

WELCOME TO COMMAND PASS COORDINATOR (CPC) QUARTERLY MEETING



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RAPIDS Self Service

- RAPIDS Self-Service (RSS) is now available to CAC holders! Using this web based application, CAC holders have the ability to update certain information associated with their record. Additionally, they may use RSS to verify a family member's relationship and eligibility by digitally signing the DD Form 1172-2 for ID card reissuance.
- A DD Form 1172-2 that is digitally-signed and generated through RSS will be stored in DEERS and is a viewable document in RAPIDS. **Once verified using RSS, Sponsors no longer need to accompany their family members to get the ID card.**
- **Important Note** - Family members may also bring in a hard copy of the digitally signed DD Form 1172-2. These forms created through RSS may have a red X or question mark displayed in Box 22 (SPONSOR/EMPLOYEE SIGNATURE). THIS IS A VALID FORM. As long as the form is displayed via RAPIDS, the form is digitally signed by a DoD Certificate Authority and can serve as the electronic equivalent of a wet signature when servicing customers.



Requesting DEERS Information

- Verifying Officials are not authorized to release DEERS information via the telephone.
- Agents requiring documentation from DEERS should request it through the Data Request System (DRS) at https://www.dmdc.osd.mil/drs/owa/drs.login.show_login. The agents are required to create an account so that credentials are verified before information is released. The request should include a case number and it is expedited



Full-Time Students

- If you are applying for enrollment or an ID card for a full-time student over the age of 21, you must complete the DD Form 1172 and you must write the following statement in Block #89, “My child (Name), remains dependent on me for at least 51% of his/her support.”
 - Benefits can continue until the child’s 23rd birthday provided that the child is:
 - Unmarried and between 21 and 23 years of age;
 - Enrolled full time in an accredited institution of higher learning; and
 - Dependent on the sponsor for over 50 percent of his or her support (or was at the time of the sponsor’s death.)
- Students remain eligible until age 23 or the date of graduation, whichever occurs first.
- A letter on the institution’s letterhead issued by the Registrar’s Office indicating that the child is a fulltime student. The letter should also state the expected date of graduation.
 - **Note: Most colleges and universities contract with third parties such as the National Student Clearinghouse, to verify student enrollment. Such documentation shall be accepted in lieu of a letter from the registrar’s office.**
- If the student turns 21 during the summer break, then the student must show that they were enrolled full-time in the previous term, and enrolled in the next term after the break.



64K/72K Mass Reissuance

- The Defense Manpower and Data Center (DMDC) has begun an initiative to replace 64K and 72K Common Access Cards (CACs) currently in circulation. 64K/72K refers to a specific card stock still in circulation. The Department of Defense (DoD) has been replacing these ID cards through attrition and are now replacing the last of these cards that have been deprecated by DoD from active use.
- DMDC is contacting affected service members via email with instructions to replace the ID card regardless of the card's expiration date. If you are in receipt of the email directing you to replace your CAC card, or should receive one in the future and you have not renewed your active duty ID card within the last 60 days, please follow the guidance in the email and schedule an appointment at the nearest ID card office for replacement of your ID card.
- DMDC will continue to contact a certain number of service members each month through at least August 2012. This initiative does not include ID cards for dependents.



Lost/Stolen CACs

- Pursuant to Directive-Type-Memorandum (DTM 08-003) Individuals shall be required to present documentation (Memo) from their local Security Office or CAC sponsor confirming that their CAC has been reported lost or stolen.
- ALL E-5 AND BELOW REQUIRE A SPECIAL REQUEST CHIT AND TWO FORMS OF VALID ID ALONG WITH THE POLICE REPORT IN ORDER TO REPLACE THEIR LOST/STOLEN CAC CARD



ADDING A SPOUSE TO DEERS

Per the AFI36-3026_IP 17 JUNE 2009

Attachment 5

Table A5.1. Documentation/Information Sources

Rule 14

When adding a spouse “a photo ID, social security card, birth and a marriage certificates for lawful spouse are required.”

All documentation must be originals or certified copies

PSD Educational Services Office (ESO)

Classification – UNCLASSIFIED



PSD ESO STAFF MEMBERS

Ms. Joan G. Reed / 847-688-5550, ext. 301 - Educational Services Officer
joan.reed@navy.mil

Mr. Phil Russell / 847-688-5550, ext. 306 - POC for outlying commands
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Mr. "D" Jackson / 847-688-5550, ext. 305 - POC for RTC
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Mr. Byron Bradley / 847-688-5550, ext. 307 - ESO Assistant
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Classification – UNCLASSIFIED



NEAS

Navy Enlisted Advancement System (NEAS)

Command ESOs use NEAS to review Advancement Eligibility Reports (AER), order exams, review exam results and profile sheets, and check for exam discrepancies. Exam ordering dates are listed on the main page.

