

CUSTOMER SERVICE TRANSACTION CHECKLIST

PAGE 2 UPDATE

Marriage:

- ORIGINAL MARRIAGE CERTIFICATE
- COMMAND/CNFJ/COMNAVMARIANAS APPROVAL (IF MARRIED IN AOR)
- UPDATED SGLI
- NAVPERS 1070/602 (PAGE 2) SIGNED AND DATED BY MEMBER

Divorce:

- ORIGINAL DIVORCE DECREE
- UPDATED SGLI
- NAVPERS 1070/602 (PAGE 2) SIGNED AND DATED BY MEMBER

Adding Dependent Child:

- ORIGINAL BIRTH CERTIFICATE
- LEGAL PATERNITY AND CUSTODY DOCUMENTS (IF APPLICABLE)
- NAVPERS 1070/602 (PAGE 2) SIGNED AND DATED BY MEMBER

OHA CHECKLIST

- SPECIAL REQUEST CHIT- NAVPERS 1336/3
- PAGE 13 FRAUD OHA
- DD FORM 2367 - OHA REPORT
- DD FORM 2556 - MIHA CLAIM FORM
- SIGNED LEASE AGREEMENT

BAH AT DEPENDENT LOCATION

- COMMAND APPROVED REQUEST CHIT
- NOTARIZED LEASE/MORGATE STATEMENT
- 2 UTILITY BILLS (ELECTRIC, GAS, WATER, ETC)
- BAH FRAUD PAGE 13

BAQ - DIFF (FOR SINGLE MEMBER PROVIDING CHILD SUPPORT)

- UPDATED PAGE 2
- PROOF OF CHILD SUPPORT PAYMENT

MISSED MEALS REFUND

- TAD/DTY ORDERS (CHECKED IN/ OUT STAMP)
- PAGE 13 VERIFIED AND SIGNED BY MEMBERS AND CPC
- STATEMENT FROM BASE GALLEY FOR MEALS NOT AVAILABLE

SEAPAY REPORT

- TAD/DTY ORDERS(CHECKED IN/ OUT STAMP)
- COMMAND MEMORANDUM
- SEA DUTY COUNTER PAGE 13

TLA (ARRIVAL ONLY) (Departure TLA is processed by TRANSFER/SEPARATION Section)

- TLA WORKSHEET
- PAID LODGING RECEIPT W/ ZERO BALANCE
- SNA AND OR CNA (AS APPLICABLE)
- HOUSING MEMO (FOR ACCOMPANIED PERSONNEL)
- PAGE 2
- "ACTIVE HOUSING SEARCH FORM" FROM HOUSING
- CERTIFICATION OF ASSIGNMENT TO QUARTERS FROM HOUSING OR SIGNED LEASE (FOR FINAL TLA)

RESERVIST (AT AND ADT ONLY) - ADSW is processed by RECEIPT Section

- AT/ADT ORDERS (CHECKED IN/ OUT STAMP)
- FLIGHT ITINERARY
- PAGE 2

REVISED NPPSC CHECKLIST

NPPSC PSD YOKOSUKA, JAPAN

RECEIPTS CHECKLIST

*****MUST BE USE WITH ALL RECEIPTS PACKAGES*****

Member's Name:

Report Date:

SSN:

Receipts Clerk:

Command/UIC:

PLR: _____

*Ensure orders are Endorsed with command check-in date and a CNA is provided, if applicable

Update TOPS if further documents is required

*Check Orders for OBLISERVE _____ HARD EAOS (TH): _____ SOFT EAOS (TU): _____

*Make sure that PAGE TWO is Updated for ALL, and before starting COLA dpts

*Verify with CPC Updated SGLI (Page 13 for no coverage, reduced coverage, etc.)

*Verify Detaching EVAL/FITNESS REPORT DATE Transfer Eval Date: _____

*Verify TRAVEL CLAIM

{DLA, TLE, EFT FORM, LODGING RCPTS (TURN INTO TRAVEL SECTION NLT 3 WORKING DAYS AFTER receiving gain package)}

*Overseas Scrng/Check for Operational sea duty/Special Program scrng document

*Verify all required Page 13's are filed in Service Record {*Tour election*}
Number page 13's in chronological order

*E-SUB SERVICE RECORD (arrange service record pages accordingly MPM 1070-100)

*VERIFY MBR COMMAND SPONSORSHIP AUTHORIZION(FEA, NON-CONCURRENT TRAVEL, LOCALLY
ACQUIRED DEPENDENT LTR *ENSURE AUTHORIZATION IS FILE IN S/R OR Junk Jacket*

