

# Djms Manual

## SEPARATION WORKSHEETS

- ▶ SUBMISSION REQUIREMENT FOR SEPARATION WORKSHEETS.
  - ✓ DJMS PTG part 1, chapter 3, section (a) has been updated to address all regular separations and following sections have been reassigned.
  - ✓ DFAS requires **ALL** separation worksheets be submitted through DWOWS (Individual trouble tickets for each member with out-of-balance status).
  - ✓ Both the DJMS PTG and DWOWS users guide provide specific instructions on when and how to upload separation worksheets.
    - Individual cases for out-of-balance separations.
    - Individual cases for out-of-service debt separations.
    - Mass transaction case for in-balance-separations to be submitted within 3 working days after the 20<sup>th</sup> day of the month for all separations in the prior calendar month.
    - Mass transaction SSN requirements: In the "SSN" field enter one of the following options **ONLY**, do not adjust to a different last three regardless of the last three of the SSN in the file.
      - a) 000000333 for all separation worksheets ending in SSN last three range 000-333
      - b) 000000667 for all separation worksheets ending in SSN last three range 334-667
      - c) 000000999 for all separation worksheets ending in SSN last three range 668-999



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## Book Descriptions:

# Djms Manual

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- **djms manual, djms-rc manual, djms user manual, djms manual, djms manual, djms manual, dms manual, dms manual guide, dms manual of mental disorders, djms rc manual, djms taso manual, djms user manual.**

Although it is the most recent branch of the U.S. Military to be formed, the USAF is the most technologically advanced air force in the world. The Air Force ePublishing Library's mission is to provide documents for Air Force customers worldwide, and supply lifecycle management of Air Force Electronic Publishing to enable product and service delivery to the end user, regardless of media in peace and in war. The United States Air Force ePublishing Library collection contains manuals and reports describing the procedures and protocol necessary in various situations and circumstances. Some titles in the collection include A Manual of Civil Engineer Base Development, Guide to Mobile Aircraft Arresting System Installation, and Nuclear Weapons Accident and Incident Response. This publication is part of this Air Force ePublications collection. Then you can start reading Kindle books on your smartphone, tablet, or computer no Kindle device required. Register a free business account To calculate the overall star rating and percentage breakdown by star, we don't use a simple average. Instead, our system considers things like how recent a review is and if the reviewer bought the item on Amazon. It also analyzes reviews to verify trustworthiness. It seems that your browser does not have Javascript enabled.To start viewing messages,Afsoc Air Force Special Operati Chairman, Joint manual Chiefs of Staff Instruction 1330.Part 1, Chapter 4. Study Flashcards On MMPA Read Guide at Cram.com. Quickly memorize the Subjects disbursing djms dk fid mmpa navy personnel ps.Part 1, Chapter 4. ARNG UNIT LEVEL FINANCE PROCEDURES MANUAL. 01 May 2002. A1. UH0222405 MASTER MILITARY PAY ACCOUNT MMPA

HISTORY REPORT. The UH0222405 MPPA History The members Date of Gain to DJMSRC. DOS. 24 Dec 2005 OPNAV INSTRUCTION 7220.14 e DJMS Procedures Training Guide contains procedural instructions for Disbursing, Administrative,. 29 Nov 2016 References a NAVPERS 18068F, Manual of Navy Enlisted d U.S. <http://karate.infotip.cz/userfiles/canon-image-runner-2000-manual.xml>

Navy Diving Manual h DJMS Procedures Training Guide PTG 3 Jan 2006 q Defense Joint Military Pay System Procedures Training. Guide DJMS PTG supplemental instructions concerning corrections policy and. 9 Jan 2014 End users will find instructions for creating and submitting role requests, as contains any entries for dla.mil, dfas.mil, or other Web sites, select. Also inquiry files, sundry lists, reports, letters, correspondence, and rosters including, but not limited to, Congressional inquiries, Internal Revenue Service notices and reports, state tax and insurance reports, Social Security Administration reports, Department of Veterans Affairs reports, interDoD requests, Treasury Department reports, and health education and institution inquiries. Access to records is limited to individuals who are properly screened and cleared on a needtoknow basis in the performance of their official duties. Passwords and digital signatures are used to control access to the systems data, and procedures are in place to deter and detect browsing and unauthorized access. Physical and electronic access are limited to persons responsible for servicing and authorized to use the record system. Other records may be cut off at the end of the payroll year or fiscal year, and destroyed 6 years and 3 months after cutoff. Active duty pay records created prior to automation were cut off on conversion to the Defense Joint Military Payroll System DJMS, and will be destroyed October 1, 2033, or 56 years after implementation of DJMS. The records are destroyed by tearing, shredding, pulping, macerating, burnings or degaussing the electronic storage media. DJMS supports Joint Vision 2010 by providing seamless integration of Service pay capabilities. Further, it supports information superiority by increasing access to information. DJMS software has been and continues to be developed within DFAS through the Financial Systems Organization.

