

# PSD Times

Port Hueneme  
Monthly Issue  
March 2011



*Proudly Serving  
The People Of  
Naval Base  
Ventura County*



### Officer in Charge Message

Welcome to March'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

### INSIDE THIS ISSUE

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### MONTHLY MEETINGS

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

### DUTY PHONES

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

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



## MILITARY PAY AND PERSONNEL

### Customer Service

1. When submitting reenlistment requests that involve PTS, please upload the approval with the request.
2. New Prudential SGLI form: Please utilize the Prudential SGLI form as the old one is obsolete.
3. Page Two/SGLI verification: This will be an annual update for all commands. An email will be sent to the CPC 30 days prior to the command's verification month. This does not include new gains. Page two's for new gains will be processed upon receipt of gain by the Receipt section.

### ESO

**MAR2011 E6/5/4 NAVY-WIDE EXAMS FOR CYCLE 211.** Dates for active duty exams are: E6-3MAR; E5-10MAR; E4-17MAR. Last day for worksheet signing is: E6-25FEB; E5-4MAR; E4-11MAR. Candidates report NLT 0700 in uniform to these locations: Port Hueneme candidates – Duke's Place; Point Mugu candidates – Point Mugu galley.

**MARCH2011 E6/5/4 SUBSTITUTE NAVY-WIDE EXAMS CYCLE 211.** Justified requests must be received by PSD ESO no later than COB, 31 March 2011. Exams will be held on 22 April 2011. Location to be determined.

**LANGUAGE TESTING.** For DLPT/DLAB examinations, please contact Navy College San Diego, (619) 556-4927. For OPI examinations, E7 and above can proctor by submitting request via the NFLTO website, <https://nflto.cnet.navy.mil>.

### Travel Section

Temporary Lodging Expense (TLE) FAQ's

The actual rules for TLE are in JFTR, pars. U5700 through U5725. Following are answers to some basic questions concerning TLE.

#### 1. What is the purpose of TLE?

To partially offset lodging and meal expenses when a member and/or dependents need to occupy temporary lodging in CONUS ICW a PCS.

#### 2. When is TLE Payable?

When temporary lodgings are occupied:

- a. before leaving the old CONUS PDS, designated place (see JFTR, APP A), or a member's CONUS Home of Record (HOR) or technical school, if the member is reporting to the first PDS,  
Note: TLE is payable incident to a move when entering active duty to the first PDS.
- b. after arriving at the new CONUS PDS (including a member's first PDS, if the member is reporting there from HOR or initial technical school), designated place
- c. when house-hunting is performed after the member completes PCS travel to the new PDS (i.e., ICW a PCS after arrival at the new PDS),
- d. for the elapsed time between PDSs at the old or new PDSs when PCS per diem is not payable, and
- e. when the member's PCS authorization/order is cancelled/revoked after the member occupies temporary quarters; the member is authorized TLE reimbursement up to the maximum number of days allowable.
- f. upon initial arrival at the CONUS PDS while waiting for government quarters assignment, or while completing arrangements for other permanent living accommodations when government quarters are not available.

#### 3. Where must the temporary lodgings be located?

The temporary lodgings must be in the vicinity of the old and/or new PDS; and/or in the vicinity of the designated place.

#### 4. May I be paid TLE for the same days that PCS per diem is payable?

No, you may not be paid TLE on any day that you are being paid PCS per diem for travel time. If per diem for travel time is not being paid, TLE may be paid for NTE the number of days authorized (ordinarily 5 or 10 days), regardless of how those days are labeled (e.g., leave, proceed, etc.). For example, if you are authorized TLE has

8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, you may be paid for one day. If you have 22 days elapsed time between PDSs and the allowable travel time is 7 days, you may be paid the maximum TLE allowance.

5. What will a member's TLE allowance be if the member isn't authorized travel for a 'new' dependent (also known as an acquired dependent) to the current PDS?

Upon subsequent PCS the member may be paid TLE for temporary lodgings occupied by the member and/or 'new' dependent in the vicinity of the place the person became a dependent.

6. What are temporary lodgings?

Temporary lodgings are lodgings (including Temporary Lodging Facilities as defined in JFTR, APP A) used as a temporary place of residence. Lodgings occupied upon initial arrival at a new PDS and/or designated location which are permanent-type residence quarters which you continues to occupy indefinitely are not temporary lodgings.