*Need approved request chit to continue BAH for ALL (lease/mortgage and
Proof of bill required

*Verify filled-out documents for accuracy and signatures

Process NSIPS Gain (make sure you process partial BAQ/Career Sea Pay
(If entitled)

LIMDU-/PREGNANT/TEMDU CHECK LIST

ACC 320 TEMDU FOR LIMDU (No appointment needed come straight to PSD)

- Transfer Eval/FITREP
- STO(only if coming from USS George Washington) the rest PSD will prepare the STO
- Abbreviated Medical Evaluation Board Report
- Page 13
- LIMDU Message from USNH

From ACC 320 to ACC 105 LIMDU (No appointment needed)

- Stamped orders to ACC 105 (stamped by whoever member attached to for LIMDU)

From ACC 105 to ACC 355(Transfer to PEB)

- PEB message from USNH(Abbreviated Medical Evaluation Board Report)

ACC 330 TEMDU- (Reporting to the ships away from homeport or Pregnancy)

- DD 1351-2
- Copy of itinerary
- TPU stamped PCS orders
- FEA(with dependent)
- Copy of passport
- AMC next of kin
- Copy of military ID
- Pregnancy notification signed by Doctor (only for pregnancy reason)

From ACC 105 or ACC 355 to ACC 100 (Fit for Full Duty with or without limitations)

- NAVMED 6100/6 (Return of Patient to Medically Unrestricted Duty from Limited Duty)
- LIMDU cancellation message from USNH

CHECKLIST FOR TRAVEL CLAIMS

User: All military and civilian personnel on official travel.

Purpose. This checklist should be used by the Traveler (TVLR) and Authorizing Official's (AO) to ensure travel claims are proper, complete, and comply with the intent of the orders before submitting. Claims are to be completed within five business days upon completion of travel.

Definitions:

Traveler - Individual who performed the travel.

Authorizing Official (AO) - Individual designated in writing by the command using Appointment/Termination Record-Authorized Signature (DD Form 557)

TVLR AO

1.		The Travel Voucher (DD Form 1351-2 Mar 2008) must be prepared in ink, typewriter, or computer generated and include full SSN.
2.		Member's signature must be in Block 20a, and dated in Block 20b AO's must complete Blocks 21a-21d on the travel voucher. NO AO SIGNATURE REQUIRED ON PCS.
3.		All information in Blocks 1-9 and 11 of the travel voucher must be completed. Blk 12 and 13 for dependent PCS only. Provide a duty phone number and e-mail address. Ensure the administrative data i.e. name, SSN on the travel voucher agree with the orders. If not, make administrative corrections and initial.
4.		Indicate advances and/or accrued per diem payments listed in Block 9. Annotate "NONE" in Block 9 if there were no advances or partial payments. Do not indicate ATM cash withdrawals in Block 9.
5.		Annotate Block 1 of the DD1351-2 (Split Disbursement) to reflect amounts charged to the Government Travel Charge Card (GTCC). This is mandatory for GTCC holders for TDY only not in conjunction with PCS.
6.		Itinerary in Block 15a must use dates (not times), modes of travel, and reason for stops. Please refer to the reverse page of the DD1351-2 for correct codes.
7.		Check Block 16 (POC Travel) if mileage is claimed.
8.		Block 17 must be completed indicating duration of travel period.
9.		Indicate all of the authorized reimbursable expenses in Block 18. Mission related items (e.g. batteries/film) are not reimbursable travel expenses and should be submitted through Vendor Pay.
10.		Is rental car expense or airline ticket reimbursement claimed? If so, only rental car and airline tickets obtained through proper channels (government contracted office, e.g. SATO) will be reimbursed. Rental Car/Airline Ticket receipts are required regardless of dollar amount. Pre-calculation receipts are not acceptable. Receipts must have a zero balance. <u>Include a copy of the government contracted travel office (SATO) itinerary.</u> If you didn't use a government contracted office you will only be reimbursed the GOVT rate.
11.		Annotate control numbers for non-availability of government quarters in the remarks. If not, and approved after the fact, the Approving Official's signature authorizing commercial lodging or an amended order issued must be included. (TDY only and not in conjunction with PCS). Provide/attach copy of CNA.
12.		Lodging must be claimed and supported by paid receipts (regardless of amount). Receipts must show a zero balance. Attach copy of lodging receipt.
13.		All reimbursable expenses of \$75.00 or more claimed on the travel voucher must be supported by an original paid receipt/ or lost receipt. Attach copies of all receipts over 75.00.
14.		Is a conference or registration fee claimed? If so, state the number of meals provided at no cost in Block 19 of the DD 1351-2. If none, please state. Attach copy of conference fee receipt.
15.		Exchange rate when foreign currency is involved must be annotated on the reimbursable block. The traveler must include the itemized expense in both foreign currency and U.S. Dollars.
16.		Was leave taken in conjunction with the travel? If so, annotate it in the itinerary and in Block 29, Remarks section. Attach a copy of the NAVCOMP 3065 (leave form - MILITARY ONLY) if leave was taken in conjunction with travel.

