEOHE, HI
KAUAI, HI
SINGAPORE
WAHIAWA, HI

PERSUPPACT EUROPE (CNIC)

PERSUPPDETs

BAHRAIN
KEFLAVIK, IC
LA MADDALENA, IT
NAPLES, IT
ROTA, SP
SIGONELLA, IT
VAIHINGEN, GE

CUSERVDESKs

GAETA, IT
LISBON, PO
LONDON, UK
ST MAWGAN, UK
SOUDA BAY, GR

APPENDIX B - RECALL PROCESSING OF INACTIVE DUTY PERSONNEL

Introduction

1. The Navy's Reserve Component (RC) is composed of several categories by law. Each category is subject to recall to active duty under different conditions. RC recalls to active duty may be for training purposes or for purposes other than training.

2. Recall to Active Duty for Training (ADT) type orders include Initial Active Duty for Training (IADT), Annual Training (AT), and Other Training Duty (ODT)-type orders. These apply primarily to members of the Drilling Reserve and are discussed in chapter 7 of this manual.

3. Active Duty recalls for Other than Training (ADOT) type orders include general assignment recalls (GAR), Active Duty for Special Work (ADSW), Presidential Reserve Call-up (PRC), and Partial or Full Mobilization. Individual offices within NAVPERSCOM, depending upon Navy objective being served, govern policies and procedures for different types of recalls. Therefore, care must be taken to understand the type of order under which the RC member is recalled to ensure proper processing. Most, but not all, of these members are to be gained to Active Component (AC) personnel and pay systems to ensure proper tracking, accounting and support during ADOT recall.

4. RC members may be recalled for ADOT voluntarily or involuntarily, within current laws, DoD and Navy regulations depending upon their assigned RC category and individual qualifications. Navy policies and procedures for voluntary and involuntary ADOT recalls/mobilizations are contained in different instructions depending upon the type of recall, office responsible for the recall and funding factors. Voluntary recall policy and procedures instructions are as follows:

- MILPERSMAN 1132-010 for Navy Reserve 3-year Recall Program.

- MILPERSMAN 1320-150 for Voluntary Recall or Call to Extended Active Duty for Reserve Officers.

- OPNAVINST 1001.20B for Active Duty for Special Work (ADSW) and One Year Recall (OYR) Program.

5. Navy Manpower Mobilization policy and procedures are found in OPNAVINST 3060.7B. Refer to these instructions for guidance, as appropriate, when processing RC personnel.

6. This appendix describes the personnel/pay process at the PERSUPPDET supporting the gaining command or NMPS for the following types of orders by which an inactive duty member may be recalled to active duty strength.

a. ADSW orders greater than 30 days within the continental United States (CONUS) not in support of a Secretary of Defense (SECDEF) designated contingency operation.

b. ADSW orders outside the continental United States (OCONUS) not in support of a SECDEF designated contingency operation.

c. ADSW orders in support of a SECDEF designated contingency operation.

d. PRC or mobilization orders.

7. In all cases where the orders are for 30 days or more, PERSUPPDET is responsible for the active duty strength gain, activity gain, activity loss, Master Military Pay Account (MMPA) establishment for the recalled member, and required transportation arrangements through the NAVPTO. If orders are for less than 30 days, no personnel strength gain or MMPA establishment are required. If the member has been recently released from active duty, ADSW, or PRC, and a MMPA cannot be established due to the member's account being in a separated "V" or suspended "T" status, PERSUPPDET should immediately call the appropriate point of contact for the last three digits of the member's SSN at DFAS Cleveland and fax a copy of the new orders to that point of contact. PERSUPPDET should also notify the gaining command/NMPS of the problem, action taken and approximate time required to correct the problem.

DFAS CLEVELAND CODES AND PHONE NUMBERS

<u>CODE</u>	<u>SSN</u>	<u>DSN PHONE</u>	<u>DSN FAX</u>
PMMCBA	000-199	580-5546	580-5412
PMMCBB	200-399	580-5561	580-6547
PMMCBC	400-599	580-5584	580-6708
PMMCBD	600-799	580-6345	580-5002
PMMCBE	800-999	580-6749	580-6289

8. Members recalled to ADSW (more than 30 days), PRC or NAVET, shall have a copy of the orders forwarded to the DFAS-CL POC handling that particular account in order to post the accession or put the account in "A" status.

9. Officer Personnel Information System (OPINS) and Navy Enlisted System must be updated before DFAS-CL can process an accession.

10. An MMPA in "V" status with an Accounting and Disbursing Station Number (ADSN) of 3891 will be forwarded to DFAS-DE to post the accession after a copy of the orders is sent to DFAS-CL.

11. If transportation cannot be arranged to meet the reporting dates for intermediate stops/ultimate duty station/command, PERSUPPDET will immediately notify the NMPS and all affected commands of the problem and action taken.

12. PERSUPPDET is also responsible for the activity gain, the strength loss, preparation of the DD 214, arrangement of transportation through the NAVPTO to the member's point of origin via the NOSC, and the disestablishment of the MMPA when the member is being separated from active duty at the end of the order period. Upon separation, if a member's MMPA reflects a leave settlement code of "9", contact DFAS-CL to provide POC with correct Lump Sum Leave (LSL) information to post LSL paid to date.

Section 1 - ADSW orders greater than 30 days in CONUS not in support of a contingency operation

a. For all ADSW non-contingency orders to gaining commands located within CONUS, Alaska, and Hawaii, the inactive duty member will be activated at the NOSC and sent directly to the gaining command. The NOSC will verify the member's eligibility using the ADSW Recall Qualification Checklist provided in enclosure (5) of OPNAVINST 1001.20B. The member must report to the gaining command prior to reporting to the gaining command PERSUPPDET for gain processing. A member of the staff of the gaining command PERSUPPDET will be designated as Local PASS Recall Coordinator and be responsible for liaison with the gaining command. The ultimate duty station/gaining command supporting PERSUPPDET (not the reserve activity supporting PERSUPPDET) will gain the recalled member to active duty using NSIPS procedures, establish the MMPA and issue an active duty identification card. Member's data will be pre-staged by the order writing system to the UIC of the ultimate duty station/gaining command and the strength gain will be to that UIC. Date of the strength gain is the date the member departs his/her home address, providing that date falls within travel and reserve activity's screening time limits. No gain should be done if an enlisted member's EOS (including any extension of enlistment) or any member's retirement will occur prior to the end date of the ADSW order. Member must have adequate obligated service to cover the period of active duty. Pre-staged Special Program Indicator Code (SPI Code) and Current Source Code (CSC) data in OPINS/NES will not be changed by PERSUPPDET. If member has not been cleared by medical for the duty assigned, no gain to personnel strength will be completed and, when directed by the NMPS, member will be returned to the NOSC for deactivation.

b. At the conclusion of the ADSW period, member will be processed for release from active duty at the gaining command and return home via the NOSC.

