



PERS -2



**PSD CORPUS CHRISTI, TX**  
 "Providing Exceptional Customer Service"



NAS CC

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I want to welcome you to our CNIC and/or PERS 2 Public Website and thank you very much for taking the time to read our Newsletter. In addition to the CPC meetings we conduct on a monthly basis, this Newsletter supplements information we usually discuss during these CPC meetings. PSD Corpus Christi has been and will always be focused on satisfying the needs of our valued customers. Our Motto is "PSD Corpus Christi, TX - Providing Exceptional Customer Service". We are here because of you and we take great pride in providing you with pay, personnel, and transportation support. We have included links to vital Websites in this electronic issue of our Newsletter that will enable you to fully utilize the Navy and intra agencies' support services.

We hope that you will find our PSD Corpus Christi's Newsletter useful and informative. With the release of this Newsletter and future Newsletters, we hope to improve the way we serve you. PSD Corpus Christi requests and encourages your feedback at: [psdnascc@navy.mil](mailto:psdnascc@navy.mil) in order that we may continue to provide you with the most current pay, personnel, transportation information as well as any other information that is important to you our readers.

CO's, XO's, CMC's, and CPCs/CPPAs are highly encouraged to utilize our CNIC Public Website as well as the PERS 2 Portal. Our CNIC Public Website has great information that will help you as you support your Sailors. The PSD Corpus Christi's "Quick Links" Section of this Newsletter (Page 2) has the hyperlinks to our CNIC/PERS 2 Public Websites in case you receive this Newsletter via other means.



PSD Corpus Christi's  
Director

### PSD Corpus Christi's Quick Links

#### PSD CORPUS CHRISTI'S (CNIC/PERS) PUBLIC WEBSITES

[http://www.cnic.navy.mil/regions/cnrse/installations/nas\\_corpus\\_christi/about/tenant\\_commands/personnel\\_support\\_detachment.html](http://www.cnic.navy.mil/regions/cnrse/installations/nas_corpus_christi/about/tenant_commands/personnel_support_detachment.html)

\*\*\*Once you open the page, toggle the triangle in the left hand column next to PSD to see the sub pages of our CNIC Public Website.

#### PERS 2 Portal PSD Corpus Christi Link:

[https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/PSD/PSD\\_Corpus\\_Christi.aspx](https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/PSD/PSD_Corpus_Christi.aspx)

\*\*\*If you have issues accessing the link above, please contact Director of PSD CC.

### PSD Corpus Christi's Points of Contact

Our hours of operation are Monday through Friday (0730 to 1600), except on Federal Holidays. On Tuesdays PSD Corpus Christi is closed for training from 1100 - 1200 with the exception of our I.D. Card Section.

For the numbers listed below, please dial COMM: (361) 961- plus the extension. The DSN prefix here on NAS CC is (861).

|   |   |  |
|---|---|--|
| Director  |   | X3558                                    |
| Personnel Officer   | Position Vacant                                   | X3553                                    |
| Military Personnel Supervisor   |   | X1192                                    |
| Deputy Disbursing Officer   |   | X1283                                    |
| Travel/Fiscal   |   | X1283                                    |
| Reserve Pay   |   | X1290                                    |
| Educational Services Officer  |   | X1289<br>X3849                           |
| Receipts/Transfers  |   | X1139                                    |
| Transients/LIMDU/Legal  |   | X0146                                    |
| Transportation/Passport Representative's Office                                   |   | X1036                                    |
| *I.D. Cards / DEERS   |   | X3840<br>X3848                           |
| SATO/CTO – We no longer have a SATO/CTO representative at PSD Corpus Christi, TX. | The position is vacant and will not be backfilled | (800) 488-3225 – Please call this number |

**\* Our I.D. Card Section is open Monday through Friday from 0730 to 1600. However, the last walk in customer is**

**accepted at 1530. I.D. Card Section is not open on Federal Holidays. However, for your information, our I.D. Card Section here at PSD Corpus Christi is open during Reserve Drill Weekends. Specifically, we are open from 0730-1130. For your information, the SELRES section of our CNIC Public Website has the FY-17's Reserve Drill Weekend schedule. You can also find the Reserve Drill Weekend schedule in our PERS 2 PSD Corpus Christi Website. Link located in the Quick Links Section of this page.**

### Upcoming Events

**Our next CPPA/CPC meeting will be held at Bldg. 1730's conference room, (PSD Corpus Christi building) @ 1300 on Thursday, 15 December 2016, unless otherwise indicated at a later date. Since there is no NMCI connectivity in our conference room, the meeting will be via TELCON vice DCS. Please download the CPC presentation or any other info that our MILPERS Supervisor sends you prior to the meeting. Personnel in the local Corpus Christi/Kingsville area are welcome and strongly encouraged to attend the CPPA/CPC meeting in person. Please remember that attendance in the CPPA/CPC meetings is mandatory.**

### NAVY Related Websites/Links

- **MPTE Portal - Pers 2 – Homepage - Pay and Personnel Management:**  
<https://mpte.portal.navy.mil/sites/NPC/pers2/SitePages/Home.aspx> (new link to PERS 2 Portal)
- **ID/CAC Appointment:** <https://rapids-appointments.dmdc.osd.mil/?AspxAutoDetectCookieSupport=1>
- **My Pay Link:** <https://myPay.dfas.mil/myPay.aspx>
- **Thrift Savings Plan (TSP):** <https://www.tsp.gov/index.shtml>
- **Navy Fleet and Family Support Center:**  
[http://www.cnic.navy.mil/frr/family\\_readiness.html](http://www.cnic.navy.mil/frr/family_readiness.html)
- **Department of Veterans Affairs (VA):** <http://www.va.gov/>
- **NAVY PERSONNEL COMMAND:**  
<http://www.public.navy.mil/bupers-npc/Pages/default.aspx>
- **BUPERS Online (BOL):**  
<https://www.bol.navy.mil/DefaultPub.aspx?Cookies=Yes>
- **Navy Knowledge on Line:** <https://www.nko.navy.mil/>
- **GI BILL:** <http://www.benefits.va.gov/gibill/>
- **Survivor Benefit Plan (SBP):**  
<http://www.dfas.mil/retiredmilitary/provide/sbp.html>
- **Veteran's DD 214 online access:**