17.		Attach complete copy of orders and all modifications.
18.		If claiming dependent Dislocation Allowance (DLA) annotate DLA in BLK 18 and fill out attached DLA Statement. Attach old and new page 2 (Record of Emergency (Military only)). TLE is to be claimed in BLK 18 of the travel voucher and fill out attached TLE statement. Attach lodging receipts for TLE.
19.		Ensure the required orders, receipts, statements, justifications, etc., are attached to the travel claim and that the claim is reasonable and consistent with the mission.
20.		Is the bank account information on file with your travel office correct? If so, any funds not being sent to the GTCC account will be electronically sent to the personal account. If not, complete form SF 1199A and attach a copy to travel claim.
21.	N/A	Forward the completed travel voucher and supporting documentation to the Supervisor/Reviewing official or Authorizing Official.

Remarks:

Date Submitted by Member		Member Signature	
Date Approved by AO		AO Signature	

TRANSFER CHECK OUT

Name:	SSN:	Clerk:
Rate:	Command:	Detach Date:
Contact Phone:	Contact Email:	

60-90 DAYS - Required by

- Transfer Information Sheet
- Copy of Transfer Order
- CLS - Obtain from the CNFJ
- CSA – Obtain from PERS
- Dependent Entry Approval (If applicable)
- Passenger Reservation Request (NAVPTO 4650)
- VISA for Non-U.S Citizens
- COMSEVENFLT Approval (If flying out of foreign port)
- Copy of the member's ID card
- VPC information (Only if they have a vehicle in Gov't storage.)
- No Fee Passports
- Copy of dependents Passports
- Page 2 (if they have dpdnt)
- AMC Information
- Application for transportation of dependents (DD form 884)

30 DAYS - Required by

- CPC calls PSD transfer section to set up an appointment for the member to check out.
- Medical Screening
- OBLISERVE must be completed
- Advance Pay or Travel Pay
- Advance DLA
- Base Check Out Sheet (Obtain from Community Ready Center across from the commissary)
(DSN: 243-9612)

ONE DAY PRIOR TO TRANSFER OR FLYING OUT

- Page 13 statement "Member detached on this date _____XXX"
- Termination of Housing or Statement of Release (Off base)
- Temporary Lodging Allowance (TLA) (if required)
- Submit base Check out Sheet (PSD is the last command to sign this check out sheet).

**** ALL CPC personnel please remind your sailors to check out of housing one day prior to Transfer or flying. PSD is the last command to sign the base check out sheet!!!***

****If member is missing or fails to report on checkout day, member's flight will be cancel, and a "Mission Impact Statement" will be required from the command in order to reschedule.**

MBR'S Signature / Date

Clerk Signature / Date

SEPARATION/RETIREMENT CHECK OUT

Name:	SSN:	Clerk:
Rate:	Command:	Detach Date:
Contact Phone:	Contact Email:	

90 DAYS - Required by

- Separation Information Sheet
- Local Separation Approval from CFAY
- Pre-Separation Counseling Checklist (DD 2648)
- Transition Assistance Program Certificate
- Separation Physical
- Approved PTDY request (*Retiree & certain individuals auth only*)
- Approved Leave Chit

60 DAYS - Required by

- Passenger Reservation Request (NAVPTO 4650)
- Copy of the member's ID card
- AMC Information
- Copy of dependents Passports
- Application for transportation of dependents (DD form 884)
- Individual Ready Reserve (**Local only**)
- Local Separation Approval from CFAY (*Local only*)
- List of Awards and Ribbons (**Local only**)
- SMART Transcripts (**Local only**)
- VMET (*Local only*)

30 DAYS - Required by

- CPC is to set up an appointment for the member to check out with their PSD separation clerk and to pick up STO order.

