

PSD Times

Port Hueneme
Monthly Issue February 2011



*Proudly Serving
The People Of
Naval Base
Ventura County*



Officer in Charge Message

Welcome to February'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

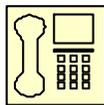
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- 2 2011 Travel Rates Updated**
- 2 Navy Wide Exam Reminders**
- 2 Separations/PTS processes**
- 3 Official Military Personnel File**
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- 5 PSD Staff Directory**

MONTHLY MEETINGS

1000, Feb 10	Command PASS Coordinators (CPC) Meeting
1430, Feb 17	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

TRAVEL PAY UPDATES FOR 2011

1. Effective 1 January 2011 the PCS MALT rate changes from \$.165 per mile to \$.19 per mile. Relocation travel completed or commencing before 31 December 2010 is paid the previous mileage rate of \$.165/mile. This change is announced based on the Federal Travel Regulation §302-4.300 (41 CFR 302-4.300), indicating that the PCS MALT rate is identical to the published IRS moving expense rate.

2011 TDY Mileage Rate

1. Effective 1 January 2011 the local and TDY mileage rates changes from \$0.50 to \$0.51 per mile. POC travel completed 31 December 2010 or earlier is paid the previous mileage rate of \$0.50 per mile.

DLA Rates Effective 1 January 2011

The DLA rates effective 1 January 2011 is increased based on the monthly basic pay increase of 1.4% IAW 37 USC §1009 and Section 601 of FY 11 NDAA (signed 7 January 2011).

UTD/CTD for MAP 156-10(I)/CAP 126-10(I) Mandatory Commercial Travel Office Use

1. It is mandatory policy that all travelers (DoD and non-Dod) must use an available CTO for all official transportation requirements. These changes are scheduled to appear in JFTR change number 290, and JTR change number 544, dated 1 February 2011.

FY2011 Per Diem Rates in Effect

The FY 2011 per diem rates went into effect on October 1, 2010. For FY 2011, the Standard CONUS (any location that does not have a specifically defined rate) lodging per diem rate has been adjusted upward to \$77 to reflect the average daily rate for lodging across the country. Additionally, lodging per diem for 82 percent of Non-Standard Areas (unique areas identified by Federal agencies as greater than the Standard Rate) has decreased.

Reimbursement for meals and incidental expenses remain unchanged from FY2010. They range from \$46 through \$71 for meals per day depending on the location and \$5 for incidental expenses. Visit <http://www.GSA.gov/perdiem> for more information.

PAGE 2 VERIFICATION (NAVPERS 1070/602)

Per [MILPERSMAN 1070/270](#)

- a. The individual Sailor is solely responsible for the accuracy of the information recorded on his or her Dependency Application/Record of Emergency Data.
- b. All Sailors shall verify the accuracy of data on the newest Dependency Application/Record of Emergency Data (NAVPERS 1070/602) in their OMPF and the data contained on both the Emergency Contact and Dependency Data panels within Electronic Service Record (ESR).

At a minimum, this data will be verified on the following occasions:

- (1) Upon reporting to a new duty station, permanent change of station.
- (2) Prior to departure on permanent change of station.
- (3) Prior to deployment, regardless of length.
- (4) When ordered to periods of temporary duty in excess of 30 days.
- (5) On each occasion when an Inactive Duty member comes on active duty, including Active Duty Training.
- (6) Member applies for a dependent's DD 1173 (Rev. 3-61), Uniformed Services Identification and Privilege Card (except when that dependent can be verified as enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) with a valid future expiration date).
- (7) Member applies for Government housing.
- (8) Member claims reimbursement for dependents' travel.

Command	Percentage Complete
NBVC	66 %
NRD LA	23%
NMCB 5	24%
NMCB 4	19%

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ESO

FEB2011 E7/6/5/4 SELRES NAVY-WIDE EXAMS FOR CYCLE 088. Reserve exams will be held on the Sunday drill weekend, 13 FEB 2011. Candidates must report no later than 0700 in uniform with ID card to Duke's Place (for Port Hueneme) or Base Galley (for Point Mugu). Worksheet verification is now until 4 FEB 2011. If command has not provided evaluation, or member's evaluation is not in NSIPS, candidate must bring a copy of the missing evaluation to compute PMA, sign worksheet, and take exam.

MAR2011 E6/5/4 NAVY-WIDE EXAMS FOR CYCLE 211. Dates for active duty exams are: E6-3MAR; E5-10MAR; E4-17MAR. PSDNOTICE and AELs have been submitted through TOPS. Please acknowledge receipt, verify, and notify ESO of corrections. CO EP TIR waivers are due to ESO by 15 JAN 2011. Worksheet signing will start 1 FEB 2011.

SEPARATIONS

Now, for your information, the below note is posted on the PTS link at the [NPC website](#) - click on Perform To Serve Frequently Asked Questions.

Members separating due to PTS denial must sign administrative remarks (PAGE 13). The command is responsible for submitting the PAGE 13 along with a rough draft of member's DD 214 (provided by PSD) directly to PERS 93 prior to member's separation from active Naval service. PERS 93 will screen member for affiliation into either the Selected Reserve (SELRES) or Individual Ready Reserve (IRR).

Members who are refused entry into the IRR are only eligible to receive HALF separation pay; whereas a member deemed eligible for either the SELRES or IRR will receive FULL separation pay benefits.

Commands are encouraged to screen any personnel that have already been PTS disapproved and prepare the required PAGE 13 for submission to PERS 93 (once again please contact PSD for a rough copy of member's DD 214). The PSD will be unable to process any separation pay on PTS disapproved members without required documentation."

Q: Where can I find information about Severance Pay when a Sailor is directed to separate via PTS?