Section 2 - ADSW orders OCONUS not in support of a contingency operation

a. For all ADSW orders not in support of a contingency operation, to gaining commands located OCONUS, including Alaska, or Hawaii, the Reservist will be activated at the NOSC and proceed to the gaining command via a designated NMPS. NOSC will

verify member's eligibility using the ADSW Recall Qualification Checklist provided in enclosure (5) of OPNAVINST 1001.20B, correcting all deficiencies within their capability. Requirements that cannot be rectified prior to the ADSW start date will be annotated on the checklist for NMPS action. NOSC will coordinate the member's travel and processing with the NMPS. Member must report to the NMPS prior to reporting to the NMPS PERSUPPDET for gain processing. A member of the NMPS PERSUPPDET staff will be designated as Local PASS Recall Coordinator and be responsible for liaison with the NMPS. While at the NMPS, the Reservist will be processed by the NMPS PERSUPPDET based upon the duration of orders as described in paragraphs 5b(1)(a) and (b) of OPNAVINST 1001.20B. When orders are for 30 days or more, the NMPS supporting PERSUPPDET (not the reserve activity supporting PERSUPPDET) will gain the recalled member to active duty using NSIPS procedures, establish the MMPA and issue an active duty identification card. Member's data will be pre-staged by the order writing system to the UIC of the NMPS and the strength gain will be to that UIC. Date of the strength gain is the date the member departs his/her home address, providing that date falls within travel and reserve activity's screening time limits. No gain should be done if an enlisted member's EOS (including any extension of enlistment) or any member's retirement will occur prior to the end date of the ADSW order. Member must have adequate obligated service to cover the period of active duty. Pre-staged SPC/SPITAR and CSC data in OPINS/NES will not be changed by the PERSUPPDET. If member has not been cleared by medical for the duty assigned, no gain to personnel strength will be completed and, when directed by the NMPS, member will be returned to the NOSC for deactivation.

b. Prior to the conclusion of the ADSW period, the Reservist will proceed from the gaining command to the NMPS in order to be processed for release from active duty before returning home via the NOSC. Gaining command will ensure release of the Reservist prior to the conclusion of orders to allow adequate time for travel, processing and leave, if leave is required or desired. NMPS is responsible for overall coordination and control of the separation from active duty process.

Section 3 - ADSW orders in support of a contingency operation

a. For all ADSW orders in support of a contingency operation, including Joint or NATO Task Force Augmentation, the Reservist will be activated at the NOSC and proceed to the gaining command via a designated NMPS. This applies to all contingency ADSW in or out of CONUS. The NOSC will verify member's eligibility using the ADSW Recall Qualification Checklist provided in enclosure (5) of OPNAVINST 1001.20B, correcting all deficiencies within their capability. Requirements that cannot be rectified prior to the ADSW start date will be annotated on the checklist for NMPS action. The NOSC will coordinate the member's travel and processing with the NMPS. Reservist must report to the NMPS prior to reporting to the NMPS PERSUPPDET for gain processing. A member of the NMPS PERSUPPDET staff will be designated as Local Presidential Reserve Call-up (PRC) and be responsible for liaison with the NMPS. While at the NMPS, the Reservist will be processed by the NMPS PERSUPPDET based upon the duration of orders as described in paragraphs 5b(1)(a) and (b) of OPNAVINST 1001.20B. When orders are for 30 days or more, the NMPS supporting PERSUPPDET (not the reserve activity supporting PERSUPPDET) will gain the recalled member to active duty using NSIPS procedures, establish the MMPA and issue an active duty identification card. Member's data will be pre-staged by the order writing system to the UIC of the NMPS and the strength gain will be to that UIC. Date of the strength gain is the date the member departs his/her home address, providing that date falls within travel and reserve activity's screening time limits. No gain should be done if an enlisted member's EOS (including any extension of enlistment) or any member's retirement will occur prior to the end date of the ADSW order. Member must have adequate obligated service to cover the period of active duty. Pre-staged SPC/SPITAR and CSC data in OPINS/NES will not be changed by the PERSUPPDET. If member has not been cleared by medical for the duty assigned, no gain to personnel strength will be completed and, when directed by the NMPS, member will be returned to the NOSC for deactivation.

b. Prior to the conclusion of the ADSW period, the Reservist will proceed from the gaining command to the NMPS in order to be processed for release from active duty before returning home via the NOSC. Gaining command will ensure release of the Reservist prior to the conclusion of orders to

allow adequate time for travel, processing and leave, if leave is required or desired. NMPS is responsible for overall coordination and control of the separation from active duty process.

Section 4 - Presidential Reserve Call-up (PRC) or Mobilization orders

a. For all PRC and mobilization orders, the Reservist will be activated at the NOSC and proceed to the gaining command via a designated NMPS. This applies to all PRC and mobilization orders in or out of CONUS. The NOSC (for Drilling Reservist) or NMPS will activate member and complete the NOSC Check List (www.npc.navy.mil/careerinfo/augmentation/mobilization), correcting all deficiencies within their capability. Requirements that cannot be rectified prior to the recall or mobilization start date will be annotated on the Check List for NMPS action. NOSC will coordinate the member's travel and processing with the NMPS. NMPS is responsible for overall coordination and control of member's recall processing, per OPNAVINST 3060.7B. Reservist must report to the NOSC for the initiation of the Check List, prior to reporting to the NMPS PERSUPPDET for gain processing. A member of the NMPS PERSUPPDET staff will be designated as Local PRC and be responsible for liaison with the NMPS. NMPS PERSUPPDET is responsible for completing and signing off on all actions required in the NOSC Check List (as well as any personnel actions not completed at the NOSC) as shown on the NOSC Check List which the member will have after checking in at the NMPS. In the case of unit or functional team recall/mobilization, every effort should be made to process the members of the unit/functional team together. When the orders are for 30 days or more, the NMPS supporting PERSUPPDET (not the reserve activity supporting PERSUPPDET) will gain the recalled member to active duty using NSIPS procedures, establish the MMPA and issue an active duty identification card. Member's data will be pre-staged by the order writing system to the UIC of the NMPS and the strength gain will be to that UIC. Date of the strength gain is the date the member departs his/her home address, providing that date falls within travel and reserve activity's screening time limits. No gain should be done if an enlisted member's EOS (including any extension of enlistment) or any member's retirement will occur prior to the end date of the PRC or mobilization order. Member must have adequate obligated service to cover the period of active duty.