ONE DAY PRIOR TO SEPARATING OR FLYING OUT

- Separation Evaluation or page 13 statement
- Termination of Housing or Statement of Release (Off base)
- Temporary Lodging Allowance (TLA) (*if required*)
- Base Check Out Sheet (Obtain from Community Ready Center (across from Commissary) (DSN: 243-9612))

*If member is missing documents, or fails to report on checkout day, member's flight will be canceled, and a "Mission Impact Statement" will be required from the command in order to reschedule.

MBR'S Signature / Date

Clerk Signature / Date

(date)

From: Member
To: Officer in Charge, Personnel Support Detachment Yokosuka,
Japan

Subj: ERB STATEMENT OF SERVICE

1. (Rank First, M.I., Last) _____.
2. (Full SSN) _____.
3. Active Duty Service Date (ADSN) _____.
4. Expected Honorable Discharge Date _____.
5. Job/House Hunting Leave Period _____.
6. Terminal Leave Period _____.
7. Currently stationed at _____.
8. Projected Rotation Date (PRD) _____.

I understand my rights under the Privacy Act of 1974 and hereby consent to the release of the above information.

Member's Signature

Documentation needed:

- _____ Approved Leave document for Terminal and Job/House Hunting leave.
- _____ Acknowledgement of selection to ERB program.

One business day is required and a Power of Attorney (POA) is mandatory. Thank you Admin office.

COMMAND SPONSORSHIP CHECK-LIST

Checklist updated as of 01APR12

MEMBER'S NAME: _____ ENLISTED: _____ OFFICER: _____

MEMBER'S SSN: _____ ADMIN EMAIL: M-YO-PSDAdmin@fe.navy.mil

PROCESS TIME FOR ALL COMMAND SPONSORSHIPS IS 3-5 BUSINESS DAYS W/ COMPLETE PACKAGE*NOTE: Per instruction COMNAVFORJAPANINST 1300.1U member with 4 or more dependents must be approved by CNRJ***LOCALLY ACQUIRED: (DEPENDENTS IN JAPAN)****REFERENCE: MILPERSMAN 1300-150,1300-210; COMNAVFORJAPANINST 1300.1U; JFTR U9165D**

First Endorsement from member's command	
Member's Letter	
Statement attesting to the fact that noncommand sponsored dependents are not residing in government quarters	
Updated Page Two (NAVPERS 1070/602) - Passport and page 2 names MUST match -	
Authorization to Marry - if married outside the United States i.e : in Japan, Philippines, Hong Kong, Macau, China, Singapore, Vietnam, Thailand, Cambodia, Australia, New Zealand, and India (COMNAVMARIANASINST 1752.1F or COMNAVFORJAPANINST 1752.1R)	
Overseas Screening NAVPERS 1300/16 (REV 11-09) - MUST be updated W/ requested dependents & signed and checked marked by CMDCM and CO	
Family Care Plan (For Single Parent or Mil to Mil members)	
Copy of passports w/ individual's picture w/ SOFA stamp, unless Japanese National "Ensure all family member either possess SOFA status, or eligible for and have obtained permanent resident status in Japan"/ "Command sponsorship is not a prerequisite for obtaining SOFA status"-CNFJ 1300.1U	
Member has 36 month accompanied tour and 12 months remaining onboard	

Note: Members with **consecutive local** orders are not required to meet "12 months remaining onboard" nor do officers**NON-CONCURRENT TRAVEL (DEPENDENTS IN CONUS)****REFERENCE: COMNAVFORJAPANINST 4650.1F; MILPERSMAN 1300-150/200; JFTR U5600**

First Endorsement from member's command	
Member's Letter - must request no later than	
Updated Page Two (NAVPERS 1070/602) - Passport and page 2 names MUST match, date of marriage MUST be before the effective date of orders.	
Authorization to Marry - if married outside the United States i.e : in Japan, Philippines, Hong Kong, Macau, China, Singapore, Vietnam, Thailand, Cambodia, Australia, New Zealand, and India (COMNAVMARIANASINST 1752.1F or COMNAVFORJAPANINST 1752.1R)	
Overseas Screening NAVPERS 1300/16 (REV 11-09) - MUST be updated W/ requested dependents & signed and check marked by CMDCM and CO	
Family Care Plan (For Single Parent or Mil to Mil members)	
Passenger Reservation Request (PRR) and DD Form 884	
Passport Copies	
Copy of the ORIGINAL PCS Orders	
Member has 36 month accompanied tour and 12 months remaining onboard	

Note: Members with **consecutive local** orders are not required to meet "12 months remaining onboard" nor do officers**TRANSFER OF COMMAND SPONSORSHIP: MIL TO MIL (Plus requirements for prospective command sponsorship)**

