

PSD Times

Port Hueneme
Monthly Issue April 2011



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The People Of
Naval Base
Ventura County*



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

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Attachment Tab

INSTRUCTIONS:	FORMS:
Passport Guide	SAAR-N
CLA User Guide.	DD Form 93
NPPSCINST 4650.8	NPPSCINST 4650/8 (PRR)
CMD View NSIPS SOP	TOPS Transaction Check List
OMPF User Guide	Template for CLA LOD
Separations Package	Example TOPS CPC LOD

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 \(NFAAS\)](#)

MONTHLY MEETINGS

1000, Apr 14	Command PASS Coordinators (CPC) Meeting
1430, Apr 21	LIMDU Coordinators Meeting

QUICK LINK TO PSD POINTS OF CONTACT

QUICK LINK TO CPC CORNER

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

STOP MOVEMENT DIRECTIVE

[NAVADMIN 123/11](#) supersedes [NAVADMIN 100/11](#), which provides updated guidance regarding the stop movement directive for permanent change of duty station moves of military personnel and their dependents into Japan.

Due to current conditions, the movement of Navy military personnel to commands and activities in Japan is authorized effective immediately. Subject to updated dependent entry approval by the Base CO, family members may be authorized to accompany service members with orders to areas outside Honshu Island, Japan. These areas include Sasebo and Okinawa.

This stop movement order remains in effect for all military dependents whose sponsors are under orders to report to commands or activities on Honshu Island, (e.g. Atsugi, Misawa, Iwakuni and Yokosuka). Members with accompanied orders to the island of Honshu are not authorized to bring their dependents at this time. If the stop movement order for dependents is rescinded in the future, and all other overseas travel requirements are met, dependents will be able to join the member in Japan utilizing the member's original PCS order line of accounting. Navy Personnel Command (NPC) will not change orders to unaccompanied unless specifically requested by the member. Sailors who request unaccompanied orders to Japan will not be authorized to move dependents to Japan when the stop movement order is rescinded.

All personnel with orders to commands in Japan are directed to execute their orders to Japan. Members reporting to Navy commands on Honshu Island (except Iwakuni) are to report to their medical treatment facility for additional overseas medical screening prior to executing PCS orders. Upon reporting for overseas screening, members and dependents should be screened for incompatibility with or intolerance to potassium iodide (KI).

To view stop movement entitlements and allowances, as well as related contact information, please refer to [NAVADMIN 123/11](#) in its entirety. Members are advised that the impact of this stop movement order on their specific

allowances is highly dependent on the member's individual circumstances.

ONE-TIME PTS QUOTA RESTORAL

In accordance with [NAVADMIN 352/10](#), Perform To Serve (PTS) quotas issued before Oct. 1, 2009, expired March 1. However, per Navy Personnel Command (NPC), some Sailors will be given the opportunity to reapply if they meet one of the following criteria:

- Sailors who received Permanent Change of Station (PCS) orders prior to March 1.
- Sailors who had orders generated before Feb. 28, but had not yet been released.
- Sailors who executed their PCS orders before March 1, but did not meet obligated service agreements in accordance with their orders.
- Sailors who are eligible for a Selective Reenlistment Bonus (SRB), extended their EAOS to earlier than Sept. 30 and were ineligible to reenlist prior to March 1 because the SRB window of opportunity was too short.
- Sailors deployed from Oct. 1, 2010 through March 1 who had limited access to career counselors or the Fleet Rating Identification Engine (RIDE).

Sailors who meet the exemption criteria must submit a NAVPERS 1306/7 to their respective Enlisted Community Manager (ECM) prior to April 30 and clearly articulate which category of exemption they believe they fall under. Those Sailors who have PCS orders need to submit copies with the NAVPERS form. Those Sailors whose quotas are reinstated will have 45 days from ECM approval to reenlist.

More information can be found at <http://www.npc.navy.mil/CareerInfo/PerformtoServe/> or call the NPC Customer Service Center at 1-866-U-ASK-NPC.

LIMDU

PTS QUOTA VERSUS ACCEPTED PEB

Sailors who are on limited duty (ACC 105) and do not have a Perform to Serve (PTS) code/quota or have a Separation Code (ASP, RSP, XSP) as identified in FLEETRIDE or LOPG, should not be involuntarily extended/retained in service beyond their current expiration of obligated service. If a

Sailor on LIMDU has an EAOS/SEAOS that ends within their current LIMDU period, and has either a blank PTS code or a PTS code-directed separation, that shall be considered a mandatory reason for separation and that Sailor shall be separated per [MILPERSMAN 1306-1202 Para 5.c](#). The only caveat to this policy is if the sailor is hospitalized at the point of EAOS/SEAOS or has an "accepted" physical examination board (PEB). Accepted PEB does not mean simply submitted to the Physical Examination Board (PEB) in Washington DC, it must have been accepted by the PEB.