Website:

<https://neasos.cnet.navy.mil/neas/ConsentBanner.htm>



CYCLE 091 AUG 2012

If you are taking a SELRES advancement exam at Great Lakes, contact NOSC CHICAGO for exam details:

- **POC: PS1 DILLARD – (847) 688-3760 Ext. X126**



CYCLE 216 SEP 2012 EXAM

- Dates: E6 6 SEP, E5 13 SEP, E4 20 SEP
- Reporting time: 0630, Location: Building 4
- Uniform: Uniform of the Day with military ID
- DO NOT BRING: Study materials, wrist watch, food, beverages, cell phones, programmable calculators, palm pilots, blackberry, beepers
- Exam begins at 0700; no further admittance



PSD Educational Services Office (ESO)

**Please pay special attention to
SECURITY CLEARANCES.**

- **Candidates must have security clearances as required by the advancement manual, BUPERSINST 1430.16F, to be eligible to take advancement exams. Interim clearances are not sufficient and the exam will be invalidated. No waivers.**



Performance Mark Average (PMA) for Cycle 216

- | EXAM RATE | PRESENT RATE | EVAL PERIOD | TIME IN RATE (TIR) |
|-----------|--------------|-----------------|--------------------|
| E6 | E5 | 01SEP09-31AUG12 | 01JAN10* |
| E5 | E4 | 01JUN11-31AUG12 | 01JAN12* |
| E4 | E3 | 01JAN12-31AUG12 | 01JUL12* |
- * Or earlier TIR date



RESTRUCTURE OF NAVY ADVANCEMENT EXAMS

- Ref: NAVADMIN 197/11
 - Beginning Cycle 216, SEP 2012, exam structure will change. Questions will decrease from 200 to 175. All pay grades will have 25 Professional Military Knowledge (PMK) questions and 150 rating technical questions.
- | ▪ Current rating specific/PMK | Pay grade | New rating specific/PMK |
|-------------------------------|-----------|-------------------------|
| ▪ 150/50 | E4 | 150/25 |
| ▪ 135/50 | E5 | 150/25 |
| ▪ 115/50 | E6 | 150/25 |
| ▪ 100/50 | E7 | 150/25 |



Guidelines for IA Candidates

The following are procedures and guidelines for processing IA Candidates that missed exams while being deployed “Boots on Ground” in Iraq, Afghanistan or Horn of Africa.

1. NETPDTC will not take a Final Multiple Score (FMS) from a current cycle and use it as the FMS for a past cycle. The timeframe between current and missed cycles is anywhere from 6 months to 1 year. During this time the member’s TIR, PMA, and awards could increase. The member would then have an unfair advantage of points included in their FMS that were earned after the missed exam.



Guidelines for IA Candidates (Cont.)

- 2. NETPDTC takes the standard (exam) score from the exam cycle taken upon return, along with the PMA, TIR, Passed Not Advanced (PNA) points, and awards points that were present at the time of the missed cycle and determine a FMS. Then they compare the determined FMS against the required FMS for the missed cycle. If the member's score meets or exceeds the required, they will be advanced and will receive a backdated advancement with back pay. If their FMS score does not, the member will receive any applicable PNA points, which will be determined from their standard score and PMA.**



G. I. BILL

Contact the VA for questions regarding the various G.I. Bills.

Website: <http://www.gibill.va.gov>

▪ 1-888-442-4551



COLLEGE DEGREES; ESR NSIPS ENTRIES

- **College Degrees : Service members need to contact Navy College Virginia Beach, Va via email at vec@navy.mil or at 877-838-1659 for smart transcript entries.**
- **Submit ESR updates via TOPS to PSD. PSD Customer Service (not ESO) will only update the ESR on NSIPS.**
- **For information on college courses, contact the Navy College Office, Building 617, (847) 688-4681**



ESR NSIPS ENTRIES (CONT)

- Degree and Certificate Completions: For all certificates or degrees earned from a U.S. Department of Education national/regional approved academic institution, Service members must request the college to mail an official transcript to : Commanding Officer Center for Personal and Professional Development ATTN: Virtual Education Center 1905 Regulus Ave Ste 234 Virginia Beach, VA 23461-2009.
- Phone:1- 877-838-1659, FAX: 757-492-5095



RESERVE PAY (AT/ADT)

Classification – UNCLASSIFIED

**Advise CPC to inform reservists performing AT/ADT
30 days or more to make their election of LSL
payment or carry forward of leave at the end of
tour. Refer to MPA 07/12 and 25/12.**

Classification – UNCLASSIFIED



STUDENT TRANSFERS

- **Transfer Questionnaires**
- **Changing Transfer Dates**
- **Hold Lists**
- **Updated PG2s**



STUDENT TRANSFERS

- **Student Transfer Questionnaires** Please QA by CPC's, *you* are the first line of defense .
- ***Must be legible*** , if using a copy, please make it ***dark*** enough, ***large*** enough and ***clear*** enough.
- PLEASE ensure that students don't write "same as above" for data that needs to be filled in.
- Check for conflicting data on different sides of the STQ.
- Please make sure date of birth ***month is written out***, to avoid confusion. ex:(Sep. 14, 1975)



STUDENT TRANSFERS

Please pay special attention to:

The accuracy and legibility of the student questionnaire. This is an area that causes a delay in the transfer process, and is a constant problem.



