

# PSD Times

Port Hueneme  
Monthly Issue June 2011



*Proudly Serving  
The People Of  
Naval Base  
Ventura County*



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### Attachment Tab

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| <b>INSTRUCTIONS:</b> | <b>FORMS:</b>               |
| Passport Guide       | SAAR-N                      |
| CLA User Guide.      | DD Form 93                  |
| NPPSCINST 4650.8     | NPPSCINST 4650/8 (PRR)      |
| CMD View NSIPS SOP   | TOPS Transaction Check List |
| OMPF User Guide      | Template for CLA LOD        |
| Separations Package  | Example TOPS CPC LOD        |

## Officer in Charge Message

Welcome to June's issue of PSD Port Hueneme Times. PSD Port Hueneme is focused on customer service satisfaction by providing the latest information concerning pay, personnel, and transportation. That focus is illustrated in this issue with the latest NAVADMINs and Pay and Personnel Information Bulletins (PPIBs). In addition, you will find the latest information on Travel arrangements.

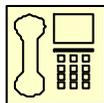
We hope that you find PSD Times useful and informative. As always, PSD Port Hueneme encourages your [feedback](#) so that we may provide you with the most relevant pay, personnel, transportation information in future issues.

LT Kevin Henderson  
Officer In Charge  
PSD Port Hueneme

## MONTHLY MEETINGS

- |              |   |
|--------------|---|
| 1000, June 9 | Command PASS Coordinators (CPC) Meeting |
| 1430, June 9 | LIMDU Coordinators Meeting              |

## QUICK LINK TO PSD POINTS OF CONTACT



## QUICK LINK TO CPC CORNER



## Quick Links

- [System Access Auth Request \(SAAR\)](#)
- [ESR Access Link](#)
- [Provide Feedback](#)

## NAVY RELATED WEBSITES

- [Detachments Directory](#)
- [ID/CAC Appointment](#)
- [MyPay Link](#)
- [Thrift Savings Plan \(TSP\)](#)
- [Navy Fleet and Family Support Center](#)
- [Department of Veterans Affairs \(VA\)](#)
- [NAVY PERSONNEL COMMAND](#)
- [BUPERS Online \(BOL\)](#)
- [Navy Advancement Center](#)
- [Navy Reserve](#)
- [Survivor Benefit Plan \(SBP\)](#)
- [Navy Dept Awards Web Service \(NDAWS\)](#)
- [Foreign Clearance Guide](#)
- [Veteran's DD 214 online access](#)
- [TRICARE Dental Program](#)
- [Transaction Online Processing System \(TOPS\)](#)
- [Total Workforce Management System \(TWMS\)](#)
- [Navy Standard Integrated Personnel System \(NSIPS\)](#)
- [Navy Family Accountability and Assessment System \(NFAAS\)](#)



## HOURS OF OPERATION

OPEN ON SCHEDULED RESERVES DRILL WEEKENDS

### PSD

Mon-Fri: 0730-1600  
(Except holidays)

### ID CARD ISSUING

0730-1540

### LIMITED SERVICES

0730-0900  
(PT, GMT & Quarters)

### DUTY PHONES

**DUTY PSD:** (805) 901-0177

**TRANSPORTATION:** (805) 901-0969



## MILITARY PAY AND PERSONNEL

### CUSTOMER SERVICE/REENL/EXT

- Award entries to NSIPS ESR, we cannot use evals/fitreps for award entries. Award certificates or the page 4 from the hard copy service record are needed.
- CPCs that have "clerk" access, can input awards (except NAMs or higher) into NSIPS, then submit a TOPS transaction for PSD to verify or release. Please put in the remarks that it needs to be verified.
- Send all S/R entries to the Record Vault/ESR section in TOPS, not Customer Service.
- All short fused reenlistment requests (15 days or less), will need to be approved by LT Henderson or PSC Ines.
- Extension requests for members that are retiring or going to the Fleet Reserve need to be sent to the Separation section.
- Extension requests for OBLISERV for transfers need to be sent to the Transfer section in TOPS.
- Page two updates are to be done by CPC that has clerk access. If the page two update is going to change pay entitlements, then the page two will need to be done by PSD.
- All reenlistments are processed by PSD only.