Pre-staged SPC/SPITAR and CSC data in OPINS/NES will not be changed by the PERSUPPDET. If member has not been cleared by medical for the duty assigned, no gain to personnel strength will be completed and, when directed by the NMPS, member will be returned to the NOSC for deactivation.

b. Prior to the conclusion of the PRC or mobilization period, the Reservist will proceed from the gaining command to the NMPS in order to be processed for release from active duty before returning home via the NOSC. Gaining command will ensure release of the Reservist prior to the conclusion of orders to allow adequate time for travel, processing and leave, if leave is required or desired. Upon arrival at the NMPS for separation from active duty, member must report first to the NMPS for initiation of the NOSC Check List for demobilization. NMPS is responsible for overall coordination and control of the separation from active duty process. NMPS PERSUPPDET is responsible for completing and signing off on all PERSUPPDET actions shown on the NOSC Check List, which the member will have after checking in with the NMPS.

References

- a. OPNAVINST 1001.20B
- b. OPNAVINST 3060.7B
- c. BUPERSINST 1001.39E
- d. NAVPERS 15560D - Naval Military Personnel Manual
- e. BUPERSINST 1750.10B
- f. OPNAVINST 1000.23C
- g. DOD 4500.9-R, part I of Jun 05
- h. Joint Federal Travel Regulation (JFTR), volume 1
- i. OPNAVINST 4650.15
- j. BUPERSINST 7040.6

APPENDIX C - INFORMATION TECHNOLOGY SYSTEM PROJECT CHARTER

1. NSIPS Management. SPAWARSSYSCOM Information Technology Center plans, designs, develops, implements and maintains Navy-wide field information systems for military and civilian personnel, including support and interface to pay systems. NSIPS project officer is a member of SPAWARSSYSCOM Information Technology Center staff and prepares NSIPS program budget. Additionally, NSIPS project officer is responsible for development programming, testing, and exportation, implementation, operation, and maintenance of NSIPS, consulting with Assistant for PASS/PASS Program Manager to ensure PASS requirements are met. SPAWARSSYSCOM Information Technology Center may liaison directly with PASS field offices concerning all aspects of NSIPS.

APPENDIX D - FORMS LIST

1. Following forms may be obtained using requisitioning procedures contained in Navy Forms Online at <https://forms.daps.dla.mil>.

<u>FORM NUMBER</u>	<u>TITLE AND STOCK NUMBER</u>
DD 2(ACT) (Rev. 7-74)	Armed Forces of the United States - Geneva Conventions Identification Card (Active) S/N 0102-LF-000-0301
DD 2(RES) (Rev. 5-79)	Armed Forces of the United States - Geneva Conventions Identification Card (Reserve) S/N 0102-LF 000-0020
DD 2(RET) (Rev. 5-79)	United States Uniformed Services Identification Card S/N 0102-LF-019-1500
DD 2S(ACT) (Rev. 10-93)	Armed Forces of the United States Geneva Conventions Identification Card (Active) (Green) S/N 0102-LF-019-1700
DD 2S(RES) (Rev. 10-93)	Armed Forces of the United States Geneva Conventions Identification Card (Reserve) (Green) S/N 0102-LF-019-1600
DD 2S(RESRET) (Rev. 10-93)	United States Uniformed Services Identification Card (Reserve Retired) (Red) S/N 0102-LF-019-1951
DD 2S(RET) (Rev. 10-93)	United States Uniformed Services Identification Card (Retired) (Blue) S/N 0102-LF-019-1500
DD 4 (Rev. 01-01)	Enlistment/Reenlistment Document of the Armed Forces of the United States S/N 0102-LF-000-0044

<u>FORM NUMBER</u>	<u>TITLE AND STOCK NUMBER</u>
DD 214 (Rev. 02-00)	Certificate of Release or Discharge from Active Duty S/N 0102-LF-982-2200
DD 215 (Rev. 02-00)	Correction to DD 214, Certificate of Release or Discharge from Active Duty S/N 0102-LF-982-4600
DD 504 (Rev. 9-01)	Request and Receipt for Health and Comfort Supplies S/N 0102-LF-000-5041
DD 553 (Rev. 05-04)	Deserter/Absentee Wanted by the Armed Forces S/N 0102-LF-008-3900
DD 652 (Rev. 5/78)	Uniformed Services Meal Ticket S/N 0102-LF-035-0000
DD 1141 (Rev. 5-67)	Record of Occupational Exposure to Ionization Radiation S/N 0102-LF-011-0601
DD 1149 (Rev. 6-03)	Requisition and Invoice/Shipping Document S/N 0102-LF-007-2300
DD 1173 (Rev. 3-61)	Uniformed Services Identification and Privilege Card S/N 0102-LF-004-2900
DD 1351-2 (Rev. 7/04)	Travel Voucher or Sub-voucher S/N 0102-LF-013-2803
NAVCOMPT 2120 (Rev. 4-88)	ACDUTRA Pay Voucher S/N 0104-LF-702-1202
NAVCOMPT 2274 (Rev. 2-92)	Pre-retirement Pay Information Request S/N 0104-LF-014-1000
NAVCOMPT 3065 (Rev. 2-83)	Leave Request/Authorization S/N 0104-LF-703-0656
NAVCOMPT 3071 (Rev. 2-77)	Personal U. S. Navy Financial Record S/N 0104-LF-703-0705

