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29 Apr 03

**MEMORANDUM**

From: Officer in Charge, Personnel Support Activity Detachment,  
Willow Grove

To: Distribution

Subj: PASS LIAISON REPRESENTATIVE NEWS

Ref: (a) OPNAVINST 1000.23B

1. OIC's note: On 01 June 2003, our parent command, Personnel Support Activity (PSA) Norfolk will become PSA Atlantic. We are centralizing the information you receive via the web from one source for all commands on the East Coast of the U.S. This resource will replace The PSD Willow Grove web-page that was so well utilized in the past. The new site answers every available question you may have regarding pay and personnel issues. If it does not, or you have comments please email us at [wg\\_admin@psalant.navy.mil](mailto:wg_admin@psalant.navy.mil). You may access this outstanding resource at: [www.psalant.navy.mil](http://www.psalant.navy.mil) and by clicking on the EPASS link, you will have the new online PLR handbook. Suggestions and comments are always welcome!

2. The next PLR Meeting is scheduled for 23 July 2003 at 1300 in the ESO classroom. All commands are encouraged to attend these meetings and if you have specific concerns or need additional information please let us know.

3. PSD Willow Grove is conducting audits of pay accounts for all personnel assigned. In the last two months we have identified numerous personnel that are in receipt of incorrect BAH and COLA allowances. Every member has the responsibility to review their Leave and Earning Statement monthly and report any errors to the command immediately for correction. PLR's should review the monthly Unit Commander's Financial Report to ensure personnel are accurately reflected and that all assigned personnel are in receipt of correct pay entitlements.

4. Note for all personnel. Anheuser-Busch announced it will give free single-day admission to it's Sea World, Busch Gardens and Sesame Place parks to all active duty, active reservists,

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Coast Guard, National Guardsmen and as many as four of their direct dependents, beginning 23 May and concluding 11 November 2003.

a. **Personnel Department** (Code 20):

(1) **Perform to Serve:** The Perform to Serve program has commenced. The initial phase will involve first-term sailors in Career Reenlisted Objectives (CREO) 3 rates who have and Expiration Active Obligated Service (EAOS) in April 2003 and beyond. All personnel in CREO 3 must have a PTS application submitted if recommended for retention, regardless of their reenlistment intentions. The attachment below is the NAVADMIN announcing implementation procedures and command responsibility. [NAVADMIN 050/03](#)

(2) **Stop Loss:** Effective immediately a stop loss is in affect for specific personnel with essential RATES/NEC/NOBC. This will impact personnel desiring to separate at EAOS and transfer to the Fleet Reserve with one or more of these critical specialties. In addition, this message waives High Year Tenure (HYT) limits for these personnel until further notice. Commands are encouraged to review section two of the Enlisted Distribution and Verification Report (EDVR) to notify any personnel that may be affected. For additional information see NAVOP 005/03.

(3) **New SGLI Rates:** The Department of Veterans Affairs has announced that premiums for the Service Members Group Life Insurance will be reduced from \$20.00 to \$16.25 for \$250,000 coverage. This change will be implemented effective July 2003. Veterans Group Life Insurance premiums will not change, however, Family Group Life Insurance premiums will be cut nearly in half depending on the age of service-member's spouse. Information concerning the change in SGLI premiums can be found at: <http://www/insurance.va.gov> or call toll free (800)419-1473.

(4) **New SELRES DEERS Accounts:** Verifying officials will no longer have the capability of creating new Defense Enrollment Eligibility Reporting System (DEERS) accounts for new accessions to the naval reserve. Effective 1 April 2003, DEERS must receive the initial gain via the Navy Standard Integrated Personnel System (NSIPS) and create the new account electronically. This change will impact the member receiving their initial identification card, so it is imperative that the Naval Reserve Activity submits the gain as soon as possible.

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Verifying Officials Information System.url

b. **MILPAY Department** (Code 30):

(1) **USE OF THE ALTERNATE PROCEDURES FOR OBTAINING A PERSONAL IDENTIFICATION NUMBER (PIN) FOR MYPAY (formerly E/MSS) AND THE DESIGNATION OF A TRUSTED AGENT:** Per DFAS Cleveland message 311205Z DEC02 (MILITARY PAY ADVISORY 165/02), Commanding Officers can designate, in writing, a 'Trusted Agent' who's responsibilities include distribution of MYPAY temporary PIN's to personnel in their respective Commands. The minimum criteria for a Trusted Agent should be paygrade E6 and above for enlisted, W2/01 and above for Officers and be highly motivated and financially stable. Refer to below message for additional instructions and information on designation of a Trusted Agent.