DJMS is being developed to prevent unauthorized access, modification, destruction, and disclosure of information to unauthorized users. DJMS will apply controlled access protection of Class C2, as set forth in DoD Standard 5200.28. The DFAS is in the final phase of consolidating the Army, Navy, and Air Force military pay management functions within DJMS. Marine Corps Active and Reserve military pay accounts are handled in the standalone Marine Corps Total Force System MCTFS, implemented in December 1994. The Marine Corps pay accounts will not be folded into DJMS because MCTFS already features a combined pay and personnel system. The consolidation will allow DJMS and MCTFS to be more responsive and flexible in supporting DoD mission requirements. A total of 1.79 million military pay accounts like the types shown below have been converted to DJMSActive Component DJMSAC and DJMSReserve Component DJMSRC The merged DJMS will be slimmed down from the current AC and RC systems, have fewer lines of code and common routines and tables, and require fewer personnel to maintain. From 3QFY984QFY00, DJMS will incrementally implement system changes and reconfigure DJMS into a single, standard system. A major interface for pay information is the Navy Standard Integrated Personnel System, which is behind on its development schedule. An interim system, the Reserve Standard Training, Administration, and Readiness Support Manpower and Personnel system is being substituted by the Navy Standard Integrated Personnel System. Five Navy installations have been chosen for the test sites, in addition to the DFAS installation in Cleveland, OH. However, the system was found operationally unsuitable due to documentation and training deficiencies. The shortcomings in training were considered a Bureau of Naval Personnel problem and not a fault of the DJMS program. DJMSAC achieved the Major Automated Information Systems Review Council approval for fielding in February 1998.

<https://formations.fondationmironroyer.com/en/node/12676>

Another cause for concern is that the OPEVAL will be based on a legacy personnel system interface Reserve Standard Training, Administration, and Readiness Support Manpower and Personnel

System, rather than the target system interface Navy Standard Integrated Personnel System. Site maintained by John Pike. The Free Dictionary Printer Friendly Tell a friend about us, add a link to this page, or visit the webmasters page for free fun content. Commander Afloat Training Group, Pacific AFAFO, along with DFAS Denver and the Reserve Travel System RTS Program Management Office PMO, created an automated tool using RTS and DJMS. The tool identifies those travelers in a foreign duty location entitled to special military pay, including Hostile Fire Pay, Combat Zone Tax Exclusion, Hardship Duty Pay, Family Separation Allowance, etc. Notes from the Director, Air Force Accounting and Finance Office This information should not be considered complete, up to date, and is not intended to be used in place of a visit, consultation, or advice of a legal, medical, or any other professional. If you continue browsing the site, you agree to the use of cookies on this website. See our User Agreement and Privacy Policy. If you continue browsing the site, you agree to the use of cookies on this website. See our Privacy Policy and User Agreement for details. If you wish to opt out, please close your SlideShare account. Learn more. You can change your ad preferences anytime. Ever since my years of high school, I really have no idea what professors are looking for to give good grades. After some google searching, I found this service [www.HelpWriting.net](http://www.HelpWriting.net) who helped me write my research paper. The final result was amazing, and I highly recommend [www.HelpWriting.net](http://www.HelpWriting.net) to anyone in the same mindset as me. Save so as not to lose The internet economy is exploding, and there are literally THOUSANDS of great earnings opportunities available right now, all just one click away.