**NAVY Related Websites/Links continued:**

- <http://www.archives.gov/veterans/military-service-records/>
- [Transaction Online Processing System \(TOPS\):  
https://twms.navy.mil/TOPS](https://twms.navy.mil/TOPS)
- [Total Workforce Management System \(TWMS\):  
https://mytwms.navy.mil](https://mytwms.navy.mil)
- [Navy Standard Integrated Personnel System \(NSIPS\):  
https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp](https://nsipsprod.nmci.navy.mil/nsipsclo/jsp/index.jsp)
- [Navy Family Accountability and Assessment System \(NFAAS\):  
https://navyfamily.navy.mil/cas/login?service=https%3A%2F%2Fnavyfamily.navy.mil%2F](https://navyfamily.navy.mil/cas/login?service=https%3A%2F%2Fnavyfamily.navy.mil%2F)
- [Board for Correction of Naval Records:  
http://www.public.navy.mil/BUPERS-NPC/CAREER/RECORDSMANAGEMENT/Pages/BCNR.aspx](http://www.public.navy.mil/BUPERS-NPC/CAREER/RECORDSMANAGEMENT/Pages/BCNR.aspx)
- [Foreign Clearance Guide: https://www.fcq.pentagon.mil/](https://www.fcq.pentagon.mil/)
- [Transition Goals, Plans, Success \(GPS\):  
https://www.dmdc.osd.mil/tgps/](https://www.dmdc.osd.mil/tgps/)

[To view Pay and Personnel Information Bulletins \(PIB's\) and Military Pay Advisories \(MPA's\):](#)

<http://www.public.navy.mil/BUPERS-NPC/SUPPORT/PAYPERS/PASS/Pages/PPIBS2014.aspx>

- [To view NAVADMINS right click and open Hyperlink:  
http://www.public.navy.mil/bupers-npc/reference/messages/NAVADMINS/Pages/default.aspx](http://www.public.navy.mil/bupers-npc/reference/messages/NAVADMINS/Pages/default.aspx)
- [To View ALNAVS: http://www.public.navy.mil/bupers-npc/reference/messages/ALNAVS/Pages/default.aspx](http://www.public.navy.mil/bupers-npc/reference/messages/ALNAVS/Pages/default.aspx)

**Please note that some of the links provided above as well as other links listed throughout this Newsletter lead to secure sites. As such, they may require you to have a CAC and you may have to use your "CAC" e-mail certificate and/or your DOD "CAC" certificate to access them. Please copy and paste the hyperlinks to your browser in order to access these sites.**

**Additional Information****TURN OFF THE PAPER, IRS TAX FORM 1095**

DFAS requests that all Navy active, reserve, retired, and civil service employees log into your myPay account and change the Affordable Care Act (ACA) tax form 1095 delivery to electronic if you are currently not electronic delivery. Consistent delivery choices for your important pay and tax statements increases security for your personally identifiable information and puts all important documents in one place for convenient retrieval when you need them. An extra benefit to electronic delivery is availability of the form is usually 7-10 days faster than regular US mail.

Selecting electronic delivery for your tax documents is quick and easy:

1. Log onto your myPay account at <https://mypay.dfas.mil/>
2. After accepting the terms of service, review your account menu.
3. Select items titled "Turn on/off Hard Copy" (W-2, IRS Form 1095, and other forms as appropriate.)

4. Follow instructions to select electronic delivery only.

5. Once your selection shows electronic delivery only, you're done!

On behalf of your military service and DFAS, thank you for taking these simple steps to keep your documents and information safe and for saving tax dollars spent on printing and mailing.

**COMMAND PASS COORDINATORS (CPC) BECAME ELIGIBLE TO REQUEST THE COMMAND PAY AND PERSONNEL ADMINISTRATOR (CPPA) NEC 95AD**

As per Pay and Personnel Information Bulletin (PIB) 16-14, effective 13 September 2016, Sailors who are serving in the capacity of Command PASS Coordinators (CPCs) became eligible to request the Command Pay and Personnel Administrator (CPPA) NEC 95AD. MILPERSMAN 1000-021 identifies the minimum requirements to be designated as a CPC and/or CPPA. Additionally, the following Navy e-learning courses must be completed

prior to submission of the Navy Enlisted Classification (NEC) Change Request, NAVPERS 1221/6:

- PERS2-PAYPERS-CPC-cpctraining-V1.0
- Privacy and Personally Identifiable Information (PII) Awareness Training DOD-PII-2.0
- Records management in the DON: Everyone's responsibility DOR-RM-010-1.1

Procedure: The courses can be launched from NKO at <https://www.nko.navy.mil/>. Select click here for NKO access, while using your CAC e-mail certificate after being prompted. Then select Navy e-learning, click on the course catalog tab, enter PAYPERS in the title search box and click apply filters. In the case of Sailors, commands need to submit the request for NEC to [mill\\_nec\\_request@navy.mil](mailto:mill_nec_request@navy.mil) with the supporting documentation.

In the case of civilians, they need to complete the required courses to be a CPC and/or now known as CPPA and be designated by their Commanding Officer in order to gain access to systems that will help them as they carry their roles as CPCs and/or now known as Command Pay and Personnel Administrators (CPPAs).

Please refer to the actual PPIB for more information. Here is the link:

<http://www.public.navy.mil/bupers-npc/support/paypers/PASS/Documents/2016%20PPIB/PPIB%201614.txt>

### LEAVE CARRYOVER AND SPECIAL LEAVE ACCRUAL (SLA) FY 16 END PROCESSING INFORMATION

A recent Military Pay Advisory (MPA 34/16) discussed procedures for reporting a member's entitlement to Special Leave Accrual (SLA) for FY16. In accordance with MILPERSMAN 1050-070, any leave balance in excess of 60 days on 30 September 2016 was lost unless it was subject to special leave accrual.

MILPERSMAN 1050-070 requires commands to identify those members eligible for SLA and verify that a qualifying condition was met in FY16 for individual members or units. **The command endorsement (By direction is acceptable thru 31 Dec 2016)** should be submitted to DFAS Cleveland via the Defense Workload Operations Web System (DOWOS) via servicing Personnel Support Detachment (PSD).

Commands requesting SLA restoration of ten or less members will submit individual letters for each member to their servicing PSD for processing. The request must include the member's last name, first name, middle initial, full SSN, number of days to carry forward for SLA, and the qualifying condition.

This year's authorized mass transaction for 11 to 500 members will only be accepted in the pre-approved excel listing format. The desktop guide for this format has been provided to all PSDs and self-supporting afloat units. The desktop

guide may be obtained from the supporting PSD.