## TRAVEL CLAIMS

### VALID RECEIPTS FOR TRAVEL

Although a receipt is a seemingly simple item, a great deal of confusion surrounds what qualifies as a valid receipt for travel reimbursements. Recent travel voucher audits conducted by Defense Finance and Accounting Service (DFAS) validate these uncertainties, and lack of required receipts was identified as a major concern. Both travelers and Approving Officials (AO) should understand the requirements of valid receipts.

Q: What is the policy on receipts?

IRS Publication 463 requires that records (i.e., receipts) be kept to prove certain expenses. For DoD travelers, the IRS rules are embedded in the DoD FMR with a brief discussion in the JFTR and JTR. The policy states that receipts are required for all lodging expenses, regardless of the amount, and for each expenditure of \$75 or more. This \$75 criterion includes, but is not limited to, individual expenses for car rentals, and transportation expenses reserved through DTS, even when paid using an

Individually Billed Account Government Travel Charge Card. For lodging at military locations, receipts are always required regardless of if the amount is less than the \$55 default setting in DTS.

Q: What is a valid receipt?

A receipt is a written acknowledgement that a vendor has been paid for providing goods or services. To be valid for substantiating a travel claim, the receipt must show:

- Name of company providing goods or services
- Date the specific services were rendered or articles were purchased
- Unit price of item(s)/service
- Total amount due
- Total amount due was paid

Often, travelers submit documents that are similar to a receipt, but lack all of the required detail for travel reimbursement. Documents that are not considered valid receipts include:

- Charge card statements (personal or Government Travel Charge Card)
- Hotel bills provided before check out
- Rental car contracts provided when a car is picked up
- Travel itineraries/invoices emailed to the traveler before an airline reservation is ticketed and charged
- Electronic records for airline tickets in DTS

Q: What if I don't have a receipt?

Most vendors will provide a receipt upon request. If you forget to get a final, paid receipt, contact the vendor directly to have a receipt mailed, faxed or emailed. If you are unable to obtain a receipt or it has been inadvertently lost or destroyed, you must include a written explanation in the travel voucher that outlines the circumstances and contains all of the information that would be included in a valid receipt. In lieu of a lodging receipt, include the facility's name and address, dates lodging was obtained, if the room was shared (and if the other traveler was in official travel status or not), and the cost incurred. A traveler may not submit a 'lost receipt' statement to substitute for an online booking hotel receipt. Without a valid receipt, an authorized reimbursement for an individual expense of \$75 or more or a lodging cost may be denied, which means that you will not be reimbursed for that expenses. Further, any payments made for expenses that are not substantiated by receipts may be considered improper payments. If a paid voucher

without receipts is chosen for audit, the traveler and/or the authorizing official could be liable for repaying the amount of the improper payment.

Q: How do I submit a receipt?

In DTS, the traveler or the non-DTS Entry Agent (NDEA) must fax or scan and upload receipts to the voucher as a substantiating record on the Expenses screen. If the voucher is created and "T-Entered" by a NDEA, a copy of the DD Form 1351-2 signed by the traveler must be attached to the DTS voucher as well. When attaching a receipt to a voucher, ensure that it is legible and the expense claimed is the same as the amount on the receipt.

Q: Should I keep receipts after I submit my voucher?

Travelers should retain all receipts in the event of an audit, for tax purposes, or to support claims involving reimbursement for expenses which are deemed to be questionable/falsified. Although DTS archives voucher records, travelers are encouraged to keep receipts for three years following the tax year in which the travel occurred. *Optimizing Your Budget. Lodging Tax Breaks can Save Tax Dollars.*

In most jurisdictions in the United States (state, county, municipal) there are multiple taxes and fees applied to lodging stays. For Federal Government travelers, many of these taxes and fees are exempt. In most states and localities, taxes and fees at lodging establishments can be waived either automatically, upon request, or under other certain circumstances. Submitting a completed state or local form verifying that a traveler is on official travel, is usually enough to save excess state and local tax costs – that saves you and the Federal Government money. This applies to any traveler under orders for any night, on any date. Specific state tax information and links to tax exemption forms are available on the General Services Administration's (GSA) website.