Command Endorsement (from the Member who will Transfer Sponsorship)	
Memo from the Member who will Transfer the Command Sponsorship	
Family Care Plan	
Both Member's Page 2 updated	
Approved Command Sponsorship - Local, Non-concurrent, or FEA/DEA	

Secondary Dependents: (Plus requirements for prospective command sponsorship)

Copy of DFAS FMA Branch Approval Memorandum, Dependency status action for secondary dependents	
NAVPERS 1070/13 for non-TRICARE eligible dependents only	
Copy of proof of current healthcare insurance for non-TRICARE eligible dependents	

Preliminary Command Sponsorship: (Plus requirements for prospective command sponsorship)

Flight Itinerary of Dependents	
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EARLY RETURN OF DEPENDENTS**REFERENCE: JFTR, PARA. U5900-D, PARA. U5905-C1, PARA. U5910-A, MILPERSMAN 1300-306**

Approval message via Email from PERS-451 with Line of Accounting	
Passport Copies	

24 MONTHS WAIVER**36 MONTH TOUR WAIVER**

(date)

From: Member
To: Officer in Charge, Personnel Support Detachment Yokosuka,
Japan

Subj: CONFIRMATION OF STATUS AS FAMILY MEMBER OF THE U.S.
FORCES IN JAPAN (LETTER OF DEPENDENCY)

- 1. (Rank First, M.I., Last) _____.
- 2. (Full SSN) _____.

<u>NAME (First, M.I. LAST.)</u>	<u>RELATIONSHIP (CIRCLE ONE)</u>
_____	Spouse/Daughter/Son/Ward
_____	Daughter/Son/Ward

- 3. Currently stationed at _____.
- 4. Projected Rotation Date (PRD) _____.

- 5. My family member(s):
 - a. Residing in (CIRCLE ONE)
YOKOSUKA, YOKOTA, NEGISHI, YOKOHAMA, IKEGO _____.
 - b. Command-sponsored? Yes / No

I have a consecutive overseas tour to Japan: Yes / No
(HAVE NEW PCS ORDERS TO JAPAN AGAIN)

I understand my rights under the Privacy Act of 1974 and hereby
consent to the release of the above information.

Member's Signature

One business day is required and a Power of Attorney is
mandatory. Thank you PSD Admin.

TRAVEL AUTHORIZATIONS FOR PARTICIPANTS IN UNFUNDED ENVIRONMENTAL AND MORALE LEAVE

Read Privacy Act statement and restrictions on reverse prior to completing this form

TO: OIC, PSD YOKOSUKA

FROM: MEMBER

Name of Sponsor (Last, First, MI)

Grade
E-___/O-___

FULL SSN

Unit/Organization/Command

1. ENVIRONMENTAL AND MORALE LEAVE TRAVELERS (PEOPLE WHO WILL BE TRAVELING)

a. Name (Last, First, MI)	b. Passport # / SSN (IF USING MIL ID)	c. Grade/Status CIRCLE ONE	d. DOB (Children Only)
FOR, EXAMPLE, D.	123-45-6789	ACTIVE , WIFE, SON, DAUGHTER, WARD	04JUL1980
		ACTIVE, WIFE, SON, DAUGHTER, WARD	
		ACTIVE, WIFE, SON, DAUGHTER, WARD	
		ACTIVE, WIFE, SON, DAUGHTER, WARD	
		ACTIVE, WIFE, SON, DAUGHTER, WARD	
		ACTIVE, WIFE, SON, DAUGHTER, WARD	

2. Effective Sign-Up Date: TODAY'S DATE _____

3. Expiration Date (Max 90 days): (90 DAYS AFTER #2) _____

4. ITINERARY

a. From (Point of Origin)	b. To (May be multiple destinations, but first reached is the final destination) CIRCLE ONE	c. Return (Point of Origin)
JAPAN	CONUS, HAWAII, KOREA, GUAM, ALASKA, INTRA-JAPAN	JAPAN

5. I have read and understand USPACOMINST 0201.1, and the restrictions printed in Section 14 on the back side of this form. I certify that the information provided on this form is true and accurate to the best of my knowledge.

Signature of Sponsor:

Date: (TODAY'S DATE SAME AS #2)

THIS SECTION FOR AUTHORIZING OFFICIAL ONLY

7. REMARKS (List Transiting Enroute AMC Terminals)

IF TRAVELING TO CONUS YOU CAN STOP IN THE FOLLOWING AUTHORIZED TRANSIT LOCATIONS;
ANDERSON AFB, HICKAM AFB, ELEMENDORF AFB.