<u>FORM NUMBER</u>	<u>TITLE AND STOCK NUMBER</u>
NAVMED 6120/2 (Rev. 11/79)	Officer Physical Examination Questionnaire S/N 0105-LF-208-3071
NAVMED 6120/3 (Rev. 6-91)	Annual Certificate of Physical Condition S/N 0105-LF-012-3800
NAVMED 6150/2 (Rev. 4/70)	Special Duty Medical Abstract S/N 0105-LF-209-5021
NAVMED 6150/4 (Rev. 12-67)	Abstract of Service and Medical History S/N 0105-LF-209-5040
NAVMED 6150/30 (Rev. 11-96)	Inpatient/Extended Ambulatory Record (Green) S/N 0105-LF-986-6500
NAVMED 6150/32 (Rev. 08-00)	Inpatient/Extended Ambulatory Record (Yellow) S/N 0105-LF-986-7700
NAVMED 6150/33 (Rev. 08-00)	Inpatient/Extended Ambulatory Record (Grey) S/N 0105-LF-986-8900
NAVMED 6150/34 (Rev. 08-00)	Inpatient/Extended Ambulatory Record (Tan) S/N 0105-LF-987-0100
NAVMED 6150/35 (Rev. 08-00)	Inpatient/Extended Ambulatory Record (Blue) S/N 0105-LF-987-1300
NAVMED 6150/36 (Rev. 6-81)	Inpatient/Extended Ambulatory Record (White) S/N 0105-LF-987-2500
NAVMED 6150/37 (Rev. 08-00)	Inpatient/Extended Ambulatory Record (Almond) S/N 0105-LF-987-3700
NAVMED 6150/38 (Rev. 08-00)	Inpatient/Extended Ambulatory Record (Pink) S/N 0105-LF-987-9800
NAVMED 6150/39 (Rev. 08-00)	Inpatient/Extended Ambulatory Record (Red) S/N 0105-LF-987-9000
NAVMED 6150/40 (Rev. 08-00)	Inpatient/Extended Ambulatory Record (Orange) S/N 0105-LF-987-5300

<u>FORM NUMBER</u>	<u>TITLE AND STOCK NUMBER</u>
NAVMED 6410/1 (Rev. 5-90)	Aviation Medicine - Grounding Notice S/N 0105-LF-010-1600
NAVMED 6410/2 (Rev. 5-90)	Aviation Medicine - Clearance Notice S/N 0105-LF-010-1700
NAVPERS 1070/74 (Rev. 10-05)	Officer's Report of Home of Record and Place From Which Ordered to a Tour of Active Duty S/N 0106-LF-010-7320
NAVPERS 1070/602 (Rev. 7-72)	Dependency Application/Record of Emergency Data S/N 0106-LF-018-6022
NAVPERS 1070/602 (Rev. 7-72)	Dependency Application/Record of Emergency Data (two part snapout) S/N 0106-LF-018-6035
NAVPERS 1070/604 (Rev. 03-05)	Enlisted Qualification History S/N 0106-LF-127-9800
NAVPERS 1070/605 (Rev. 10-89)	History of Assignments S/N 0106-LF-008-1800
NAVPERS 1070/606	Record of Unauthorized Absence S/N 0106-LF-010-6957
NAVPERS 1070/607	Court Memorandum S/N 0106-LF-010-6961
NAVPERS 1070/613 (Rev. 10-81)	Administrative Remarks S/N 0106-LF-010-6991
NAVPERS 1070/615 (Rev. 12-03)	Record of Discharge from U.S. Navy Reserve S/N 0106-LF-132-2300
NAVPERS 1070/622 (Rev. 01-00)	Agreement to Recall or Extend Active Duty S/N 0108-LF-982-4500

<u>FORM NUMBER</u>	<u>TITLE AND STOCK NUMBER</u>
NAVPERS 1200/1 (Rev. 01-04)	Ready Reserve Transfer Request Service Agreement S/N 0106-LF-128-1000
NAVPERS 1200/2 (07-06)	Navy Reserve Qualification Questionnaire for Inactive Duty Personnel
NAVPERS 1221/6 (06-06)	Navy Enlisted Classification (NEC) Change Request S/N 0106-LF-132-1500
NAVPERS 1306/7 (Rev. 1-03)	Enlisted Personnel Action Request S/N 0109-LF-983-3400
NAVPERS 7041/1 (Rev. 12-92)	PCS Travel S/N 0106-LF-017-6800
NAVPERS 7220/8 (Rev. 08-85)	Financial Statement - Remission of Indebtedness S/N 0106-LF-072-2040
NAVRES 1301/5 (Rev. 11-76)	Reserve Officer Request for Transfer/ Termination S/N 0117-LF-013-0126
NAVRES 1321/1 (Rev. 2-79)	Officer Application/Orders for Inactive Duty Training S/N 0117-LF-013-2110
NAVRES 1326/2 (Rev. 9-76)	Enlisted Application & Orders to a Navy Reserve Unit - Termination/Modification S/N 0117-LF-013-2611
NAVRES 1326/4 (Rev. 2-79)	Enlisted Application & Orders to a Navy Reserve Unit (Non-Obligor) S/N 0117-LF-013-2620
NAVRES 1326/5 (Rev. 7-81)	Enlisted Inactive Duty Training Orders to a Navy Reserve Unit (Obligor) S/N 0117-LF-013-2628

<u>FORM NUMBER</u>	<u>TITLE AND STOCK NUMBER</u>
NAVRES 10120/4 (Rev. 2-85)	Request for Clothing S/N 0117-LF-101-2020
OPNAV 1740/6 (Rev. 07-03)	DON Family Care Plan Certificate S/N 0106-LF-987-0800
OPNAV 5510/415 (Rev. 01-94)	Record Identifier for Personnel Reliability Program S/N 0107-LF-017-6800
OPNAV 5520/20 (Rev. 10-79)	Certificate of Personnel Security Investigation, Clearance and Access S/N 0107-LF-987-0800

2. Following forms are available at
<http://insurance.va.gov/sgliSite/forms/forms.htm>

SGLV-8286A (Rev. 06-03)	Family Servicemember's Group Life Insurance (FSGLI)
SGLV-8286 (Rev. 09-05)	Servicemember's Group Life Insurance (SGLI) S/N 0577-LP-010-0190

3. Following forms are available online at
<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

<u>FORM NUMBER</u>	<u>TITLE</u>
DD 771 (Rev. 7-96)	Eyeware Prescription
DD 884 (Rev. 11-80)	Application for Transportation for Family members
DD 1056 (Rev. 5-96)	Authorization to Apply for a No-Fee Passport and/or request for Visa
DD 1172 (Rev. 09-05)	Application for Uniformed Services Identification Card/DEERS Enrollment
DD 1173-1 (Rev. 7-89)	Department of Defense Guard and Reserve Family Member Identification Card

<u>FORM NUMBER</u>	<u>TITLE</u>
DD 1278 (Rev. 5-00)	Certificate of Overseas Assignment to Support Application to File Petition for Naturalization
DD 1966-1 (Rev. 10-05)	Record of Military Processing, Armed Forces of the U.S.
DD 2005 (Rev. 2-76)	Health Care Records Privacy Act Statement
DD 2058 (Rev. 2-77)	State of Legal Residence Certificate
DD 2058-1 (Rev. 10-80)	State Income Tax Exemption Test Certificate
DD 2789 (Rev. 11-05)	Wavier/Remission of Indebtedness Application