As the CPC you are the "onsite" representative of PASS and how you perform this job will have a significant impact on the morale and welfare of your shipmates. As you can see you have a very important role. Your appointment indicates that your command has confidence in your ability to represent the entire command in pay and personnel support procedures. You are a very important link in the chain of PASS support. It is our responsibility to provide the members of your command with pay, personnel, passenger transportation, educational services and other related support. It is your responsibility to ensure that the vital paperwork required providing support is properly completed and sent to the right people on time. As a team we will accomplish our mission and ensure that our customers are provided prompt, courteous and accurate service. It will describe the paperwork you will encounter, how to process it and what it accomplishes. Familiarity with this manual and the directives and manuals it references will increase your awareness, as well as your effectiveness as the CPC. By consolidating personnel offices with military pay offices and official passenger transportation offices, customers are offered "onestop shopping." Therefore, when you hear the term PASS Office or PSD, it simply means the Pay and Personnel Office. iv CPC Role Table Your role, as the CPC, is to work closely with your shipmates and PSD to ensure all aspects of pay and personnel support are accomplished. Through close liaison with your PSD, you will be kept informed of policy changes that impact on the pay, personnel and transportation entitlements of your shipmates, thereby greatly enhancing the quality of service we can all provide to our shipmates. You are not expected to be an expert in all areas of pay and personnel administration. However, familiarity with directives and manuals will increase your awareness, as well as your effectiveness. v CPC Appointment Table.

Each customer command will appoint in writing, at least one primary CPC and an alternate. Letters of Designation are to be signed by Commanding Officer CO, NOT by direction see sample below. A copy of the CPC appointment letters will be maintained by the 4 It is the directive, which governs the subject and sets forth the Navys policy and will answer questions about that subject. Authorization to Start, Stop or Change Allotment Active Duty DD Form 2558. Direct Deposit Form SF 1199A CPC Action. Advise member the capability to do it under MYPAY if possible. Ensure member's request is complete, states clearly and precisely what the member wants, and is signed by the member. Since all allotments to financial institutions are transmitted through Electronic Funds

Transfer EFT, the Automatic Clearing House ACH routing number for the financial institution must be provided in order to register the allotment. Ensure that the allotment request is received at PSD no later than the End of the Month EOM update, using the DJMS Monthly Military Pay 5 Note A Special Power of Attorney SPA is acceptable to establish, change, or stop allotments. The CBH approval date has to match the CO approval date to avoid BAH underpayment. If the member request is put on hold due to waiting list or Occupancy requirements, start date to be used is the CBH approval. If the member is currently residing in CBH and checks out from the CBH after the CO approval date, then effective date is the CBH checkout date. 2. Member Who is previously married and got divorced is NOT AUTOMATICALLY ENTITLED TO SINGLEBAH IF QUALIFIED. Dependent Table References MILPERSMAN 1070270 and JFTR Volume 1, Chapter 10, Part B Documents Required. Marriage Certificate. Birth Certificate. Divorce Decree. Paternity Statement male members only. Adoption papers. Fleet and Forces BAH PG 13. The Dependency Data shall be verified and updated if necessary by each member on active duty upon.

Ensure member provide applicable documents. PSD Action 6 Who qualifies for Secondary dependent. References Secondary Dependent User Guide Member can access Secondary Dependent User Guide on internet at html Documents Required. A printed copy with the Original Signatures must be submitted. CPC Action Ensure the form is appropriately signed by all who need to sign it. Ensure the form is notarized. Ensure member clearly provide information detailing the circumstances that caused dependency. Member must clearly show the monthly amount and method of payment for support provided by service member if there is no allotment in place. Mail application to DFASCL Code PMMCCB. Inform service member that once completed form is received by DFAS it may take about 4 weeks to process. Incorrect or incomplete forms will cause delay and add additional processing time. Note Member's entitlements will not be processed by PSD. DFASCL will process entitlements upon approval. The parents are not dependents yet. When DFASCL dependency is approved, contact member to update record of emergency final. Section 4 Family Separation Allowances FSATable References DODFMR Volume 7A Chapter 27 Documents Required. DD 1561, Statement to Substantiate Payment of Family Separation Allowance Individual DD 1561 is required and properly verified by both member and CPC to substantiate payment. 7 All members with dependents. Military to Military members who were residing together prior to separation of military orders. In general, only one member is entitled to FSA at a time. Dual FSA entitlements only exist when they reside together with their dependents immediately before being simultaneously assigned to duty assignments away from each other and their dependents. Members receiving BAHD for child support purposes are not entitled to FSA.