Commands serviced by a PSD will submit the excel spreadsheet via TOPS. The spreadsheet must be transmitted as an excel file; do not scan excel listings into other formats, use ARMDEC safe when necessary.

### PERS 2 PORTAL

All active duty Navy members as well as Command PASS Coordinators (CPCs) now known as Command Pay and Personnel Administrators (CPPAs) that we support are to familiarize themselves with the PERS 2 Portal. Specifically, on the Portal you will see a section that is called "Personnel SOPs", "Pay SOPs" and "Travel SOPs". Click on the respective SOP link and scroll down the page to see all the different process for which PERS has standardized SOP's. The next step will be for you to click on the "link to interactive SOP". These SOP's reflect the duties and responsibilities of not only the CPCs/CPPAs, but others that are involved with the different processes. **You are required to always use the SOP's.** Here is the hyperlink:

<https://mpte.navy.deps.mil/sites/npc/pers2/SitePages/Home.aspx>

**If you have difficulty accessing the SOP's, it could be that it is a "compatibility view issues", which is a very minor issue and it takes very little time to fix. If you run in to this minor issue, please contact my MILPERS Supervisor here at PSD Corpus Christi. He will guide you on how to fix the connectivity issue. However, if it is another issue other than "compatibility view issue", we may have to bring the matter up to PERS 2 for resolution.**

**Note: Please note that we have received information from PERS 2 that there are connectivity issues with the new link provided above but that they are working the issue at their level.**

### RESERVE WEEKEND SCHEDULE FOR FY 17

The FY 17 Reserve Weekend Schedule is located in our PERS 2 Portal PSD Corpus Christi Website as well as our CNIC Public Website. Here are the links in order for you to access this information:

[https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/PSD/PSD\\_Corpus\\_Christi.aspx](https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/PSD/PSD_Corpus_Christi.aspx)

[http://www.cnic.navy.mil/regions/cnre/installations/nas\\_corpus\\_christi/about/tenant\\_commands/personnel\\_support\\_detachment/selres.html](http://www.cnic.navy.mil/regions/cnre/installations/nas_corpus_christi/about/tenant_commands/personnel_support_detachment/selres.html)

### ARMED FORCES CLASSIFICATION TEST (AFCT)

Did you know that PSD Corpus Christi, TX is an authorized site for administering the Armed Forces Classification Test (AFCT) to Sailors? Yes, indeed we are. As such, if you are a Sailor attached to a command that we service/support and you need to retake the AFCT examination, please contact our ESO or her assistant. They will let you know when we will be administering the next examination here at PSD Corpus Christi, TX. Please be advised though that we normally administer these exams only upon the request of Sailors.

### PAGE 2 VERIFICATION (NAVPER 1070/602)

The individual member (Officers and Enlisted Sailors) is solely responsible for the accuracy of the information recorded on his or her Dependency Application/Record of Emergency Data.

For more information concerning the importance of completing the page two and to review the SOP for Page Two's, please log on to the PERS 2 Share Portal.

**Note: Commands are reminded to please keep a copy of all their Service members' latest page two's and SGLI's on file in their respective Administrative Offices in case of an emergency.**

#### **SGLV 8286, SGLV 8286A, AND SGLV 8286S**

These forms are available in the Department of Veterans Affairs Website and in the PERS 2 Share Portal.

**Note: Commands are reminded to please keep copies of all their Service members' (completed and latest) forms on file in their respective Administrative Offices in case of an emergency.**

## **I.D. CARDS SECTION**

DEERS/DMDC Self-Service Websites  
The Defense Manpower Data Center (DMDC) hosts several self-service websites.

• MilConnect  
<http://www.dmdc.osd.mil/milconnect/> - You can update your personal information, check if you're eligible, get new TRICARE cards, get proof of coverage

• Beneficiary Web Enrollment  
[https://www.dmdc.osd.mil/appi/bwe/indexAction.do;jsessionid=RRUZKI QJTzDzPSm0B6Pi9J2DnIDS5\\_cQXC TF8kdqMs5e0bdwDL\\_U1442261648](https://www.dmdc.osd.mil/appi/bwe/indexAction.do;jsessionid=RRUZKI QJTzDzPSm0B6Pi9J2DnIDS5_cQXC TF8kdqMs5e0bdwDL_U1442261648)

- You can enroll in TRICARE Prime, the US Family Health Plan, or the dental plans

• Reserve Component Purchased TRICARE Application  
<https://dmdc.osd.mil/appi/trs/> - You can qualify and purchase TRICARE Reserve Select or TRICARE Retired Reserve

**THINGS TO REMEMBER OR KEEP IN MIND BEFORE YOU COME TO OUR I.D. CARD ISSUING FACILITY**

- DEERS records are required to be updated within 30 days of any status change.
- All documents must be original or certified copies. The certified copies cannot be from the Command stating that the document or documents are "Certified to be a true Copy".
- All documents must be in English or translated.
- If you have family members that are 21 years of age or older, **they must bring two valid forms of identification as it is required upon reissuance of I.D. Cards. The primary I.D. must be a photo I.D. issued by State or Federal Government.** For a list of acceptable documents, please refer to the I-9 Form, which can be found at:

<http://www.uscis.gov/i-9-central/acceptable-documents>

- Concealed weapons permits are not an acceptable form of I.D.
- Command badges, such as hospital badges or activity passes as well as School ID cards are no longer an acceptable form of ID.
- For I.D. cards to be issued, the sponsor must be present, or the sponsor must have verified the family members via ID Card Office Online, or the family members must have a current Special Power of Attorney that specifically authorizes them to obtain the I.D. Card, and/or the dependents must be in possession of a pre-verified 1172-2.

**MAKE AN APPOINTMENT BEFORE YOU COME TO PSD CORPUS CHRISTI TO OBTAIN AN I.D. CARD**

If you want to make an appointment to obtain an I.D. card here at PSD Corpus Christi, which is located at building 1730 on NAS Corpus Christi and/or at our other I.D. Card Facility on NAS Kingsville, you are certainly encouraged to do so. To avoid the wait time, appointments can be scheduled in advance and on line. Please make your appointment today to obtain your I.D. Card (at a future date) at <https://rapids-appointments.dmdc.osd.mil/>

To find a DEERS site location near you, provided you are not in the Corpus Christi, TX area, please go to: <http://www.dmdc.osd.mil/rsif/>.