4. Following forms are available from General Services Administration:
<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=GSA>

<u>FORM NUMBER</u>	<u>TITLE and STOCK NUMBER</u>
SF 88 (Rev. 10-94)	Report of Medical Examination NSN 7540-00-634-4038 NSN 7540-00-753-4570
SF 93 (Rev. 6-96)	Report of Medical History NSN 7540-00-181-8368
SF 513 (Rev. 4-98)	Medical Record Consultation Sheet NSN 7540-00-634-4127
SF 545 (Rev. 10-75)	Laboratory Report Display NSN 7540-00-181-8362
SF 519A (Rev. 12-02)	Radiologic Consultation Request/Report NSN 7540-00-634-4162

<u>FORM NUMBER</u>	<u>TITLE and STOCK NUMBER</u>
SF 600 (Rev. 6-97)	Chronological Record of Medical Care NSN 7540-00-634-4176
SF 601 (Rev. 10-75)	Health Record/Immunization Record NSN 7540-00-634-4177
SF 603 (Rev. 10-75)	Health Record/Dental NSN 7540-00-634-4179

5. Following forms are available from Veterans Administration Regional Offices: <http://www.va.gov/vaforms>

<u>FORM NUMBER</u>	<u>TITLE</u>
VA 22-1990 (Rev. 5-05)	Application for Education Benefits
VA 22-1995 (Rev. 2-02)	Request for Change of Program
VA 22-1999 (Rev. 6-05)	Enrollment Certification

6. IRS W-4 (1993), Employee's Withholding Allowance Certificate, is available from Internal Revenue Service Regional Offices. <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

7. NETPDTC 1560/3 (Rev. 3-06), Tuition Assistance Application and processing procedures are available at:
<https://www.navycollege.navy.mil/ta1.html>

8. NAVCOMPT 3072 (Rev. 10-74), Dependency Status Action is issued only by DFAS Cleveland.

APPENDIX E - INSTRUCTIONS AND DIRECTIVES LIST

Following is a list of instructions and directives referenced throughout this instruction. This page can be used to determine current edition at time of issuance of this instruction.

INSTRUCTIONS

BUPERSINST

1001.39E
1430.16E
1610.10A
1750.10B
7040.6

COMNAVRESFOR

1001.5E

DOD 4500.9-R, Part I of Jun 05

OPNAVINST

1001.20B
3060.7B
3120.32C
4610.8E
4650.15
5000.52A
5450.169D

SECNAVINST

7510.7F

Following is a list of Manuals and Publications referenced throughout this instruction.

DOD 7000.14-R, Volume 7A of Feb 02
DOD 7000.14-R, Volume 7B of Jun 01
DOD 7000.14-R, Volume 5 of Dec 01
DOD 7000.14-R, Volume 9 of Sep 00

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

Diary Message Reporting System Manual (DMRSMAN - EPMAC Document
Number 1080#1 UMO2)

Handbook of the Hospital Corps (MED-00HC) order from BUMED
(MED-00HC)

Joint Federal Travel Regulations (JFTR), Volumes 1 and 2

Manual for Courts-Martial, United States, 2005 (MCM, 2005)

Manual for the Medical Department, U.S. Navy (NAVMED P-117)

Manual of Naval Preventive Medicine (NAVMED P-5010)

Naval Telecommunications Users Manual (NTP-3E)

Navy Military Personnel Manual (MILPERSMAN - NAVPERS 15560D)

U. S. Navy Regulations, 1990 (NAVREGS)

APPENDIX F

STANDARD OPERATING PROCEDURES (SOP)

FOR

PERSONNEL SUPPORT ACTIVITY DETACHMENT AFLOAT (PERSUPPDET AFLOAT)

PREREQUISITES FOR ENTERING PERSUPPDET AFLOAT PROGRAM

F-1. Customer Command Responsibilities

- a. Provide accounting of enlisted service records (to include dual status records) and officers' files (NAVPERS 1070/602, Servicemember's Group Life Insurance Election and Certificate SGLV 8286, and current orders).
- b. Conduct NAVPERS 1070/602 and SGLI verification.
- c. Conduct DMO report audit.
- d. Provide last disbursing audit report and status of discrepancies.
- e. Provide status of pending administrative separation/legal cases.
- f. Establish a common e-mail address to be used by all Command PASS Coordinators (CPCs) (CPC@ship.navy.mil).
- g. Provide CPC letters, service record checkout authorization letter, and by direction letters.
- h. Provide complete list of e-mail addresses and phone numbers of all CPCs.
- i. Provide list of pending reenlistments, transfers, separations and fleet reserve/retirements.
- j. Provide any other pending lists as per time of the year (e.g., Navy-wide exams, etc.)
- k. Two months prior to deployment, provide list and status of personnel staying behind.

F-2. PERSUPPDET Afloat Responsibilities

- a. Account for all enlisted service records and officers' files and verify against EDVR and ODCR.
- b. Ensure NAVPERS 1070/602 and SGLI verifications are complete.

- c. Review customer command Defense Military Pay Office (DMO).
- d. Review customer command's last disbursing audit.
- e. Review status of pending personnel actions.
- f. Establish all required accesses to customer command personnel information on computer systems.

F-3. Command PASS Coordinator (CPC)

Each command will assign an E5 or above Personnel Specialist (PS), Yeoman (YN), or Career Counselor (NC) as the CPC to act as liaison between the customer command and PERSUPPDET Afloat. The CPC's principle responsibilities will be to provide customer service onboard, to initiate and forward required pay and personnel action input to the detachment and to comply with procedures outlined in the SOP. The number of CPCs assigned will be based on the workload and may be assigned from the Disbursing or Admin office or both. All pay actions communicated to PERSUPPDET Afloat will be by or via a CPC.

F-4. Service Records

Service records will be maintained ashore. The PERSUPPDET Afloat will ensure adequate physical security and adherence to the Privacy Act. PERSUPPDET will provide PERSUPPDET Afloat a CD copy of each member's service record upon check-in if unit is deployed or does not have scanning capability.

F-5. Communications

a. Transmission of Privacy Act Information must be via encrypted communication. Encrypted e-mail with PKI certificates is currently the best way to accomplish this.

b. The preferred methods of communication between customer command and PERSUPPDET Afloat (in order of priority) are:

- (1) E-mail (digital sender)
- (2) CPC (customer commands while inport)

- (3) Facsimile (Fax)
- (4) Naval Message
- (5) Telephone

F-6. Inport Procedures

The following procedures will be adhered to while the afloat units are in port, located in proximity to the PERSUPPDET Afloat detachment:

F-6.1. Gains

CUSTOMER COMMAND:

Personnel report directly to the customer command.