Unless the member has joint physical and legal custody of the children and the children otherwise would reside with the member at least 14 days each month if not deployed. Complete DD 1561 Complete Travel Voucher DD Form 13512, if applicable for FSATCPC Action Individual 1561 is required for qualified personnel. Assist member in verifying PG 2. Forward the following to PSD Copy of TAD or PCS Orders DD 13512 DD 1561 Individual PSD Responsibility. Verify FSA entitlement. Complete appropriate pay system entry and submit to DFAS. FSA will become effective on the 31st day of separation; retroactive to first day member was separated from family. Navy DJMS Procedures Training Guide Documents Required. Certified memorandum from the CO stating area of entitlement and effective dates. Subsequent letter will be required to stop entitlement if not indicated on original memorandum see sample letter below. Alpha roster listing names and SSN's by secure means of personnel entitled who are onboard per sailing diary. For individual transactions sent via TOPS reference original memorandum. Hostile Fire Pay HFP This entitlement is payable when, as certified by the appropriate commander, a member is Subjected to hostile fire or explosion of a hostile mine, or on duty in an area in close proximity to a hostile fire incident and the member is in danger of being exposed to the same dangers actually experienced by other Service members subjected to hostile fire or explosion of hostile mines, or killed, injured, or wounded by hostile fire,

explosion of a hostile mine, or any other hostile action. See references above for more information. Imminent Danger Pay IDP This entitlement is payable when a member is on official duty in a designated IDP area, per reference a. 8 Lakes, rivers, some bays, harbors, some canals, and lagoons are examples of internal waters. From the standpoint of international law, internal waters have the same legal character as the land itself.

There is no right of innocent passage in internal waters, and, unless in distress, ships and aircraft may not enter or over fly internal waters without the permission of the coastal nation. Where the establishment of a straight baseline has the effect of enclosing as internal waters areas which had previously not been considered as such, a right of innocent passage exists in those waters. CPC Action Submit certified memorandum from the CO, Alpha roster listing names and SSN's of personnel entitled who are onboard. PSD Responsibility. Career Sea Pay Premium Documents If member is doing back to back sea duty verify for eligibility of CSPP upon reporting. Eligibility criteria. Be permanently assigned to a Category A Vessel or Afloat staff. If a member is temporarily assigned ashore under orders CSP will stop on the 31st day if not required to return to the ship to stand duty. Ensure to put a remarks on the TAD orders if member is required to return ship to stand duty. If a member is on leave for greater than 30 days CSP will stop on the 31st day. Stop CSP when member commence terminal leave. Career Sea Pay Premium Member must serve 36 consecutive months of sea duty; entitlement will be effective the first day of the 37th month. CPC Action Verify eligibility of CSPP PSD Responsibility Submit appropriate transactions. Section 7 Visit Board Search and Seizure Incentive Pay VBSS Table References DODFMR Volume 7A Chapter 24 Navy DJMS Procedures Training Guide Documents Required 9 A minimum of three VBSS boarding evolutions per month must be performed in order for members of the VBSS team to be eligible for VBSS HDIP for that month, per references. Training evolutions do not constitute eligibility. Billet limitation for VBSS teams is located in CNP memorandum DTD 3 NOV 03 Note If member is serving on the Flight Deck team and in receipt of FDHDIP for the same of VBSS only one incentive pay is allowed per above regulations.