### **SAILORS, FAMILIES SHOULD REVIEW DEERS**

Military families should review and update their personal information. Also, members should update their personal information online whenever they have a permanent change of station move or undergo any life-changing event. Most of a Navy member's personal, dependent, family member or beneficiary information can be viewed and updated through the following reporting and record systems: (1) Navy Standard Integrated Personnel System (NSIPS); BUPERS Online (BOL); Navy Family Accountability and Assessment System (NFAAS); and Defense Enrollment Eligibility Reporting System (DEERS).

### **UPDATING DEERS INFORMATION IN-PERSON**

Service members and beneficiaries can visit the RAPIDS Site normally located at a Personnel Support Detachment (PSD), where they can update DEERS information in person and request a military or dependent ID card. At a Personnel Support Detachment, members can update their Record of Emergency Data (Page Two), Servicemembers' Group Life Insurance (SGLI) or Family SGLI and death gratuity benefits, or make corrections to their pay. However, Sailors must always see their Command PASS Coordinators (CPCs) now known as Command Pay and Personnel Administrators (CPPAs) first

whenever there is a need to update their Page Two's or SGLI. Failure to keep one's personal information up-to-date could result in breaks in certain benefits or eligibility for a Sailor and his or her family.

### **UPDATE YOUR DEERS ENROLLMENT**

Whatever your military status, your registration in the Defense Enrollment Eligibility Reporting System (DEERS) is especially necessary with respect to establishing your TRICARE eligibility. Without your enrollment in DEERS or an enrollment with the correct information, beneficiaries could find their coverage has lapsed, leaving problems with TRICARE claims. Not updating DEERS also hinders your healthcare team's ability to contact you. Updating DEERS is very easy and subsequent updates to the medical information systems happen almost instantaneously. DEERS updates should be made every time you reenlist, transfer, have a change in your dependents' status (marriage, divorce, or new child), move or change your phone number. For changes to information like address, e-mail or phone number, Service members can visit the milConnect Webpage at:

<https://www.dmdc.osd.mil/milconnect/>

### **INFORMATION YOU NEED TO KNOW ABOUT CHILDREN WHO ARE TURNING 21**

Following information applies to unmarried children of 21 or 22 years of age who have not attained the age of 23.

Sponsor must provide a letter from the school registrar or an enrollment verification certifying full-time course of study leading to an associate's degree or higher and anticipated graduation date.

A DD Form 1172 must be filled out and state that the student is attending an accredited school full-time and the sponsor is providing over 50% support. Students turning 21 during the summer session must provide the spring full-

time letter of enrollment and a letter from the school stating the student is registered for the fall semester full-time.

Note: If an unmarried dependent has reached the age of 21 and is not attending full-time courses, the sponsor may enroll the dependent in the Tricare Young Adult Program. In our case and/or for the South Region, the sponsor should communicate with Tricare South for more information concerning the Tricare Young Adult Program. Their telephone number is: 1-800-444-5445.

**If you have questions concerning I.D. Card matters, please contact our I.D. Card Office at 361-961-3840 or 361-961-3848.**

### **TRICARE COVERAGE**

For additional information on TRICARE, contact the TRICARE Service Center in your respective region:

- North: 1-877-874-2273
- South: 1-800-444-5445
- West: 1-877-988-9378

The website is:

[www.tricare.mil/tricare-service-center](http://www.tricare.mil/tricare-service-center)

Overseas:  
[www.tricare-overseas.com](http://www.tricare-overseas.com)

For a complete list of TRICARE contacts, please visit:

[www.tricare.mil/contacts](http://www.tricare.mil/contacts)

### **TRICARE MANAGEMENT ACTIVITY (TMA) ASKS BENEFICIARIES TO UPDATE DEERS RECORD**

TRICARE Management Activity (TMA) asks beneficiaries to Update DEERS Record to keep their Defense Enrollment Eligibility Reporting System (DEERS) information current. This means making sure all personal information - phone numbers, postal and email addresses - is up to date.

Also, just like when moving, sponsors who experience any of the following life events must update their DEERS records as soon as possible:

- \* Activation
- \* Deactivation
- \* Separation or retirement
- \* Becoming Medicare eligible or loss of eligibility
- \* Marriage or divorce
- \* Birth or adoption of a child
- \* Change in student's enrollment status
- \* Death of a loved one

Making changes to DEERS information is easy and can be done online at milConnect ([www.dmdc.osd.mil/milconnect](http://www.dmdc.osd.mil/milconnect)), by fax or mail, or in person at the nearest Uniformed Services Identification Card Office such as the one here at PSD Corpus Christi, TX. Many DEERS updates require supporting documentation, such as marriage licenses, birth or death certificates, Medicare cards or DD Form 214 discharge forms. Be sure to bring copies of all paperwork that might be needed when updating DEERS information. For more information on how to update DEERS information, and for questions about TRICARE eligibility, please visit [www.tricare.mil/DEERS](http://www.tricare.mil/DEERS)

### **ID CARD OFFICE ONLINE (THE DMDC WEBSITE)**

(<https://www.dmdc.osd.mil/milconnect/>) is now available for Common Access Card (CAC) holders. The Website allows CAC-holders to update their information and verify family members for DOD ID card reissuance. In order to use the Website, one must be a Sponsor with a DOD CAC and have a CAC enabled personal computer. Prior to ID Card Office Online, the process of verifying family member's records in RAPIDS for card

reissuance required the physical presence of the sponsor or a DD Form 1172-2 with an original signature of the Sponsor. Now with ID Card Office Online, CAC-holders do not have to accompany eligible family members to verify eligibility for issuance of DOD benefits, including the DOD ID card. Sponsors can now verify family members, digitally sign and save the DD Form 1172-2 through ID Card Office Online to the family member's record. The family member may choose to print and bring along a copy of the digitally signed 1172-2 for card issuance. The digitally signed DD Form 1172-2 now serves as an electronic verification from the Sponsor. But even if the family member does not bring a digitally signed 1172-2, the family member(s) just needs to inform personnel at the ID card facility that their Sponsor has verified them and that the DD Form 1172-2 is available in their DEERS record.

#### **FAMILY MEMBER NOMINATION FEATURE AVAILABLE VIA ID CARD OFFICE ONLINE**

ID Card Office Online replaces RAPIDS Self-Service (RSS) as a self-service tool for Common Access Card (CAC) holders to perform card and record updates from any Public Key Infrastructure (PKI)-enabled computer. ID Card Office Online includes a family member nomination feature, which allows CAC holders to request the addition of a new family member to their DEERS record.