The Quarterdeck endorses the member's original orders and contacts the member's assigned division.

The member's division/department ensures the member reports to the customer command's CPC the same day the member checks onboard or the following business day if he/she reports on a weekend or holiday.

The CPC assists member in completing his/her travel claim, Page 2 and other documents associated with a gain event. Upon verification, CPC forwards all documentation and service record to PERSUPPDET Afloat.

The CPC provides the member with a check-in sheet and has member fill out family care plan, if required.

PERSUPPDET AFLOAT:

Releases gain event and all pay related documents, make required service record entries, and updates Page 2 and SGLI.

Provides member with a copy of updated Page 2 and SGLI for submission to customer command's CPC.

Retains service record after proper verification to ensure no missing pages, and purges the record as required.

Informs the command of any missing service record pages or documents, such as evaluations. In such cases, PERSUPPDET Afloat will coordinate request for copies of missing pages.

Mails NAVPERS 1070/602 to NAVPERSCOM (PERS-312).

Scans service record to CD and forwards to CPC.

F-6.2. Transfers

CUSTOMER COMMAND:

Forwards copy of orders to PERSUPPDET Afloat immediately upon receipt.

Prepares Transfer Information Sheet (TIS) for each member.

Ensures PERSUPPDET Afloat is informed of member's selected method of obtaining obligated service as required within 30 days.

The CPC provides the member with a checkout sheet.

Forwards completed TIS and copy of screening messages to PERSUPPDET Afloat (NLT 45 days prior to transfer).

Prepares passport application and forwards to NAVPTO for processing.

On TRF date, places the original orders, copy of screening message (if required), Relational Administrative Database Management (RADM) Page 4s, transfer EVAL/FITREP and port call message in the service record. Ensures member understands orders and port call.

PERSUPPDET AFLOAT:

Prepares Standard Transfer Order (STO) if required (pregnancy and LIMDU)

Processes all transfer documentation NLT 15 days prior to transfer date, with exception of travel advances. Travel advances will be processed no more than 10 days prior to transfer date. Forwards all transfer documentation to the CPC.

Shifts custody of service record to member.

For overseas, ensures overseas screenings are completed for all family members. Prepares dependent entry approval message.

Prepares port call request.

Prepares pregnancy availability via e-mail, if required.

F-6.3. Separations/Discharges/Retirements

CUSTOMER COMMAND:

Command Career Counselor (CCC) notifies PERSUPPDET Afloat of member's intention no later than 120 days prior to expiration of term of service (ETS).

Ensures separation EVAL/FITREP is completed (optional for retirement).

Ensures separation leave request is forwarded to PERSUPPDET Afloat upon approval.

Forwards original EVAL/FITREP for all personnel to NAVPERSCOM (PERS-311). Sends Transition Assistance Program (TAP) Page 13, RADM Page 4s, copy of EVAL/FITREP, medical/dental records, separation leave paper with LCN and checkout sheet to PERSUPPDET Afloat.

Forwards Survivor Benefits Election DD 2656 to PERSUPPDET Afloat 60 days prior to date of transfer to Fleet Reserve, retirement or beginning of separation leave/TEMADD.

Provides copy of notification of administrative separation/discharge message within 24 hours to PERSUPPDET Afloat.

On the date of separation or start of separation leave, gives member travel claim, copy of separation documents, service record pages and separation leave papers (if member is taking separation/ terminal leave).

Gives member completed DD 214 and retrieves ID card upon separation.

Retains checkout sheet in files.

PERSUPPDET AFLOAT:

Prepares rough DD 214 for member's verification no later than 30 days prior to ETS or start of separation leave.

Prepares separation orders.

Makes travel arrangements, if required.

Forwards all required documentation to CPC.

After separation date, transfers and distributes the enlisted service record per MILPERSMAN 1070-130.

Completes administrative separation/discharge within 10 days of receipt of separation/ discharge authority.

F-6.4. Reenlistments

CUSTOMER COMMAND:

CPC/CCC monitors the ETS of all personnel.

Ensures physical and SRB request is completed and member is fully qualified prior to approval of reenlistment request.

Forwards reenlistment request so it reaches PERSUPPDET Afloat no more than 120, but no less than 45 days before member's reenlistment. If member desires to sell back leave, provides PERSUPPDET Afloat with the

number of days of lump sum leave for completion of NAVPERS 1070/613. CCC must forward SRB requests through OPINS. Ensures SRB message is submitted and reply is received with the correct reenlistment date. (Note: If the reenlistment date changes, the SRB message needs to be updated.) If reenlisting for GUARD or STAR, ensures PERSUPPDET Afloat has a copy of the GUARD/STAR approval message.

Completes and forwards signed reenlistment documents and Page 13s on date of reenlistment.

PERSUPPDET AFLOAT:

Prepares reenlistment contract and required Page 13s and forwards to customer command 3 working days prior to reenlistment.

Upon receipt of contract from customer command, forwards to NAVPERSCOM with other required documents.

Completes and processes all required pay and personnel documents.

Makes all necessary service record entries. Purges and mails applicable service record pages to NAVPERSCOM. Monitors pay/ personnel documents to ensure they post.

F-6.5. Extension of Enlistments

CUSTOMER COMMAND:

CPC/CCC monitors the ETS of all personnel.

For extensions longer than 24 months, ensures member completes

physical examination and is fully qualified prior to extension being made operative. Forwards documentation of completed physical to PERSUPPDET Afloat. Forwards approved extension request to PERSUPPDET Afloat.

Forwards signed, executed extension to PERSUPPDET Afloat.

PERSUPPDET AFLOAT:

Prepares required documents for extension and forwards to customer command for member's signature

Processes all pay/personnel documents as required.

Makes necessary entries to member's service record.

F-7. Underway/Deployed Procedures

Adhere to the following procedures while the customer command is at sea:

F-7.1. Gains

CUSTOMER COMMAND:

Ensures that NAVPTO has an updated routing message.

Upon member's check-in at the customer command, the Quarterdeck endorses original orders. CPC forwards completed travel claim, receipts, plane tickets, endorsed orders, Page 2 and SGLI, etc., to PERSUPPDET Afloat. If member arrives with service record, customer command ensures Page 2 and SGLI are updated and mails service record to PERSUPPDET Afloat via registered or certified mail.

Whenever records are mailed, sends an e-mail to PERSUPPDET Afloat listing names, SSNs, dates checked onboard, dates records were mailed and registered or certified mail number.

