

PSD Times

Port Hueneme
Monthly Issue
May 2011



*Proudly Serving
The People Of
Naval Base
Ventura County*



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Officer in Charge Message

Welcome to April'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, May12	Command PASS Coordinators (CPC) Meeting
1430, May18	LIMDU Coordinators Meeting

Quick Links

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

**QUICK LINK TO
PSD POINTS OF CONTACT**



**QUICK LINK TO
CPC CORNER**



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 \(NFAAS\)](#)

Personnel Support Activity Detachment Port Hueneme



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)
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DUTY PHONES (909)772-3259

DUTY PSD: (805) 901-0177

TRANSPORTATION: (805) 901-0969



MILITARY PAY AND PERSONNEL

Transfers

PCS TRAVEL FORM (NAVPERS 7041/1)

Each PCS orders issued mandates the member to fully complete the NAVPERS 7041/1 within ninety (90) days of receipt of PCS orders. Member is directed to create and then use their own self service account (ESR) to complete and submit the 7041/1 online. Member should logon to their ESR account, and then double-click the "update PCS Travel" icon on their homepage to access the automated NAVPERS 7041 Travel Information Form. For convenience, there is an "auto-fill" feature which automatically completes the PCS itinerary from the member's current active orders. Member need only complete or adjust PCS details specific to dependent travel, household goods weights and/or POV shipments. Member must print copy of screen to provide with complete transfer packet to PSD to satisfy compliance requirement via Transaction Online Processing System (TOPS).

LIMDU Notes

Responsibilities of the Convening Authority (CA), When members are facing an Abbreviated Medical Evaluation Board (AMEB), Medical Evaluation Board Report (MEB), which is Limited Duty, Physical Evaluation Board (PEB) which includes the Disability Evaluation System (DES).

Ensuring that patients being evaluated by an MEB are thoroughly and appropriately counseled on the process. The CA will ensure as well that patients are, as appropriate, made thoroughly familiar with LIMDU, medical holding company operations, DES processing, and the role of the PEB liaison officers (PEBLOs). A critical part of this requirement for counseling is the provision of appropriate physical plant spaces in which patients meet with providers, MTF medical boards staff, and PEBLOs such that patient privacy is protected and confidential counseling can occur.

(b) Ensuring that patients being evaluated by an MEB are made thoroughly aware of the findings of the MEB, are provided a copy of the MEBR, are afforded the opportunity to discuss opinions and recommendations with each member of the MEB, and are afforded the opportunity to submit a statement on any portion of the MEBR, which then becomes a part of the official documentation of the MEBR. If the CA determines that revealing any of the information contained in the MEBR to the patient will be harmful, deleterious, or have adverse affect on the mental and physical health of the patient, or if the patient has been determined mentally incompetent or incapacitated to handle his or her own affairs, the CA will instead ensure that the legally appropriate next of kin (or legally appointed trustee) representing the patient is provided all information and afforded all rights described in this article (see SECNAVINST 1850.4 series, Navy Disability Evaluation Manual, that offers additional information on this topic).

Commercial Travel Office

The CTO numbers have changed. It is 855-744-4659. The new fax number is 866-504-9149.

Reserves

Commander, Navy Reserve Forces Command (CNRFC) is aware of the need for an automated process for Reservists and units to request approve and route rescheduled and additional drills, without having to resort to cumbersome manual processes of printing, signing, scanning and faxing drill muster forms.

Navy Standard Integrated Personnel System (NSIPS) is the authoritative system for scheduling and processing all drills.

NSIPS Updates in the works:

CNRFC N11 is working with BUPERS-26 to update NAVRES 1570/22 (Individual Inactive Duty Training (IDT) Participation Record (IPR)) to include drop down menus, digital signatures and remove SSN, so the form can be emailed and does not have to be printed, signed, scanned and/or faxed. Targeted completion date to have form in NSIPS is 1 Oct 2011.

CNRFC N11 is also working with BUPERS-074, BUPERS-08, BUPERS-26 and OCNR to enhance NSIPS (similar to e-leave routing) so that the Reservist can request rescheduled or additional drills in NSIPS; have the request route and auto e-mail alert the unit chain of command for approval; then route to the NRA for scheduling or auto schedule. Also to include visibility so the Reservist can see the status of their request (approval, adjudication, pay). Targeted implementation: 2012.

POC: CDR Anya Kelly, CNRFC N11,
Anastasia.kelly@navy.mil

Customer Service

1. When sending TOPS transaction, please take the time to see what section you are sending it to. For example, if you are sending extension request for a member who is separating or retiring, it needs to be submitted to Separations section. Service entries need to be submitted to the Record Vault.
2. Service record entries that can be added into NSIPS are: PQS's, Warfare designations, awards (except NAM's or higher), administrative page 13's, and training certificates.
3. For maternity clothing allowance, we need the letter from medical to the service member's CO, a page 13 stating member has not received maternity clothing allowance in the past 36 months, and special request chit.

4. When member moves out of barracks and into base housing, we need the barracks check-out sheet, housing check-in sheet and the request chit.
5. Upload the signed reenlistment contract or extension in the original TOPS transaction. Do not create a new transaction.
6. Military must be in uniform of the day to conduct official business unless member is on leave (which member will need to provide leave chit).
7. All documents must be sent via TOPS and not dropped off at PSD with the exception of page 2's.

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.).

DFAS Cleveland's new website.
<http://www.dfas.mil/dfas.html>

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)@navy.mil)

Attachment Tab

Attached for your convenience:

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

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Receipt Clerk: PS3 Leeardis Brockington, Ext 5445, Email: Leeardis.brockington@navy.mil
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