311205Z DEC 02  
DFAS CLEVELAND OF

(2) **TSP OPEN SEASON:** TSP Open enrollment season is from April 15<sup>th</sup> to June 30<sup>th</sup>. Contribution maximum is 8% of Basic Pay for year 2003. Members may elect to increase their contributions during the open season. Members may enroll via MYPAY. Refer to TSP website @ [www.tsp.gov](http://www.tsp.gov).

(3) **VEAP CONVERSION TO MGIB:** Active duty members who elected to participate in the VEAP conversion to MGIB program must have the obligated \$2700.00 conversion payment paid in full by April 30<sup>th</sup> 2003. VEAP conversion to MGIB's one-year enrollment period was November 1, 2000 through October 31<sup>st</sup>, 2001 with the entire amount being paid within 18 months after signing to covert, otherwise the member will forfeit all monies previously paid. Refer to Military Pay Advisory (MPA) 34/03.

(4) **HFP/IDP & FSA:** The Emergency Wartime Supplemental Appropriations Act, 2003 was signed by the President on April 16<sup>th</sup>, 2003. The signing of this bill authorized the monthly amount of Hostile Fire/Imminent Danger Pay (HF/IDP) to be increased from \$150.00 to \$225.00 and the monthly amount of Family Separation Allowance (FSA) to be increased from \$100.00 to \$250.00. The increases are effective from October 1, 2002 through September 30, 2003. No additional documentation will be necessary to submit. This increase will be automatically adjusted once DFAS adjusts the DJMS system, which is expected to

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occur on 1 May 03. Retroactive HF/IDP increase for calendar year 2002 will be reflected in 2003 tax year because the entitlement is being paid in 2003.

(5) **COURT ORDERED PAY GARNISHMENTS DURING MOBILIZATION:**

All SELRES being mobilized should be made aware that court-ordered wage garnishments on their reserve accounts will be automatically transferred to their active accounts upon mobilization. COMNAVRESFORCOM N5 and DFAS-CL are attempting to have verbiage to this affect added to the mobilization orders, but in the meantime, it is something that should be passed along during the mobilization process or added as a Plan of the Month note.

(6) **DESIGNATION OF IMMINENT DANGER PAY FOR THE COUNTRY OF**

**COTE D-IVOIRE:** The Under Secretary of Defense designated the land area of COTE D'IVOIRE as an Imminent Danger Pay (IDP) area effective February 27<sup>th</sup> 2003.

c. **TRAVEL Department** (Code 33):

(1) **MANDATORY USE OF COMMERCIAL TRAVEL OFFICE (CTO):**

It is **mandatory** that travelers arrange commercial transportation and rental cars through an available CTO or in-house travel arranger. (SATO) This change was effective March 1<sup>st</sup> 2003 and is referenced in the JFTR and JTR, Appendix O, par T4020-B3.

(2) **TRAVELER'S CHECKLIST FOR TEMPORARY DUTY TRAVEL (TDY) SETTLEMENT VOUCHERS:**

Military and civilian TDY claims are to be completed within 5 days upon completion of travel. Travelers submitting travel claims should refer to the attached checklist to ensure their travel claims are proper and complete prior to submitting their claims to the reviewing/approving official for signature:



TRVLCLAIM.PDF.pdf

(3) **MILITARY MANDATORY SPLIT DISBURSEMENT:** Effective immediately, the Military Departments and Defense Agencies shall implement mandatory split disbursement for military personnel. Supervisors and Approving Officials (AO's) shall return any claims to the member, that do not accurately reflect the charges to be disbursed directly to the government travel charge card (GTCC). This is yet another tool for reduction in delinquencies that should ensure prompt payment of GTCC accounts.