#### **DEERS: THE FACTS**

If you are a Service member, Retiree, or Dependent, Defense Enrollment Eligibility Reporting System (DEERS) registration is the key to getting your TRICARE benefits eligibility established. DEERS is a computerized database of military sponsors, families and others worldwide who are entitled under the law to TRICARE benefits.

#### **RETIREE ID'S NOW HAVE EXPIRATION DATE**

Blue retiree identification cards issued prior to December, 2012 had the word "indef" instead of an expiration date. Now, retiree cards issued have an expiration date effective the day before the retiree's 65th birthday. Although benefits will not automatically expire, some changes will take effect based on Medicare eligibility. Retirees who have the new card showing the expiration date will get a replacement card showing the indefinite status once they turn 65. Retirees who need to renew their retiree ID card can go to the nearest Real-time Automated Personnel Identification System office (Personnel Support Detachment or similar office, if other than a naval installation).

#### **TRANSFERS INFORMATION**

CPCs/CPPAs, you are to go to the PERS 2 Share Portal to download any new forms that may be available in the Transfers SOP's section of the website as you are assisting personnel complete their transfer packages.

#### **UPDATING DEERS IN CONJUNCTION WITH A TRANSFER**

If you are a CPC/CPPA, please remind transferring personnel to complete the DEERS/RAPIDS verification on line via [WWW.TRICARE.MIL/DEERS](http://WWW.TRICARE.MIL/DEERS)

Once verification is completed, please have members provide a printed update of DEERS to our Personnel Support Detachment (via you the CPC/CPPA) so that a service record entry can be made on NAVPERS 1070/613 certifying that the members' dependents are accurately enrolled in DEERS.

#### **MEMBERS ARE REQUIRED TO COMPLETE PCS TRAVEL INFORMATION FORM (NAVPERS 7041/1)**

Navy Standard Integrated Personnel System/Electronic Service Record (NSIPS/ESR) is the preferred method for submission of the PCS travel information.

a. As soon as possible following receipt of PCS orders (or immediately if detachment is in less than 90 days) commands must make sure that their members access their NSIPS/ESR self-service account to complete/submit the PCS Travel Information Form.

b. The member should logon to his or her ESR account then select the 'Update PCS travel' link on their ESR homepage. For convenience, there is an 'auto-fill' feature that automatically completes the PCS itinerary from the member's current active orders.

c. Members need only complete or adjust PCS details specific to dependent travel, household goods weights and/or POV shipments.

#### **USE OF THE HARDCOPY NAVPERS (PCS TRAVEL) 7041/1 SHOULD ONLY OCCUR IF NSIPS ACCESS IS UNAVAILABLE**

In those rare cases that NSIPS cannot be used, obtain the NAVPERS 7041/1 from the Command PASS Coordinator/Command Pay and Personnel Administrator (CPPA) or the Navy Personnel Command Website reference library at:

<http://www.public.navy.mil/bupers-npc/reference/forms/navpers/pages/default.aspx>

The Command PASS Coordinator/Command Pay and Personnel Administrator (CPPA) must submit the transferring member's NAVPERS 7041/1 to Personnel Support Detachment Corpus Christi in order that it can be mailed.

Instructions to create/access a self-service ESR account are located on the NSIPS splash screen, [https://nsipsprod.nmci.navy.mil/nsi\\_psclo/jsp/index.jsp](https://nsipsprod.nmci.navy.mil/nsi_psclo/jsp/index.jsp) (under 'user information'). Use your DOD CAC certificate to access NSIPS.

## SEPARATIONS INFORMATION

**Important Note: Our current policy is that your command is required to submit a separation package to PSD Corpus Christi 45 days prior to a member departing on PTDY/ Terminal Leave and/or the member's date of separation.**

**CPCs/CPAs:** If Sailors intentions are not to stay in the Navy, they need to coordinate this with you so that you can assist them with preparing and submitting the separation package to PSD in a timely manner.

**CPCs/CPAs:** Take a look at the Separations Section in the PERS 2 Share Portal. PSD Corpus Christi's CNIC Public Website also has a lot of good information that you need to know about separations. Other concerns that Sailors may have while they are going through the separation process should be brought up to the attention of the Separations Section or the MILPERS Supervisor here at our PSD via "you" the CPCs/CPAs.

**The PERS 2 Portal has the Separations SOP. You as the CPC/CPA and the Sailor need to review your respective roles and responsibilities to ensure you know exactly what you are required to submit to PSD Corpus Christi.**

**CPCs/CPAs:** Please ensure all separation/ terminal leave for members attached to your respective commands is charged correctly and in a timely manner. This will ensure there are no overpayments at the time when the member separates from active duty. When personnel depart on leave with no intention of returning,

all special pays (i.e. sea pay, SDAP) are stopped with the exception of SUB pay. Please make sure that personnel who are separating have the sufficient number of days leave in the books. For personnel being processed for Fleet Reserve, Retirement, or HYT **DO NOT** use their EAOS balance from E-leave. **CPCs/CPAs are requested to please communicate with PSD Corpus Christi via TOPS to inquire about leave balances for any of their members transferring to the Fleet Reserve, Retiring, or who are being processed due to High-Year-Tenure (HYT). We will in turn respond to you via TOPS and provide you that information.**

Additionally, please remind the Sailors who have requested to transfer to the Fleet Reserve or Retiring to contact the PSD Corpus Christi's Separations Section via "you" the CPC/CPA concerning any questions they may have about House/Job Hunting, Terminal Leave, or anything else that concerns them as they are making their transition from being in uniform to civilian life.

**CPCs/CPAs:** Personnel who are separating **must sign** their DD Form 214's before they start any PTDY or separation leave. In the event that a member is unable to sign his/her DD Form 214 prior to departure from his/her command and we must mail it, the member must return all signed original copies of the DD Form 214 back to us as soon as possible, but certainly no more than 10 days after his or her date of separation. **However, we want you to keep in mind that our goal is to e-submit the separated member's DD Form 214 (for OMPF filing) the following working day after his or her separation from active duty.** Now, if we do not receive the signed original copies of the DD Form 214 back within the 10 day period after the date of separation, we will complete whatever needs to be completed on the DD Form 214 and distribute all copies accordingly. The original DD Form 214 and any other copies will have an entry indicating that the member's "signature was unattainable" and we will subsequently distribute copies accordingly to the different agencies, including NPC for OMPF filing purposes.

