

## **RECEIPTS**

(Processing newly reporting personnel for duty)

Reference (s) :     (a) MILPERSMAN 1320-140  
                      (b) DJMS Procedures Training Guide (PTG)  
                      (c) JFTR, Volume 1  
                      (d) DODFMR Volume 9

Point of Contact:  Receipts Section

Document (s) required:  (1) NPPSC Receipt Package

Background:

All newly reporting personnel should first report to their command duty office to have their orders endorsed. They should then contact their CPC for assistance for personnel accounting and receipts processing. Failure to do so may result in delays in starting/stopping pay entitlements.

Information:

Check-in sessions/processing are conducted by CPC. The CPC is responsible for the completeness of receipts package and presented to PSD . Submission of travel claim, verification of special pay entitlement and allowances, issuance or update of CAC, verification of Good Conduct Award eligibility (enlisted only), last evaluation submitted, verification of obligated service in conjunction with the PCS orders.

## **COMMAND / CPC RESPONSIBILITY**

- Provide new member with command check-in sheet
- Assist member in completing the NPPSC receipt package
- Prepare and complete NPPSC receipt package as instructed on check-off list
- Upon completion of screening, submit PCS travel claim to Travel Claim Section for settlement.

## **PSD RESPONSIBILITY**

- Prepare necessary document to ensure member is accessible electronically
- Prepare appropriate NSIPS gain/reporting event and FIDS
- Update CAC if necessary
- Verify required obligated service requirements have been satisfied. If not met, have member execute obligated time
- Complete NSIPS Personal Data entries for Good Conduct Award and Evaluation data