Do Your Travelers Know This about Long-Term Lodging? If a long-term lodging stay goes beyond a certain period of time and is no longer considered temporary lodging, but more permanent in nature, in certain locales, no state or local taxes would apply. In the case of long-term stays, states, counties, and municipalities have different parameters which define a "temporary" or "permanent" stay. For example, in some areas "permanent" stays incur at 30, 60 or 90 nights. In cases where taxes are applied to lodging, the charges typically start on the first night, and can be refunded after the 30th night, or the night after the definition of extended stay lodging has been met. Some extended stay lodging providers will automatically refund the taxes after the traveler meets the number of qualifying nights, while others may only refund upon request. Additionally, in some jurisdictions the traveler must state their intent to stay beyond 30 nights (or whatever is

required in that jurisdiction) at the time of registration in order to get the tax refund after they meet the qualifying number of nights. The hotel may require the traveler to complete a form to request that the hotel refund tax costs after the qualifying number of nights. Virtually every Temporary Duty lodging receipt has taxes applied to the "folio" during the stay. You can save your organization's funds and the tax dollars behind them by scrutinizing a traveler's lodging receipts and educating them on the exemption of state and local taxes on Federal travel lodging costs associated with long-term TDYs. It is recommended that travelers be aware of long term lodging qualifications and other tax exemptions before they travel. GSA's website, <https://smartpay.gsa.gov/businesses-vendors/tax-information>, provides links to individual state websites where travelers can find more information on specific state requirements and tax exempt forms. If information is unavailable on a state's website, travelers should call the state's tax office or ask hotel staff at the time of check-in.

## COMMERCIAL TRAVEL OFFICE

### AMC FLIGHTS (MAC FLIGHTS)

- Personal baggage is limited to 2 pieces and excess baggage must be authorized in the travel orders. Personal/excess baggage must not exceed 70 lbs each or 62 linear inches.
- Any item exceeding 62 linear inches and/or 70 lbs shall be counted as two pieces, with the exception of A3, B4, duffle and sea bags, allowing up to 100 lbs and 80 linear inches (Items exceeding 100 lbs AND/OR 80 linear inches shall not be accepted as baggage and must be shipped as cargo.). The same applies to large garment bags, golf clubs, surfboards, snow skis, bicycles, fishing equipment, rucksacks, and/or musical instruments. Snow skis, bicycles, and fishing equipment should be properly packed to avoid injury to baggage handlers or damage to other baggages. Only one of these items/bags per person shall be the allowed as an exception. The OTHER bag must still comply with size restrictions of 62 linear inches and is limited to 70 pounds.
- Bulky items exceeding 62 linear inches that are required to be accompanied by the traveler, other than those excepted above, require the Air Terminal Station Manager and the Passenger Service Officer's determination to handle as accompanied baggage or cargo. This is applicable to the aforementioned foot lockers/tuff boxes. When making this determination, the Station Manager and Passenger Service Officer will take all factors into consideration, to include bulking out the aircraft, aircraft configuration, loading/unloading safety, max ridership,

etc. Any bulky items, including footlockers/tuff boxes, will not be permitted as baggage if there is any negative impact and will be turned over as cargo for a freight shipment. As such, travelers should be advised against using foot lockers/tuff boxes as personal luggage.

## ESO

### RETESTING WITH THE AFCT/ASVAB

Reference: MILPERSMAN 1236-010

Frequency: Second and fourth Mondays. There may be test dates that need to be cancelled; call ESO at 982-5231 to confirm. No early reservations accepted. Sign up is on a first turned-in, first accepted basis. Maximum allowed per session is 10. Muster at ESO in uniform with CAC card. Exam time is 1230-1600.

Requirements: Approved request chit **AND** one or more of the following:

- High school diploma or equivalent
- US Citizenship test
- Navy academic skills or functional skills course (Navy College website – OASC)
- Educational enhancement software course (e.g. PLATO) in math, English, history, science, social studies, or psychology
- College or correspondence course in math, English, history, science, social studies, or psychology.

\*\*\*Requirements must have been completed **SINCE** last AFCT/ASVAB. Navy 'A' or 'C' schools, completion of Navy correspondence courses for advancement, and ASVAB study books are not considered meeting the requirements.