### **GUIDANCE FOR SEPARATION HISTORY AND PHYSICAL EXAMINATION (SHPE) FOR DEPARTMENT OF NAVY (DON) ACTIVE/RESERVE COMPONENT SERVICE MEMBERS**

NAVADMIN 187/16 outlines proper guidance for the Separation History and Physical Examination (SHPE) program. All Commanders, Commanding Officers, and Officers-In-Charge shall ensure compliance with the requirements contained in NAVADMIN 187/16 regarding SHPE responsibilities, procedures, and information collection requirements for all Sailors, to include Reserve Component (RC) members.

**Background.** It is of paramount importance to ensure that Service Members receive an accurate and valid SHPE while having an orderly transition to civilian life. This NAVADMIN serves to provide guidance on SHPE processes, for the purpose of applicability, requirements, components, timing, and coding of SHPE, as the SHPE is the objective basis for any Department of Veterans Affairs (VA) benefits claims made by the Service member after separation.

**Applicability.** All members of the Navy preparing for release from active duty must complete a comprehensive SHPE prior to their scheduled date of release. This also applies to RC members in an active duty status for 180 days or more, RC members separating after 180 days or more of continuous service on active duty orders, or RC members separating with 30 days or more of continuous service on active duty orders in support of a Contingency Operation.

For more information refer to the actual NAVADMIN. Here is the link to it:

<http://www.public.navy.mil/bupers-npc/reference/messages/Document/NAVADMINS/NAV2016/NAV16187.txt>

### **IF YOU ARE SEPARATING YOU ARE REQUIRED TO COMPLETE A NAVPERS 7041/1**

For your information, there's a systems issue regarding completion of the automated PCS Travel Information Form (NAVPERS 7041/1) online for members separating/retiring in that members cannot leave the Ultimate Duty Station UIC blank. For members separating, there is no Ultimate Duty Station (ULTDUSTA) other than their home. Requests that Sailors separating use BUPERS UIC 00022 as the ULTDUSTA until the system is modified.

Obtain the NAVPERS 7041/1 from the Command PASS Coordinator or the Navy Personnel Command Website reference library at:

<http://www.public.navy.mil/bupers-npc/reference/forms/navpers/pages/default.aspx>

### **ADDITIONAL GUIDANCE FOR TRANSITION GOALS, PLANS, AND SUCCESS**

The Veterans Opportunity to Work Act (NDAA 2012) mandated all separating personnel on active-duty greater than 180 days must participate in the Transition Assistance Program (TAP), including pre-separation counseling, Department of Labor Employment Workshop and Veteran Affairs Benefits briefing, with limited exemptions. NAVADMIN 029/15 provides information on a new tracking capability available to unit commanders to ensure the completion and documentation of a Sailor's mandatory Transition GPS requirements.

### **ADDITIONAL INFORMATION ON GPS AND VMET**

The Transition GPS (Goals, Plans, Success) Website is designed to provide separating Service members access to their Verification of Military Experience & Training (VMET) documents (DD 2586 and Cover

Letter) that will assist them in their transition from the military. After the Service member's completion of the required Transition Sessions and after their specific supporting Transition Assistance Office has electronically submitted a Service member's paperwork, the Service member or Veteran can access their completed transition modules & tracks, Pre-separation Counseling Checklist (DD 2648/-1), or Individual Transition Plan (ITP) Checklist (DD 2958) from the Transition GPS web site. Please logon to:

<https://www.dmdc.osd.mil/tgps>

### **CHECKING OUT WITH YOUR MEDICAL FACILITY AS YOU ARE TRANSITIONING FROM ACTIVE DUTY**

As you are transitioning from active duty to civilian life, **you are requested to please make sure that you check out properly with your servicing Medical Facility.** You need to do so in order that you can review your Medical and Dental Records with them and to obtain copies of these records (if you wish to do so) prior to your separation from active duty. Ensuring that you are properly checked out will also ensure that your Medical and Dental Records are properly closed out before they are mailed or electronically submitted. Keep in mind that once your Medical and Dental Records are mailed and/or electronically submitted by your servicing Medical Facility, the Veterans Administration (VA) will have access to them. The VA will eventually unite your Medical and Dental Records along with your DD Form 214 to determine your VA benefits. So, if you are planning on submitting a VA claim after you separate (or before you separate for that matter) from active duty, it is in your best interest to ensure that you have a complete Medical and Dental Record. The reason is that when you separate from

the service and provided you submit a VA claim for benefits as a veteran, whatever medical or dental condition or conditions you are claiming, they all must be service connected in order for you to be awarded a disability percentage, if in fact any disability percentage is warranted. **Also, please keep in mind that the Medical and Dental records that are kept on you and/or for you while you are on active duty are the property of the U.S. Government (not yours) and as such, you must not keep these original Medical or Dental records with you. Instead, they must be turned in to your servicing medical facility for proper disposition.**

### **TURNING IN YOUR CHECK-OUT SHEET TO THE PSD BEFORE YOU SEPARATE FROM ACTIVE DUTY**

You are required to turn in your command's check-out sheet to PSD Corpus Christi and/or at least a copy of it that shows that you have properly checked out from your Servicing Medical Facility and that you in fact have turned in both your Medical and Dental Records.

### **IF YOU ARE SEPARATING, YOU SHOULD UPDATE YOUR "MYPAY" ACCESS**

As you are making your transition from active duty, (but certainly within 30 days of your separation date), you should most definitely update your "myPay" account (User I.D. and Password). The reason is that you will not be able to access "myPay" using your CAC since you will no longer have a CAC. By you having updated your "myPay" account, you will be able to obtain your W2 Form from the current year or the previous year for tax purposes. If you retire from the U.S. Navy, you will be able to download you monthly Retiree Account Statement (RAS), your yearly

Tax Statement 1099-R as well your Form 1095-B and Form 1095-C if applicable that confirms that you/your family have/has Health Coverage.

## **TIMELINESS AND ACCURACY**

Timeliness and accuracy is the key to avoiding pay problems. Timeliness and accuracy of pay and personnel transactions is monitored by the Navy Pay and Personnel Support Center and the Chief of Navy Personnel and then reported up to the CNO and Joint Chiefs where it is compared to timeliness and accuracy of each of the other services. As a team, we must all strive to make sure that we improve our timeliness and accuracy. It is the right thing to do for our Navy members.