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Implementation of Legislative Authority Relating to the Travel Card Program - Jenkins.pdf

(4) **PROPORTIONAL MEAL RATE (PMR) FOR CIVILIAN EMPLOYEES:** PMR can't be 'directed' for civilian employees on TDY travel. There are certain situations, however, that would result in the payment of PMR. If one or two meals are provided in connection with a conference fee is one instance. In that case, the orders, travel claim, and/or conference fee receipt should state what days and how many meals were provided. Another situation would be if a civilian employee utilized a Government Dining facility. If they do use the dining facility, they are bound to report the number of meals (and on what days) on their vouchers and would have their meal rate adjusted accordingly. (see JTR/JFTR, Appendix O for specifics)

(5) **LODGING TAXES OUT CONUS (OCONUS):** The maximum locality amount for lodging in foreign areas (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. *Taxes on lodging in foreign areas are not separately reimbursable when per diem (or AEA) is paid.*

(6) **DUPLICATE STANDARD DOCUMENT NUMBERS (SDN'S)/TANGO NUMBERS:** Each set of Temporary Duty Travel orders must have their own separate identification number referred to as SDN and or TANGO number. We have recently discovered duplicate SDN's assigned to separate sets of orders. Please ensure SDN's are not duplicated and used for various personnel.

(7) **INCORRECT SSN'S CITED ON TDY ORDERS:** It is extremely important that the correct SSN belonging to the person in which TDY orders are issued, is cited on the orders and/or travel claims. Recent TDY claims submitted for military personnel have had the wrong SSN cited on both the orders and travel claim, which, in turn has resulted in the wrong person and wrong government credit card receiving the payment. Personnel signing their travel claims should ensure that the claims and orders have the correct SSN listed.

d. **AT/ADT Department** (Code 34):

(1) **REIMBURSEMENT OF CONFERENCE FEES IN CONNECTION WITH AT/ADT ORDERS:** Conference fees authorized in connection with AT/ADT orders are not paid as part of the reservists' travel claim, although it may be authorized in the AT/ADT order. The

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reservist, who has a conference fee authorized on their orders must submit a SF1164 via his/her Naval Reserve Activity. The line of accounting (LOA) is chargeable to O&MNR (OPTAR) vice RPN appropriation, as show on the AT/ADT orders.

(2) **EARLY SUBMISSION OF AT/ADT PAPERWORK TO PSD:**

Commands should not be submitting AT/ADT packages for processing **prior** to the start date of the member's AT/ADT orders. Please hold paperwork at the command until the member checks in, before submitting orders to PSD.

(3) **TRAVEL ADVANCE PROCESSING FOR NAVAL RESERVISTS PERFORMING AT/ADT:** COMNAVRESFOR, as well as many Navy commands, have revoked or not renewed the GTCC for many travelers. Reservists, who do not possess a GTCC (for whatever reason) may request a Travel Advance **if there are no Government Quarters and/or Government Mess at the training duty site.**

(a) A Certificate of Non-availability (CNA), OBTAINED THROUGH SATO, will be required to determine if an advance is warranted.

(b) Travel Advances will be paid according to the Navy Travel Advance Policy -100% for M&IE and 'known' miscellaneous reimbursable expenses, and 80% of estimated lodging and rental car.

(c) The member's NRA will submit travel advance requests not less than 10 working days prior to AT/ADT on NRA letterhead with CO's signature indicating the following information:

1. Travelers name.
2. Name of the NRA.
3. Copy of the AT/ADT orders.
4. Orders should state that the member is not a GTCC Holder.

(d) **Travel Advance requests for reservists who will be performing AT/ADT at a U.S. installation must have a CNA.** Refer to the following web site for listings of military facilities: <http://www.dtic.mil/perdiem/lodging.html>.

**Statements in AT (not ADT) orders that refer to**

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**"Utilization of Govt Quarters and Govt Mess not required due to the nature of the mission" will not be honored for travel advances and/or settlements.** There is a U.S. COMGEN Decision that states that Annual Training (AT), (not ADT), is not considered a mission, and that member's must use available GQ/GM.

(4) **AT/ADT ORDERS FOR 29 DAYS:** AT/ADT orders for 29 days are paid once at the completion of the orders.

(5) **AT/ADT ORDER FOR 30 DAYS OR MORE:** AT/ADT orders for 30 days or more earn an entitlement to 2.5 days per month Lump Sum Leave (LSL). To avoid pay discrepancies, commands are strongly encouraged to promptly submit leave papers (to PSD's AT/ADT section) for personnel who took leave during their AT/ADT period.

(6) **LODGING TAXES OUT CONUS (OCONUS):** The maximum locality amount for lodging in foreign areas (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. ***Taxes on lodging in foreign areas are not separately reimbursable when per diem (or AEA) is paid.***

/s/

G. S. LEFEBVRE

Distribution:  
PERSUPPDETWILGROINST 5215.1  
Lists II and III