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A: The references for Severance Pay are found in the [DODFMR Volume 7A \(Chapter 35 \[Page 14\] under Separation Pay\)](#) and also in [OPNAVINST 1900.4](#).

A three year Ready Reserve agreement (in IRR or SELRES status) is required for Involuntary Separation Pay. If IRR does not accept the Sailor (Homosexual Discharge, Drug Abuse Discharge, etc.), then the Sailor still gets HALF Separation Pay. If Sailor is accepted into IRR or SELRES, then Sailor gets FULL Separation Pay. Close coordination between PSD and PERS-93 prior to complete separation from AC will ensure proper amount of Involuntary Separation Pay is processed prior to discharge/release from Active Duty.

CPC CORNER**OMPF OFFICIAL MILITARY PERSONNEL FILE**

Due to the elimination of Field Service Records, the "OMPF – Command View" application was developed to allow command representatives an efficient and controlled means to access member's Official Military Personnel File (OMPF) to retrieve information that is not in the member's Electronic Service Record (ESR) to conduct daily business.

The "OMPF – Command View" application will provide access to servicing personnel offices, and leadership in a sailor's chain of command with a need to review documents in a member's OMPF.

Users may be granted access to "Non-Controlled" records only, and view documents assigned the following Field Codes (FC):

- Officer Users - FC's 01; 02; 04 thru 16; 18; 98; 30 thru 43; 45; and 99 (see [MILPERSMAN 1070-020](#) for description)
- Enlisted, Civilian, and Contractor Users - FC's 30 thru 43; 45; and 99 (see [MILPERSMAN 1070-080](#) for description)

The users must have a Common Access Card (CAC) and a BOL account to access the application. For access to the application please see [Getting Access](#) below or contact your command administrative officer.

There are four types of access levels:

1. Administrator (Admin) Access User
2. Delegated Admin Access User
3. Command View User
4. Command Only View User

Administrator (Admin) Access User: Will have immediate access that is based on Billet Sequence Codes containing specified Navy Officer Billet Classification (NOBCs) and Distribution Navy Enlisted Classification (DNECs) Codes (ex. Flag Officer, CO, OIC, XO, CSO/COS and CMDCMs).

The Administrator (Admin) User will also be able to manage user access for onboard and subordinate UICs. Delegated Admin Access User: Similar rights as Admin Users, restriction on how many can have access will be based on commands Billets Authorized (BA). PSDs/CSDs are limited to three (3) Delegated Admin Users.

Command View User: Will have access to records for onboard and subordinate UICs.

For PSD's Users – OMPF access for PSD and Customer Command UICs.

For Reserve Admin UICs – OMPF access for onboard and Reserve UICs.

Command Only View User: Will have access to records for onboard UIC only. The total authorized users will be limited to 10 percent of the UICs BA. PSDs/CSDs are limited to 20 total authorized users. See NAVADMIN for other access requirements.

Getting Access. The Administrator (Admin) User is the final approval authority for granting access to members within their command echelon. The approved "Request For Access To Electronic Military Personnel Records System (EMPRS), [NAVPERS 1070/857](#)" with an updated System Authorization Access Request – Navy form (SAAR-N) OPNAV FORM 5239/14 will be retained by the command's Information Assurance or Security Manager. PSD Delegated Admin Access Users will submit the completed NAVPERS 1070/857 and updated SAAR-N with all required signatures to the BOL helpdesk. The users must also review the OMPF - Command View User's Manual (please see attachments).

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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](#)

ID CARDS

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.).

TRICARE DEPENDENT MEDICAL COVERAGE EXTENDED TO AGE 26

The National Defense Authorization Act for Fiscal Year 2011 extends dependent medical coverage up to age 26. The legislation authorizes both TRICARE Standard and TRICARE Prime which will be implemented in a two phased approach.

Effective April 1, 2011 TRICARE Standard will be available. Prime Plans will follow later in 2011 due to complexity of system and process changes.

Enrollment process through the TRICARE Management Activity (TMA), will begin April 1, 2011. When enrolling, the sponsor may opt to have the date of initial enrollment back dated to January 1, 2011, provided the sponsor pay retroactive premium payments. If the eligible dependent incurs health care expenses prior to April, all receipts against claims can be submitted once the dependent is enrolled.

Once dependents have been enrolled and show eligible in DEERS, they can proceed to the nearest DEERS/RAPIDS site to receive an ID card. There should be no enrollments or child adds at the DEERS/TERMINALS UNLESS a dependent is not visible to the Managed Care Support Contractor, normally these would consist of children who were never added to the sponsor DEERS record. For more information about the program and legislation, please visit www.tricare.mil

Attachment Tab

Attached for your convenience:

<p style="color: red; font-weight: bold;">Instructions/Guides:</p> <p style="color: red; font-weight: bold;">Passport Guide</p> <p style="color: red; font-weight: bold;">CLA User Guide.</p> <p style="color: red; font-weight: bold;">NPPSCINST 4650.8</p> <p style="color: red; font-weight: bold;">CMD View NSIPS SOP</p> <p style="color: red; font-weight: bold;">**NEW** OMPF User Guide</p>	<p style="color: red; font-weight: bold;">Forms:</p> <p style="color: red; font-weight: bold;">SAAR-N</p> <p style="color: red; font-weight: bold;">DD Form 93</p> <p style="color: red; font-weight: bold;">NPPSCINST 4650/8 (PRR)</p> <p style="color: red; font-weight: bold;">TOPS Transaction Check List Template for CLA LOD</p> <p style="color: red; font-weight: bold;">Example TOPS CPC LOD</p>
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STAFF DIRECTORY

COMM: (805) 982-XXXX BASE TO BASE/DSN: 551-XXXX

GENERAL PHONE NUMBER WITH MENU TO ALL PSD SECTIONS:

877-232-1089

805-982-2573

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