\*\*\*\* Do not wait till the day of the test to turn in the requirements. If documents are incomplete, member will be rescheduled to the next exam date.

There is a 30-day waiting period between retests and must provide documentation for additional studies. New scores become the official scores even if lower than the previous tests.

AFCT tests are graded by NETPDTC Pensacola on Thursdays and results published on Fridays. They can be obtained through the NKO site – Navy Advancement Center – AFCT results link.

## LIMDU

### *Conditions not meriting (MEB) for limited duty.*

The mere presence of a physical or mental condition does not constitute a “disability” and therefore there are conditions and situations in which convening

an MEB is neither appropriate nor desired. Certain conditions and defects of a developmental nature are not ratable in the absence of an underlying ratable causative disorder. These conditions, while not appropriate for MEB referral, may be referred for appropriate administrative action (MILPERSMAN article 1900 series applies) and include, but are not limited to, the following, which are detailed in SECNAVINST 1840.4 series.

Enuresis.  
 Sleepwalking and/or somnambulism.  
 Dyslexia and other learning disorders.  
 Attention deficit hyperactivity disorder.  
 Stammering or stuttering.  
 Incapacitating fear of flying confirmed by psychiatric eval.  
 Airsickness, motion sickness, and/or travel sickness.  
 Phobic fear of air, sea, and submarine modes of travel.  
 Uncomplicated alcoholism or other substance use disorder.  
 Personality disorders.  
 Mental retardation.  
 Adjustment disorders.  
 Impulse control disorders.  
 Homosexuality.  
 Sexual gender and identity disorders paraphilias.  
 Sexual dysfunction.  
 Factitious disorder.  
 Obesity.  
 Over height.  
 Psuedofolliculitis barbae of the face and/or neck.  
 Medical contraindication to the required immunizations.  
 Significant allergic reaction to stinging insect venom.  
 Unsanitary habits.  
 Certain anemias, in the absence of unfitting sequelae, including G6PD deficiency, other inherited anemia trait, and Von Willebrand's Disease.  
 Long sleeper syndrome.

### *Circumstances not meriting a MEB for referral to the PEB.*

In addition to the medical conditions listed above, the following circumstances also contraindicate evaluation by an MEB for referring the matter to the PEB (refer to SECNAVINST 1850.4 series, section 3202).

Lack of motivation to perform duty.  
 Request by member for referral to an MEB or PEB in the absence of appropriate diagnosis meriting an MEB.  
 Inability of member to meet initial enlistment/appointment standards.  
 Physical disqualification for special duties.  
 inability to meet physical standards for specific assignment or administrative requirement. (This includes

participation in physical readiness test (PRT), physical fitness tests (PFT), and physical fitness assessment (PFA) cycle. Referral to the PEB merely due to an inability to participate in PRT, PFT, and PFA is inappropriate; however, if the inability to participate in the PRT, PFT, and PFA is due to an illness or injury that is a potential disability, then referral to the PEB is appropriate. Close coordination with respective service headquarters and respective Service PRT, PFT, and PFA instructions are encouraged in these cases.

Members being processed for separation or retirement for reasons other than physical disability:  
Pregnancy. An MEB is not mandatory in cases of service members temporarily unable to perform aspects of their duty due to pregnancy or complications from pregnancy;

service directives (i.e., OPNAVINST 6000.1 series and MCO P3000.13 series.

## ID CARDS

### APPOINTMENTS/HOURS OF OPERATION

ID card appointments may be made at <http://appointments.cac.navy.mil/>. This site can also be used to reschedule or cancel appointments. The ID Card Office is open from 0730 to 1600 (7:30 A.M. to 4:00 P.M.). The last customer will be seen at 1540 (3:40 P.M.).

**PSD TIMES is published by Personnel Support Activity Detachment, Port Hueneme. Its purpose is to communicate with Command PASS Coordinators (CPC) and Customers. In this newsletter, PSD will publish the latest information and procedures concerning military pay, personnel and transportation matters. This will also provide us the opportunity to receive insight into areas of concern from you. Direct questions or comments to [PSC\(SW/AW/SCW\) Allan C. Ines](mailto:PSC(SW/AW/SCW)Allan.C.Ines)**

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