STUDENT TRANSFERS

Changes and Holds

- **Please** notify of any changes **as soon as possible.**
- **Don't go to NAVPTO** to circumvent, this happens too frequently and can cause a hardship for the member.



STUDENT TRANSFERS

Hold Lists

- **Accuracy** and **timeliness** is most important
- **Notification** must be given in writing
- **Tracked** via email, or TOPS.
- Weekly **updated** rosters, showing any change, is a requirement
- TMTR accuracy is determined 85% by hold lists and rosters. **Transient Tracking is a part of the transfer process/making this required information**



STUDENT TRANSFERS

PG2s Updates

Per NPPSC ALL PG2s must be updated with Mbr's siblings. IF Mbr refuses to list them, they must state that on their PG2.

REF: NAVADMIN 131/08



STUDENT TRANSFERS

Always trying to assist.....

- **Services designed to help improve:**
- All information needed for transfer packages will be sent via TOPS. The only time it will be necessary to pick up hard copy transfer packages is if service record or original orders are present.

▪ With your help.....

- **Your help is always greatly appreciated.**
- ***Please acknowledge*** receipt of information form transfer clerk sent via TOPS.
- Please notify us when changing CPC's.
- Please label faxes **STUDENT TRANSFERS**.



SEPARATIONS

- Kathleen Koppelman--- Supervisor

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847-688-5550 x540 DSN792

STAFF SEPARATIONS

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TPU

JASON BLACK **X456** jason.w.black@navy.mil



SEPARATIONS

- 1. ESTABLISH CONTACT WITH SEPARATIONS EARLIER. SEPARATION ORDERS MAY BE ISSUED SIX MONTHS PRIOR TO SEPARATION/DISCHARGE DATE. MEMBER WILL BE GIVEN ORIGINAL COPIES 1 & 4 OF THE DD214 UPON COMMENCEMENT OF TERMINAL LEAVE.**



SEPARATIONS

2. REMINDER: JOB/HOUSE HUNTING LEAVE SHOULD NOT BE ENTERED INTO E-LEAVE.

3. TERMINAL LEAVE SHOULD BE CHARGED IN E-LEAVE AS ABSENCE TYPE “P” (SEPARATION/RETIREMENT) NOT “A” (ORDINARY).

4. TIMELY REPORTING OF NAT GAIN INFORMATION IS CRUCIAL TO PREVENT OVER PAYMENTS.



SEPARATIONS

**5. COMPLETION OF NAVPERS
7041/1 PCS TRAVEL (NSIPS) IS
REQUIRED OF ALL SEPARATING
OR RETIRING PERSONNEL.**



NEW ACCESSION

RELACDU DD214 AND NOSC ARRIVAL REPORTING

- 1. ADDRESS TOPS TRANSACTION TO THE PSD SEPARATIONS SECTION. INCLUDING “NAT” IN THE REMARKS/TASKING BLOCK, WILL FLAG ITS ROUTING TO THE CORRECT CLERK. A COMPLETE PACKAGE SHOULD CONTAIN THE FOLLOWING:**
 - DD FORM 4/1 ENLISTMENT/REENLISTMENT DOCUMENT (CONTRACT)**
 - ORDERS ENDORSED WITH THE HOUR/DATE OF ARRIVAL AT NOSC**
 - METHOD OF TRAVEL UTILIZED TO THE NOSC**
 - “A/C” SCOL CLS COMPLETION CERTIFICATES**



NEW ACCESSION TRAINING

- **A CURRENT/VALID MEMBER'S MAILING ADDRESS FOR THE DD214**

2. PSD PROCESSING STARTS WITH THE NSIPS NOSC GAIN EVENT. ONCE THAT POSTS, THE NOSC CPC IS NOTIFIED VIA TOPS TO CHARGE ANY LEAVE IN E-LEAVE. WHEN THE LEAVE IS POSTED, THE NSIPS STRENGTH LOSS EVENT IS DONE. THE DD214 IS EMAILED TO THE NOSC. THE DD214 IS MAILED TO THE MEMBER FOR REVIEW, SIGNATURE AND RETURN TO PSD. WHEN THE MEMBER'S SIGNED DD214s ARE RECEIVED



NEW ACCESSION TRAINING

- **AT THE PSD, THEY ARE SIGNED BY AN AUTHORIZED PSD STAFF MEMBER. FINALLY, COPIES OF THE DD214 ARE DISTRIBUTED AS REQUIRED BY BUPERSINST 1900.8D.**

3. FYI: THE MINIMUM CHECKAGE FOR ONE DAY OF EXCESS LEAVE FOR PAYGRADE E1 IS OVER \$57. MILPERSMAN 1133-090 10(4) APPLIES.



END OF PRESENTATION

QUESTIONS

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