

PSD Times

Port Hueneme
Monthly Issue June 2011



*Proudly Serving
The People Of
Naval Base
Ventura County*



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| CLA User Guide. | DD Form 93 |
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| CMD View NSIPS SOP | TOPS Transaction Check List |
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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.

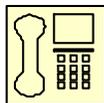
We hope that you find PSD Times useful and informative. As always, PSD Port Hueneme encourages your [feedback](#) so that we may provide you with the most relevant pay, personnel, transportation information in future issues.

LT Kevin Henderson
Officer In Charge
PSD Port Hueneme

MONTHLY MEETINGS

- | | |
|---------------|-----------------------------------------|
| 1000, July 14 | Command PASS Coordinators (CPC) Meeting |
| 1430, July 14 | 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 \(NFAAS\)](#)

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)

DUTY PHONES

DUTY PSD: (805) 901-0177

TRANSPORTATION: (805) 901-0969



MILITARY PAY AND PERSONNEL

CUSTOMER SERVICE/REENLISTMENTS

NAVADMIN 198/11

Annual Recertification of Special Duty Assignment Pay by July 31, 2011.

This NAVADMIN announces the annual Special Duty Assignment Pay (SDAP) recertification process for FY-11. This process is critical to ensure Navy accurately compensates sailors for serving in uniquely challenging assignments.

Eligibility:

- Sailors must be in a qualified for serving in an authorized billet.
 - Commanding Officers Signature must be on the report forwarded to COMNAVPERSCOM.
 - By Direction signatures are not authorized and will not be accepted.
 - Endorsement must read: "I have reviewed and certify member's eligibility for SDAP."
- See NAVADMIN 198/11 for more details.

TOPS

It has been brought to Customer Service and other sections at PSD that there have been documents TOPS'd to the wrong section. For a prompt course of action for the service member do the following:

- Service Record Entries are to be sent to Record Vault/ESR not Customer service.
- Navy and Marine Corps Achievement Medals and higher need to be sent out NDAWS. PSD cannot process awards that are NAM and higher.
- NAVPERS 1070/602 (Page 2) Commands need to have members do the process either through PSD or via TOPS, not both.
- Inform sailors that they can access their current orders, page 2's, page 5's from their NSIPS ESR. Member's can also print service record items from their OMPF on BOL.
- Reenlistment requests need to be submitted 45 days prior to reenlistment date.

TRAVEL CLAIMS

UPDATE PCS MALT RATE

Effective 1 July 2011, PCS MALT rate has changed from \$.19 to \$.235 per mile for travel performed on or after the effective mileage rate change date. Change is based on an amendment to 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. Relocation travel completed or commencing before 1 July 2011 is paid at the previous mileage rate of \$.19 per mile. These changes are scheduled to appear in JFTR change 296 and JTR change 550, dated 1 August 2011.

CLARIFIES MANDATORY COMMERCIAL TRAVEL OFFICE (CTO) USE

It is mandatory that all travelers use an available CTO or a General Services Administration (GSA)-contracted TMC (when a DTMO-contracted CTO is not available) for all official transportation requirements. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO-contracted CTO/GSA-contracted TMC for the official travel. These changes are scheduled to appear in JFTR change 295, and JTR change 549, dated 1 July 2011.

ESO

NAVADMIN 197/11

There are new changes in the enlisted exam structure. This new exam structure will increase emphasis on rating specific technical questions commencing this September 2012 exam cycle. Exam questions will decrease from 200 to 175. All exams will consist of 25 Professional Military Knowledge questions and 150 rating technical questions. See NAVADMIN 197/11 for more details.

Transfers/PCS

Commands are no longer required to provide a Transfer Evaluation, Letter of Extensions (LOE), memorandum or Administrative Remarks (Page 13) acknowledging missing evaluation/report with the Transfer package. Please see (R 011400Z JUL 11 COMNAVPERSCOM MILLINGTON TN PAY AND PERSONNEL

INFORMATION BULLETIN 11-24) for verification. However Commands are still to forward Transfer Evaluations to Pers. The TIS forms are the only date verification document for PCS transferring member. It is mandatory that all TIS forms will be typed and signed by the Commander Officer of the service member's Command.

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)

STAFF DIRECTORY

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