In order that our timeliness continues to improve and that it clearly shows in our monthly "Heat Chart" stats, you as a CPC/CPA must help us get there. The most recent "Heat Chart" from our Navy Pay and Personnel Support Center (NPPSC) Headquarters reflects that all of us need to improve in our timeliness. It is a win win situation for our Sailors when transactions are submitted by our customer commands in a timely manner and when we process those transactions in a timely manner here at our Personnel Support Detachment. Sailors don't get overpaid and/or underpaid.

As a CPC/CPA, you are an important member of the team that can make this happen – meaning helping us improve our timeliness. Again, please submit all your pay and personnel transactions in an accurate and timely manner.

## **"NO-FEE" PASSPORT INFORMATION**

Our Passport Agent is currently on voluntary active duty as a member of the Reserve component. However, if you need assistance with "No-Fee"

Passports while he is away, you can still see our TERM Transportation Assistant here at our PSD. He will assist you in verifying all the documents you need in order to process the "No-Fee" Passport or Passports for you and your family members in Fort Sam Houston, TX.

And although we were previously sending our customers to see a local "Non-DOD" Passport Agent in the Corpus Christi area, we can no longer do that. In fact, we have already started sending personnel to see a "DOD" Passport Agent in Fort Sam Houston. The reason is that procedures have changed. Specifically, the Department of State now requires that the Authorization to Apply for a "No-Fee" Passport and/or Request for Visa, DD Form 1056 be electronically submitted. Additionally, this form can only be submitted by a "DOD" Passport Agent along with the rest of the package for obtaining a "No-Fee" Passport. We know this is going to be an inconvenience for our customers, but unfortunately we really do not have a choice in the matter as we do not have a "DOD" Passport Agent in the Corpus Christi area.

Please visit our Travel and Transportation Section of our CNIC Public Website to learn about specific requirements and/or documents you need in order to obtain a "No-Fee" Passport and definitely prior to contacting our representative here at PSD Corpus Christi. That way you know exactly what is required. Here is the link that you can use to learn more about what is required for processing "No-Fee" Passports:

[http://www.cnic.navy.mil/regions/cnrse/installations/nas\\_corpus\\_christi/about/tenant\\_commands/personnel\\_support\\_detachment/travel\\_and\\_transportation.html](http://www.cnic.navy.mil/regions/cnrse/installations/nas_corpus_christi/about/tenant_commands/personnel_support_detachment/travel_and_transportation.html)

Our CNIC Public Website has important information you need to know about processing "No-Fee"

Passports. You can also call our representative here at PSD Corpus Christi at 361-961-1036 if something is not clear to you once you visit the link provided. He will explain to you what you need to do as you prepare to go overseas on official government orders.

## **INCREASED TIME REQUIRED TO PROCESS DOD PASSPORT AND VISA REQUESTS**

You and/or your family members are requested to submit your "No-Fee" Passport Application 60 days in advance of anticipated departure dates to ensure proper processing.

Your family members must also keep in mind that if they are travelling to say Italy that they will need to obtain a Visa prior to their departure. Most likely the Visa will be obtained from the Italian Consulate in Houston, TX after the "No-Fee" Passports are sent to us from the "DOD" Passport Agent in Fort Sam Houston after he receives them from Department of State. So, submitting the "No-Fee" Passport application(s) way in advance is paramount as you/your family members will need additional time to process the Visa requests. Passport and Visa requirements are contained in the Foreign Clearance Guide. You can access the Foreign Clearance Guide by going to:

<https://www.fcg.pentagon.mil/>

Once you access the Foreign Clearance Guide, you can review each country's entry requirements.

**Note:** Please note that there are different requirements for DOD Civilians and their family members traveling overseas as far as obtaining visas to enter Italy. As such, if you are a DOD employee being assigned to Italy; please communicate with our PSD Corpus Christi passport representative so that he can explain to you the requirements.

## **RETIRED AND VETS CORNER**

**E-BENEFITS**

For all you Veterans out there: Here is the link to access your information:

<https://myaccess.dmdc.osd.mil/identitymanagement/authenticate.do?execution=e2s1>

If you have not yet established an account with e-benefits, you probably should. It will certainly help you track your VA claims as they are going through the process until they are adjudicated.

**VA FOR VETS**

VA for Vets is an innovative new career management program that helps Veterans prepare for or secure careers in the fields they choose. It gives veterans and transitioning military service members the tools and resources they need to launch or advance their careers in the civilian workforce. Share this tool with the veterans and service members you know, and ask them to visit the VA for Vets Website at [www.vaforvets.va.gov](http://www.vaforvets.va.gov) to see how they can translate their military skills into resumes, speak with career coaches or access job opportunities in VA or the federal government.

**MILITARY RETIREES AND ANNUITANTS OF MILITARY RETIREES**

Retirees or annuitants of military retirees, "myPay" has gotten easier to use! Password requirements have been reduced from 15 to 9 characters. Once you have established a password, it will remain current for up to 150 days.

**CUSTOMER SERVICE MENU OPTIONS CHANGE**

If you need help with your DFAS military retired or annuity pay, please choose option 1 after dialing either 800-321-1080 or 888-332-7411. For help with "myPay", press 5. Civilian Payroll Office: 1-800-729-3277

**CHANGE OF ADDRESS**

The simplest and quickest solution for changing your mailing address is through the "myPay" Website at <https://myPay.dfas.mil/myPay.aspx> the Defense Finance and Accounting Service's online account management system.

For questions or concerns regarding "myPay" Website, call 1-888-332-7411 for a customer service representative. Otherwise, if you are a retiree please mail your change of address form or request to:

DFAS  
US Military Retired Pay  
P.O. Box 7130  
London, KY 40742-7130

Or Fax DFAS Retired Pay at: 1-800-469-6559

If you are an annuitant, please mail your request to:

DFAS  
US Military Annuitant Pay  
P.O. Box 7131  
London, KY 40742-7130

Or Fax DFAS Annuitant Pay at: 1-800-982-8459

Both retirees and annuitants may call DFAS Retired and Annuitant Pay directly at: 1-800-321-1080, press 5.

If submitting your request in writing, please include both your old and new mailing address, along with the effective date for the new address. In addition, please include your name, social security number and signature with date on your request.