Mails completed Page 2 and SGLI to NAVPERSCOM.

PERSUPPDET AFLOAT:

Upon receipt of record from customer command, completes and files all necessary documents. Informs the customer command that the service record arrived.

Submits all pay/personnel documents and submits complete travel claim to the Travel section for liquidation.

NOTE: When customer command is underway, all transient personnel report directly to Transient Personnel Unit (TPU). If member is retained at TPU until unit returns to homeport, upon customer command's return, member will check out from TPU, pick up records at PERSUPPDET and report to customer command.

F-7.2. Transfers

CUSTOMER COMMAND:

Forwards orders to PERSUPPDET Afloat immediately upon receipt.

Forwards completed Transfer Information Sheet and any required screenings to PERSUPPDET Afloat.

Prepares port call to next station via homeport.

Ensures obligated service is completed within 30 days of receipt of orders.

Endorses orders as "original,"

attaches a copy of port call and screening message, and provides member with checkout sheet.

Provides member with travel instructions and directs member to report to TPU.

Provides member with original orders, Page 4 and transfer EVAL/FITREP for inclusion in the service record.

Forwards checkout sheet to PERSUPPDET Afloat either by digital sender or fax.

PERSUPPDET AFLOAT:

Prepares service record and loss documents for transfer.

Retains checkout sheet for files.
(two years plus current year)

Forwards service record to TPU (For Further Transfer (FFT) section) to await member's arrival (if required).

Ensures all pay/personnel documents post to MMPA/Personnel On-Line Listing (POLL) and informs customer command when documents post.

NOTE: Member only reports to TPU if not required to get underway with unit.

F-7.3. Separations/Discharges/Retirements

CUSTOMER COMMAND:

Prepares STO transferring member to TPU for separation processing

no later than 7-10 days prior to commencement of separation leave, PTDY or ETS.

If member is being transferred for administrative separation processing, ensures Admin Board (if required) and all necessary physicals are completed prior to transfer to TPU. Ensures copy of notification is scanned and forwarded to PERSUPPDET Afloat.

Prepares port call request to report to TPU, if required.

Prepares STO, ensures separation evaluation is sent back with member, makes travel arrangements to get member back to homeport and informs PERSUPPDET Afloat of member's travel arrangements.

Ensures all physicals and necessary paperwork are completed before the member reports to TPU.

PERSUPPDET AFLOAT:

Prepares detaching endorsements and sends record to TPU to await member's arrival.

Ensures all pay/personnel documents post.

F-7.4. Other Personnel Actions

CUSTOMER COMMAND:

The Job Control Number (JCN) Log will be sent to PERSUPPDET Afloat on a daily basis.

F-7.5. Customer Service

CUSTOMER COMMAND:

Submits all pay and personnel documents and miscellaneous job requests to PERSUPPDET Afloat by

JCN.

Updates JCN log after receiving confirmation of completion.

After member updates Page 2 and SGLI, forwards to PERSUPPDET Afloat for inclusion in service record and NSIPS update.

Mails originals of Page 2 and SGLI form to NAVPERSCOM for inclusion in microfiche record.

PERSUPPDET AFLOAT:

Logs JCN job request upon receipt. Distributes job request to respective sections.

Updates JCN log upon completion of job request.

Files Page 2 and SGLI in service record.

F-7.6. Discipline

CUSTOMER COMMAND: Forwards signed copy of NAVPERS 1626/7, Non-Judicial Punishment (NJP), DD 2329, Court Memorandum (CM) and other supporting documents to PERSUPPDET Afloat.

After obtaining member's signature, submits Page 13 (required for member's first NJP) to PERSUPPDET Afloat for filing in service record. Maintains copies of all documents for Unit Punishment Book.

For personnel in unauthorized absence (UA) for less than 24 hours

prepares and forwards NAVPERS 1070/613 to PERSUPPDET Afloat for filing in service record.

Within 24 hours of declaration of desertion, prepares and forwards copy of deserter message (DD 553) and NAVSUP 29 to PERSUPPDET Afloat. Negative reports are required.

When vacating a suspended Reduction in Rate/Forfeiture, ensures letter is forwarded to PERSUPPDET Afloat within 24 hours.

PERSUPPDET AFLOAT:

Submits transactions to affect pay section.

Makes appropriate service record entries.

Prepares and forwards copy of NAVPERS 1070/606 and/or 607 to customer command for filing.

F-7.7. Educational Service Office

CUSTOMER COMMAND:

Notifies PERSUPPDET Afloat if member is not eligible for advancement to E2/E3. Prepares message to NETPDTC to remove member's advancement eligibility.

Administers the Navy-Wide Advancement Examination per current directives.

Notifies PERSUPPDET Afloat of personnel selected for advancement under the Command Advancement Program (CAP) and forwards copy of authorization signed by the CO within 24 hours.

Notifies PERSUPPDET Afloat of personnel selected for advancement for special programs ("A" school accelerated advancements, advanced electronic field (AEF) and advanced technical field (ATF) programs) and forwards a copy of authorization signed by the CO within 24 hours.

Prepares Page 13s and frocking letters. Forwards Page 13s and copy of frocking letters to PERSUPPDET Afloat.

PERSUPPDET AFLOAT:

Verifies and provides information required for the advancement worksheet to include: Performance Mark Average (PMA), award points and NAVLEAD schools. Forwards NLT 1 month prior to examination dates.

Forwards eligibility listing to customer command.

Forwards completed worksheets for time-in-rate eligible personnel to customer command 30 days prior to exam date.

Orders Navy-Wide Advancement Examinations per current directives.

Takes appropriate action to correct exam discrepancies.

Files Page 13s and frocking letters in service records.

Effects transactions to post enlisted advancements.

Updates E2/E3 advancements on
NAVPERS 1070/604 and database unless
notified otherwise.

**NOTE: Procedures for ESO, Legal, and Customer Service (except
Page 2s) are the same for inport and underway/deployed.**

F-8. Daily Disbursing CPC Procedures

The following will be accomplished on a daily basis per the
Disbursing Office Standard Operating Procedures. The majority
of pay and allowance changes will be submitted via JCN by a CPC:

F-8.1. Pay Products and Management Reports

CUSTOMER COMMAND: Downloads monthly LES.

Enrolls members to "My Pay".

PERSUPPDET AFLOAT: Downloads all available pay products
and other various reports from DFAS.

Updates and reconciles database
accounts daily.

Provides any pay products and other
information, upon request, to
customer command.