For additional guidance contact PSC(AW) Tom Palmer (PERS-4013C1) at tom.palmer@navy.mil; commercial: 901-874-4475, DSN: 882-4475 or YNC(SW/AW) Nate Trice (PERS-836) at nathaniel.trice@navy.mil; commercial: 901-874-3230, DSN: 882-3230.

PARENT COMMAND LIMITED DUTY COORDINATOR RESPONSIBILITIES.

In accordance with the requirements established in [MILPERSMAN 1306-1200](#), all commands to which LIMDU personnel are assigned will:

- Comply with all requirements regarding the management of LIMDU personnel outlined in this manual, MILPERSMAN 1306-1200 series, and all associated instructions.

- Ensure LIMDU personnel physically report to the PSD, or their personnel office/PASS liaison representative if the servicing PSD is located outside the geographical area.

- Upon notification from MTF of dictation of a MEBR, inform PSD within 24 hours.

- For personnel under orders who are subsequently placed on LIMDU, submit a naval message to the Assignment Control Authority (ACA) (Info COMNAVPERSCOM (PERS-4821)) requesting order cancellation.

- Ensure LIMDU personnel report for all scheduled appointments and remain available for all follow-up care.

LIMDU personnel will not be reassigned TAD outside the geographic area of the primary care provider.

Coordinate the scheduling of appointments with LIMDU personnel and cognizant MTF per MILPERSMAN 1306-1206. Providers can RTD a member from a TLD status at any time during a period of TLD. Ensure regular leave (other than emergency leave) does not conflict with any scheduled medical appointments. Ensure LIMDU personnel attend a follow-up appointment no later than 30 days prior to expiration of LIMDU, for a RTD determination.

- Notify PSD within 24 hours of any change in a member's TLD status.

-Ensure a case file is created and maintained for each member on TLD. The case file will contain:

- PEB findings
- PEB Medical Board Cover Sheet

- NAVPERSCOM (PERS-4821) message recommending forward case to PEB, or approving/denying additional TLD
- Additional Medical Board Cover Sheets
- Copy of NAVPERS 1070/613, Administrative Remarks
- Initial Medical Board Cover Sheet

- At the commencement of a LIMDU period, the member will be counseled on their responsibility to report to all scheduled appointments and that failure to report to scheduled appointments may constitute a violation of UCMJ, article 86 (failure to go to appointed place of duty) and article 92 (failure to obey a lawful order), and that immediate disciplinary action may be warranted. This counseling will be annotated by a NAVPERS 1070/613 entry. Figures 3C-1/3C-2, and MILPERSMAN 1306-1200 Exhibit 1 refer.

- Investigate instances where members fail to report for scheduled appointments and initiate disciplinary action where appropriate.

- Ensure completion of assignment screening within 15 days for LIMDU personnel able to Return To Duty (RTD) who were ordered in as ACC 105, or were placed on LIMDU while serving on shore duty and are within 9 months of their PRD. Forward completed assignment screening to PSD within 24 hours of completion.

- Submit naval message to NAVPERSCOM (PERS-40BB), Bureau of Medicine and Surgery (BUMED) (M3F/M3M), and the ACA (Info COMNAVPERSCOM (PERS-4821); PSD; and Enlisted Placement Management Center Detachment, Transient Monitoring Unit (EPMAC DET TMU)) for all personnel who were able to RTD during the assignment screening, but are assignment limited per MILPERSMAN 1300-801. This assignment limited message (MILPERSMAN 1300-801 Exhibit 1) must be submitted no later than 15 days after the completed assignment screening. No message is required for personnel who are able to RTD during the assignment screening and are WWA.

- Submit assignment limited tracer message, if results are not received from NAVPERSCOM (PERS-40BB) within 30 days from the date of the original message. Figure 3G, and MILPERSMAN 1306-1208 Exhibit 3 refer.

- For geographically separated commands containing a LIMDU population, monthly LIMDU coordinator meetings should be conducted via teleconference or video teleconference if physical travel to MTF is not feasible.

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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.).