**REPORTING RETIREE DEATHS**

The Defense Finance and Accounting Service (DFAS) launched a new online form to make it easier for grieving family members to report the deaths of military retirees. The form and additional information are available at: <http://www.dfas.mil/retiredmilitary/survivors/Retiree-death.html>

**RETIREES MUST REPORT MARRIAGES TO DFAS**

Retirees who marry or re-marry must notify the Defense Finance and Accounting Service (DFAS) to properly establish Survivor Benefit Plan (SBP) coverage within one year of the marriage. Getting a military ID card and entering the new spouse in the Defense Enrollment Eligibility Reporting System (DEERS) does not update pay records at DFAS or trigger SBP coverage. Retirees who originally elected SBP coverage for a previous spouse must send DFAS a copy of the marriage certificate together with a completed DD Form 2656-6 (SBP Election/Change), available online at: <http://www.dtic.mil/whs/directives/forms/eforms/dd2656-6.pdf>

Retirees marrying for the first time may elect SBP coverage for their spouse with the same form, which must be received by DFAS within one year of the marriage. (A retiree who married during retirement and declined SBP spouse coverage, cannot later enroll the spouse in the plan unless during a congressionally-approved open-enrollment period. Enrollments during open season normally result in penalties and extra charges for the retiree.) The above-mentioned form can also be obtained from DFAS by calling 1-800-321-1080.

Completed documents must be sent to:

DFAS  
US Military Retired Pay  
P.O. Box 7130  
London, KY 40742-7130

**TRICARE FOR LIFE (TFL)**

TRICARE for Life (TFL) is TRICARE's Medicare-wraparound coverage available to all Medicare-eligible TRICARE beneficiaries, regardless of age or place of residence, provided they have Medicare Part A and Part B. With TFL, Medicare becomes the primary insurance, and TRICARE acts as a secondary payer. There is no paperwork associated with TFL--beneficiaries automatically gain coverage when they meet the requirements.

**MILITARY RETIREES TURNING 65**

What does a military retiree need to do when he or she turns age 65? Do retirees need Medicare if they already have TRICARE? Do they need TRICARE if they already have Medicare? Questions like these are normal for beneficiaries who are unfamiliar with their options when they celebrate their 65th birthday. TRICARE and Medicare are separate programs. Medicare is health insurance for people age 65 and older, as well as for people under age 65 who qualify for Social Security disability insurance. TRICARE for Life (TFL) is TRICARE's Medicare-wraparound coverage and is available to all Medicare-eligible TRICARE beneficiaries. In order to be covered by TFL, beneficiaries must have Medicare part A (hospitalization) and Part B (medically necessary services like doctors' services, outpatient care, home health services, and other medical services) coverage. For TFL beneficiaries, Medicare is the primary insurance and TFL acts as the secondary insurance, minimizing out-of-pocket expenses. There is no enrollment fee or paperwork associated with TFL; however beneficiaries must sign up for Medicare part B as soon as they become eligible to avoid late-enrollment penalties. **There is a monthly premium for Part B coverage, based on income. For more information regarding Medicare enrollment, call 1-800-633-4227 or visit: <http://www.tricare.mil/tfl/>.**

### **MEDICARE AND TRICARE AFTER AGE 65**

By taking a few simple steps, retirees can make sure they have their TRICARE benefits after they turn 65 years old. Beneficiaries should receive a postcard from the Defense Enrollment Eligibility Reporting System (DEERS) four months before their 65th birthday. Beneficiaries have to register in DEERS to get TRICARE coverage after reaching age 65. Beneficiaries must have Medicare Part A and Part B to be eligible for TRICARE for Life (TFL). TFL is Medicare "wrap-around" coverage for TRICARE beneficiaries who are entitled to Medicare Part A and have Medicare Part B. The Medicare initial

enrollment period is seven months. If a beneficiary misses their initial enrollment period, their next chance to sign up for Medicare Part B is during the general enrollment period, January 1 through March 31. The Medicare coverage will begin July 1st. The monthly premium for Part B may go up 10 percent for each 12-month period that a beneficiary could have had Part B, but didn't sign up for it. Also, there will be a lapse in your TRICARE coverage until Part B is effective. **Be sure to sign up for Part B no later than two months before your 65th birthday.** If beneficiaries do not receive a postcard they should call 1-800-538-9552.

### **TRICARE STANDARD**

TRICARE Standard is the TRICARE option that provides the most flexibility to TRICARE-eligible beneficiaries. It is the fee-for-service option that gives beneficiaries the opportunities to see any TRICARE-authorized provider. TRICARE Standard is not available to active duty service members.

Standard shares most of the costs of medically necessary care from civilian providers when Military Treatment Facility (MTF) care is unavailable.

### **VA HEALTH CARE ELIGIBILITY**

Eligibility for VA health care is dependent upon a number of variables, which may influence the final determination of the services for which you qualify. These factors include the nature of a veteran's discharge from military service (e.g., honorable, other than honorable, dishonorable), length of service, VA adjudicated disabilities (commonly referred to as service-connected disabilities), income level, and available VA resources among others.

## **CPC/CPA INFORMATION**

### **COMMAND PAY/PERSONNEL ADMINISTRATIVE SUPPORT**

### **SYSTEM (PASS)/COMMAND PAY AND PERSONNEL ADMINISTRATOR (CPA)**

CPCs/CPAs are requested to review MILPERSMAN article 1000-021, which discusses the duties and responsibilities of the position.

The link for MILPERSMAN article 1000-21 is located on the CPC/CPA resources Website on the Navy Personnel Command Website at:

<http://www.public.navy.mil/bupers-npc/support/paypers/cpcresources/pages/default2.aspx>

### **THE CPC/CPA**

The CPC/CPA serves as the critical link between an individual Sailor, his or her command, and the Supporting Personnel Support Detachment.

### **DO YOU NEED TRAINING AS A CPC?**

If you are a Command PASS Coordinator (CPC)/Command Pay and Personnel Administrator (CPA) for your command and you require training in any area that affects what you do as a CPC/CPA, please do not hesitate to contact the MILPERS Supervisor at (361) 961-1192, DSN: 861-1192. The MILPERS Supervisor will be glad to make arrangements to conduct the training you require either here at PSD Corpus Christi, TX or via a telephone call. We want to make sure that you are doing a great job for your command.

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*PSD News* is published by Personnel Support Detachment Corpus Christi, Texas. Its purpose is to communicate with not only our Customer Command's key leadership such as CO's, XO's and CMC's, but also with the Command PASS Coordinators (CPC's)/Command Pay and Personnel Administrators (CPPAs) and others who may be interested in the latest information from the PASS world. In this newsletter, PSD Corpus Christi will publish the latest information and procedures concerning military pay, personnel and transportation matters. Please let us know about any areas of concern by e-mailing us at: [PSDNASCC@NAVY.MIL](mailto:PSDNASCC@NAVY.MIL)