1 st Trip	2nd Trip

8. Typed Name, Grade, Title of Unit Commander or Designated Approving Official

9. Signature

PSD WILL FILL IN THE FOLLOWING

USPACOM FORM 505/3 EF (02-10) Previous Editions are Obsolete

MBR MUST HAVE 6 MONTHS ONBOARD AND 6 MONTHS REMINING UNLESS MBR HAS A CONSECUTIVE OVERSEAS THAT HAVE POSTED IN THE SYSTEM, IF SPONSOR IS TRAVELING WITH DEPENDENTS PLEASE PROVIDE APPROVED LEAVE CHIT

(date)

From: MEMBER
To: Officer in Charge, Personnel Support Detachment Yokosuka, Japan
Subj: SPACE AVAILABLE TRAVEL FOR FAMILY MEMBER

1. _____ / _____
(RANK, LAST, FIRST, M.I) (full SSN)

I am stationed at _____.

Dependents are command sponsored? Yes ___ No ___

<u>Family Member(s)</u> (First, M.I, Last)	<u>Relationship / DOB(only children)</u> (spouse/daughter/son/ward)DDMMYYYY	<u>Passport No.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

"Passangers shall declare their final destination when they sign up for space available travel"-DoD 4515.13R

I wish to use Space A travel for; (check one)

- Dependents must be command sponsored for the following;
___ Overseas to overseas
- Dependents should be accompanied with sponsor, please provide a copy of leave approval
___ Overseas to Conus
___ Conus to Overseas

PRD/Deros: _____

2. I understand that my family members must have this letter in their possession at all times during travel on military aircrafts and that this letter is valid for ONE round-trip to and from my permanent duty station.
3. This letter is only valid for 60 days after the date printed.

Note: Travel within the Continental United States is not permitted without the sponsor. Speak with an AMC Passenger Representative for an explanation to this rule.

The following information is certified to be true and correct.

Member's Signature

One business day is required and a Power of Attorney (POA) is mandatory.
Thank you Admin.

From: Member

To: PSD OIC

Subj: STATEMENT OF SERVICE (SOS)

1. The following information is certified to be true and correct:

- a. Name: _____ (FIRST, MI, LAST)
- b. SSN: _____ (Full SSN will not be on original letter)
- c. Rank/Rate: _____
- d. Branch of Service: USN
- e. Date Reported (DDMMYYYY):
- f. Active Duty Service Date (DDMMYYYY):
- g. Expiration of Term of Service(DDMMYYYY):
- h. S-Expiration of Term of Service(DDMMYYYY):
- i. Command:
- j. Projected Rotation Date(MMYYYY):
- k. Date of Birth (DDMMYYYY):
- l. Citizenship: (circle one)
 - U.S Citizen
 - U.S Citizen by Naturalization
 - Not a U.S Citizen
- m. Marital Status: (circle one)
 - Married
 - Single
 - Divorced
- n. Home of Record: _____ (State only)

I need my Pay entitlements to be shown;
(circle one, if left blank it will be considered a no)
NO YES

I have a consecutive overseas tour to Japan: Yes / No
(Have new PCS orders to Japan again)

"I understand my rights under the Privacy Act of 1974 and hereby consent to the release of the above information."

Member's Signature

If you would like to add or modify anything in the (SOS), please let us know when applying or it will take an extra business day. A Power of Attorney (POA) is mandatory. Thank you PSD Admin.

ESO

FREQUENTLY ASKED QUESTIONS

CLARIFICATION ON ELECTRONIC SERVICE RECORD (ESR)/OFFICIAL MILITARY PERSONNEL FILES (OMPF)/PAGE 4:

Award and training pages (Page 4s) are routinely uploaded to a member's OMPF as part of an individual's official record; however, this may not be the case for the current training and awards received. These are first inputted in an individual's ESR (an NSIPS-based database). Only after a reenlistment, will an updated Page 4 be uploaded to an individual's OMPF.

Most other documents that are in a member's ESR will not be uploaded to OMPF, since the member can already access these via NSIPS.

Links to access official military records:

To access personal/unit awards (Only NAM and above), please go to:

<https://awards.navy.mil/>

To access NSIPS Electronic Service Record (ESR), please go to:

<https://nsips.nmci.navy.mil/>

To access Official Military Personnel File (OMPF), please go to:

<https://www.bol.navy.mil/>