F-8.2. Pay and Allowance Changes

CUSTOMER COMMAND: Verifies legality of supporting
documents submitted. Forwards all
necessary supporting documents daily
to PERSUPPDET Afloat upon receipt
from personnel, including the
following information:

- Name, SSN (last four) and rank/pay
grade.
- Type of pay and allowance.
- Effective date of action.
- Action required (start/stop/
change).

PERSUPPDET AFLOAT: Verifies all pay transactions/
supporting documents received from
the customer command.

Submits FID transaction to DFAS.

Verifies all transactions have
posted.

Monitors feedback daily.

**F-8.3. Allotment/Electronic Fund Transfer (EFT)/Withholding
Tax/State of Legal Residence Changes**

CUSTOMER COMMAND: Verifies all required information is
on the appropriate form, and ensures
form contains member's signature and
date.

Forwards document request to
PERSUPPDET Afloat immediately via
JCN.

PERSUPPDET AFLOAT: Upon receipt of document, processes
and submits FID transaction to DFAS.

Verifies posting of transaction and
makes necessary corrections.

Makes daily EFT payments as
required.

F-8.4. Split Pay Option (SPO) Payroll Process

CUSTOMER COMMAND: Provides Navy Payroll, Disbursing
Office Voucher (DOV) and check
number to PERSUPPDET Afloat at least
3 working days before scheduled
payday.

Upon receipt of DD 117, Military
Payroll Voucher, DD 115, Military
Payroll Money List, voided check and
ATM file from PERSUPPDET Afloat,

uploads SPO payroll file into
Automatic Teller Machine (ATM).

Prints check.

PERSUPPDET AFLOAT: Downloads required reports from DFAS
and prepares SPO payroll.

Sends DD 117 and DD 115, voided
check and ATM payroll file to
customer command.

Transmits payroll to DFAS.

F-8.5. Active Duty for Training (ACDUTRA)

CUSTOMER COMMAND: Verifies accuracy of supporting
documents.

PERSUPPDET AFLOAT: Upon receipt of all required
documents, processes payments of pay
and allowances for ACDUTRA.

F-8.6. Miscellaneous Debt Collection

CUSTOMER COMMAND: Delivers overpayment notification
provided by PERSUPPDET Afloat to
member immediately upon receipt.

PERSUPPDET AFLOAT: Provides customer command with
notification of indebtedness.

For local collection of
debts/overpayments (e.g., Basic
Allowance for Subsistence (BAS),
Pay Action Authorization (PAA),
etc.), PERSUPPDET Afloat affects
collection on member's pay account.

F-8.7. Advance Pay

CUSTOMER COMMAND: Receives, verifies, and forwards approved advance pay certificate to PERSUPPDET Afloat.

PERSUPPDET AFLOAT: Upon receipt of approved advance pay certificate, computes amount and releases EFT payment to DFAS.

F-8.8. Local Payments *(Emergency/Partial)

CUSTOMER COMMAND: Member receives approval for payment from CO.

Forwards approval document to PERSUPPDET Afloat.

PERSUPPDET AFLOAT: Upon receipt of approval documentation, computes amount due.

Releases daily EFT payment to DFAS.

*** NOTE: All payments will be made via EFT.**

F-9. Travel Processing

F-9.1. Travel Advance in Conjunction With Temporary Additional Duty (TEMADD)

CUSTOMER COMMAND: Verifies legality and accuracy of the TEMADD order presented. If traveler is a GTCC holder, travel advance is not authorized; do not forward requests. If traveler is not a GTCC holder, travel advance may not exceed 80 percent of MI&E and other miscellaneous expenses. TEMADD orders must indicate the type of Meals Authorized (Government Meal Rate (GMR), Proportional Meal Rate (PMR) or Commercial Meal Rate (CMR)).

Forwards following documents to PERSUPPDET Afloat no more than 15 days before departure:

- EFT Information (Routing Transit Number (RTN), Account Number and type of account), and
- Copy of TEMADD orders.

PERSUPPDET AFLOAT:

Processes TEMADD Advance requests not more than 3 working days prior to start of TEMADD travel.

Corrects any DFAS rejects.

F-9.2. Travel Advance in Conjunction With Permanent Change of Station (PCS)

CUSTOMER COMMAND:

Verifies accuracy of Advance Travel Request Form and validity of the PCS orders presented for payment.

Forwards following documents to PERSUPPDET Afloat no more than 30 days prior to detachment:

- EFT information (RTN, Account Number and type of account),
- PCS Travel Advance Request Form,
- PCS orders,
- PCS orders modifications (if applicable), and
- DD 1299, Application for Shipment and/or Storage of Personal property.

PERSUPPDET AFLOAT: Processes PCS advance travel pay requests.
Corrects any DFAS rejects.

F-9.3. Travel Claims Settlement

NOTE: Receipts are required for lodging and any reimbursable expense over \$75.00. Authorizing Officer must verify completeness and accuracy of claim and validity of receipts and adjudicate each reimbursable expense listed in the travel claim.

CUSTOMER COMMAND: Forwards the documents and information listed below in sections 9.4. and 9.5. for each particular travel type to PERSUPPDET Afloat.

PERSUPPDET AFLOAT: Submits TEMADD/PCS claims.
Corrects any DFAS rejects.

F-9.4. TEMADD Claim: Documents to be Forwarded to PERSUPPDET Afloat for Liquidation:

CUSTOMER COMMAND: EFT information (RTN, Account number and type of account).

DD 1351-2, Travel Claim, signed by member and Authorizing Official (AO).

TEMADD orders.

TEMADD orders modifications.

NAVPTO endorsements.

All required receipts.

F-9.5. PCS Claim: Documents to be Forwarded to PERSUPPDET Afloat for Liquidation:

CUSTOMER COMMAND: EFT information (RTN, Account number and type of account).

DD 1351-2, signed by member (ensure all advances received are indicated).
Temporary Lodging Expense (TLE) claim form.

PCS orders (front and back).

PCS orders modifications.

NAVPTO endorsements.

All required receipts.

Previous and updated Page 2s for members with dependents.

F-9.6. Collection Procedures for Overpaid Claims

When claim settlement (PCS/TEMADD) has resulted in overpayment, the notification letter and voucher summary computation will be e-mailed back to the customer command for delivery to member for review and due process.

CUSTOMER COMMAND: Notifies member of overpayment.

PERSUPPDET AFLOAT: Scans and e-mails collection letter, travel voucher summary, and collection voucher.

Prepares collection transaction using appropriation on the travel orders.