7. Am I required to use government quarters?

Yes, you must use available government quarters including temporary lodging facilities in the area of the old and/or new PDS. If there are government quarters, you must provide a signed statement indicating that government quarters were not available, to support your TLE claim.

8. Am I paid TLE if I am assigned family-type government quarters?

Yes, if the assigned quarters are not occupied because: HHG have not been shipped from the old PDS; HHG have not been received at the new PDS; the quarters are undergoing repair/renovation, etc., or the HHG have been packed, picked up and/or shipped from the old PDS.

9. Do I have to provide lodging receipts?

Yes, receipts for lodging are required to support the lodging costs.

10. Will TLE be paid for days I stay with friends or relatives?

Yes, but the lodging cost for those days will be zero.

11. Will I be paid TLE for my first or last PCS?

The law authorizing TLE does not permit TLE payment to you when moving from a PDS when leaving active duty. However, you may be paid TLE incident to a move when entering active duty to the first PDS.

12. Can I be paid TLE and my spouse paid Temporary Quarters Subsistence Expense (TQSE) Allowance at the same time?

Yes and No. TLE and TQSE both may be paid as long as TLE and TQSE payments cover different expenses. Duplication payment for the same expenses is not authorized.

13. For how many days will I be paid TLE?

The time limitation for TLE is:

10 days ICW a PCS to a CONUS PDS, (you may split the days among old CONUS PDS, new CONUS PDS and CONUS designated place) or, 5 days ICW a PCS from CONUS to an OCONUS PDS, (you may split the days among old CONUS PDS and CONUS designated place). There's a separate allowance called TLA at the OCONUS site, or 10 days if you report to the first CONUS PDS from the HOR or initial technical school (you may split the days among CONUS HOR, initial technical school, CONUS designated place, and CONUS PDS); 5 days if you report to the first OCONUS PDS from the HOR or initial technical school. (you may split the days among CONUS HOR, initial technical school, and CONUS designated place)

IAW JFTR, par. U5710-5 (effective for TLE incurred 20 March 2008 through and including 31 December 2009) TLE is limited to 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to: a major disaster (PDS must be located in a Presidentially-declared disaster area), or the PDS is experiencing a sudden increase in number of members assigned.

14. How much will I be paid per day?

You may be paid or reimbursed up to \$290/day. This maximum applies if you and your dependents occupy temporary lodgings on the same and/or different days. When you and your dependents occupy temporary lodgings on different days, you may elect the days for which TLE is claimed. For example, you occupy temporary lodgings for 12 days during the period 1-12 April at the new PDS. Your dependents also occupy temporary lodgings at the old PDS for 12 days but for the period 18-29 April. The period 1-10 April (member) and 18-27 April (dependents) could be selected for TLE purposes. Reimbursement for the combined total expenses incurred for the first days you claim TLE (1 April for you and 18 April for your dependents) may not exceed \$290 per day. The same limitation applies for the remaining days.

15. How does TLE apply in the case of a member-married-to-member couple?

When both spouses are members, each is authorized TLE. Each member is authorized TLE whether or not temporary lodgings are jointly or separately occupied.

Each may be paid or reimbursed up to \$290/day.

One member may not claim the other member for TLE payment.

Both members may not claim the same dependents on the same days for TLE purposes.

Each member must certify, IAW Service regulations, that temporary lodgings were occupied for the number of days for which TLE is claimed.

**SEPARATIONS**

Separation/Retirements packages are to be submitted 30 days prior to separation leave or separation. CPC's will need to ensure these packages are submitted in a timely manner so there is no delay for the sailor's transition.

**CPC CORNER**

**DFAS CLEVELAND CUT OFF-DATES:**

The following schedule is DFAS Cleveland's cut-off dates to transmit documents that affect active duty pay. So plan accordingly.

Month	Cut-off dates	Paydays
<b>March</b>	March 07, 2011	March 15, 2011
	March 24, 2011	April 01, 2011
<b>April</b>	April 09, 2011	April 14, 2011
	April 21, 2011	April 29, 2011
<b>May</b>	May 5, 2011	May 13, 2011
	May 24, 2011	Jun 01, 2011

**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.).

**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)**

**Attachment Tab**

**Attached for your convenience:**

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