REMOVAL OF SOCIAL SECURITY NUMBERS FROM ID CARDS

To protect privacy and personal identity information, Social Security Numbers (SSN) are being replaced with a DoD ID Number on all ID cards.

As of June 2011, SSNs will no longer be printed on any new ID card. New ID cards will have a DoD ID Number in place of a SSN. The DoD ID Number will be used as the Geneva Conventions serial number. If eligible for DoD benefits, there will also be a DoD Benefits Number printed on the new ID card.

Frequently Asked Questions:**Q. Who will get a new ID card?**

A. All DoD ID cardholders will get a new ID card with a DoD ID Number in place of their SSN.

Q. When should I go get my new ID card?

A. Current ID cards should not be replaced until your card is within 30 days of its expiration date. If your ID card has an INDEF expiration date, and you would like your SSN removed, contact your nearest RAPIDS ID Card facility for an appointment.

Q. Will my ID be rejected without a visible SSN?

A. Your ID should not be rejected but you may be asked to verbally state your SSN or sponsor's SSN to access benefits.

Q. Will my medical provider use my DoD Benefits Number to process my claims?

A. Until all ID cards are replaced, providers may use either your SSN or DoD benefits number.

Q. Where can I get my new ID card?

A. ID cards are available at over 1,500 RAPIDS ID card centers worldwide. Visit the RAPIDS Site Locator at www.dmdc.osd.mil/rsl/owa/home to find a location near you.

Q. What should I bring?

A. Bring two forms of identification. One must be a valid (not expired) federal or state issued photo ID. Visit www.uscis.gov/files/form/i-9.pdf for more information.

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CPC CORNER**DOCUMENT SUBMISSION REQUIREMENT FOR FULL/HALF INVOLUNTARY SEPARATION PAY**

Members separating due to PTS denial must sign an Administrative Remarks (Page 13) to that affect. The command is responsible for submitting the Page 13 along with a rough draft of the member's DD 214 (provided by PSD) directly to NPC (PERS 93) prior to the member's separation from active Naval service.

PERS 93 will screen the 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. Close and timely coordination between PSD and PERS-93 prior to complete separation from active duty will ensure that the proper amount of Involuntary Separation Pay is processed prior to discharge/release from Active Duty.

For more information on severance pay, please refer to the DODFMR Volume 7A (Chapter 35, pages 14-15), as well as OPNAVINST 1900.4.

TOPS TRANSACTIONS

When forwarding TOPS transaction to PSD, please note the following sections where specific documents/requests should be forwarded to:

- PTS approval; Reenlistments.
- Fleet Reserve extension request chit; Separations.
- PCS OBLISERV extension request; Transfers

Prior to TOPS'ing approved BAH request chits and BEQ check-out sheets for initiating BAH entitlements, please ensure that your member stops into PSD Customer Service to update their CAC to reflect entitlement to COMRATS.

SEPARATIONS GUIDE

Please note our new Separations attachment, which contains guidance and required forms for any type of Separation processing.

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:Allan.C.Ines@navy.mil)

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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Customer Service: Milpay Supv: Crystal LaMontagne, Ext 4521, Email: crystal.lamontagne@navy.mil
 Reenl/Ext Clerk: PSSN Joshua Lewis, Ext 3955, Email: joshua.lewis@navy.mil
 Reenl/Ext Clerk: PSSN Carter Hust, Ext 3568, Email: carter.hust@navy.mil
 General Clerk: Ms. Delecia Lyons, Ext 2913, Email: delecia.m.lyons@navy.mil
 General Clerk: Ms. Christian Cash, Ext 3169, Email: : christian.cash.ctr@navy.mil
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 ESO Clerk: Ms. Elizabeth Obrador, Ext 5438, Email: elizabeth.obrador@navy.mil
LIMDU/LEGAL: Ms. Patricia Lanser, Ext: 4044, Email: patricia.lanser@navy.mil
Mobilization Supvr: PS1 King, Ext: 5373, Email: christina.king@navy.mil
Reserve Pay: Ms. Lynette Tayag, Ext 3539, Email: lynette.v.tayag@navy.mil
 Ms. Jessica Kennedy, Ext 4517, Email: jessica.kennedy@navy.mil
Student Section: Ms. Pam Alexander, Ext 3920: pamela.g.alexander@navy.mil
Separations/Demobilization Supvr: Ms. Laura Friedlander, 4036, Email: laura.friedlander.ctr@navy.mil
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 Sep Clerk T-Z: Ms. May Wong, Ext 4254, Email: may.wong@navy.mil
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