CPC Action Submit memo with CO's authorization and tracking sheet with member's names. PSD Responsibility Verify and submit appropriate transactions to DFAS. Section 8 Flight Deck Hazardous Duty Incentive Pay FDHDIP Table References DODFMR Volume 7A Chapter 24 OPNAVINST 7220.4J Documents Required. Memorandum signed by the Commanding Officer Authorizing payment of Flight Deck Duty Pay. Members have 30 days from date of letter to respond via the CPC to set up a repayment schedule. DFAS will automatically schedule to collect at the first payday the LES remark and the XY03 are issued, plus one month e.g., the debt appears on the April LES; collection is suspended for April and May; collection begins in June. CPC Action 10 Upon receipt of DD 2789, PSD will process suspension of debts. Effective date of suspension will be the date CO signed DD 2789. PSD will fill out blocks 23 through 31f and forward to DFASIN. PSD will make the recommendation in block 29 as we are the servicing financial office for pay matters. Please ensure all appropriate documentation is provided along with the DD 2789 to support the members claim, i.e. rental agreements, LES's, court documentation etc. Upon determination from DFASIN, a letter will be sent directly to the members command. CPC Action Ensure appropriate blocks are completed and appropriate documentations are provided along with the DD 2789 to support the members claim. PSD Responsibility. PSD will forward customer command a list from NSIPS containing GCA eligibility to CPC for verification. For personal awards i.e. NAM, NCM, the awarding authority must submit the award to NAVPERS for ESR update. Note A member can only get paid Maternity Clothing Allowance once every 3 years. Documents Required. DD139 SPO Form page 353 of NAVSUPPUB 727 13 Verify and update SGLI beneficiary upon marriage, divorce, when a child is born, if a family member dies, or if you are transferring from or reporting to a command.

To increase coverage from a previous elected reduced or declined amount, fill out a new SGLV 8286

and forward it to PSD via your CPC. If restoring SGLI or increasing amount of coverage, complete request on form SGLV 8285 and forward it to PSD via the CPC. To request an advance insurance payment for a Service member or veteran that is terminally ill, complete SGLV 8284. To request an advance insurance payment for spouse that is terminally ill, complete SGLV 8284A. Only the service member can apply for this benefit. To find more information about it and how to submit the claim for Accelerated Benefits, log on to Member married to military MIL to MIL members must update DEERS identifying each other as spouses for FSGLI purposes. Complete SGLV 8286A to decline FSGLI, as applicable. Forms SGLV 8284, 8284A, 8285, 8285A, 8286, 8286A are also available on line at The website provides instructions to service member how to complete the form and step 14 PG 13 showing service member's designated NEC. Effective date and award level Note Special Duty Assignment Pay is paid to members performing duties designated by the Secretary of the Navy considered to be extremely difficult to fill or involving an unusual degree of responsibility. Split Pay Option Table References DJMS Procedures Training Guide NAVSUP Publication 727, Navy Cash Financial System SOP Documentss Required SPO Form is on page 353 NAVSUP PUB 727. CPC Action 15 Embarked Personnel SPO procedures CPC Action. Verify SPO Election Forms for completeness and accuracy. For embarked commands with PS support, coordinate with Parent PSD for procedures delineated above. DD Form 2058 DD Form 20581 CPC Action 16 For BAH Single, a copy of the approved request chit is required. Conditional Extensions. Forward approved Request via TOPS signed by CO or XO acting to PSD. Upon Receipt of NSIPS contract command will reopen new TOPS transaction to resend contract and all PG 13s with signatures.

Leave sell back LSL amount will be submitted via PG 13 and forward to PSD. For Officers, the separation authority comes in the form of a set of orders issued by Naval Personnel Command NPC received through Navy Standard Integrated Personnel System NSIPS; downloaded from Bureau of Naval Personnel BUPERS Online BOL; via Naval message, or received from Customer Command via Transaction Online Processing System TOPS. The actual orders are generated locally by PSD personnel. Command sends out FEA Request via message and forward screening documents and copy of DEA message to PSD. Notify PSD of any pending disciplinary action that may delay or otherwise impact execution of the PCS orders. No Fee Passport Inform member of a nofee passport and or visa requirement if applicable. Eligibility for E1 through E3 advancement confirmation must be sent to the PSD. Provide most current evaluation if required in PMA computation. Administer examinations. Administer late exam. Action Follow the Standard Operating Procedures SOP for PSD internal PSD processes. Forward approved request chit signed by the CO and a copy of PO Indoctrination Certificate if applicable to PSD. Advancements Advanced Electronics Field, Advanced Technical Field Section 3 and Nuclear Fields Programs Table Documents Required. Approved Request Chit. Copy of STAR Approval Message. CPC Action Forward approved request chit signed by the CO and a copy of the STAR approval message to PSD. Section 5 Command Advancement Program CAP Table Documents Required. The Commanding Officer must ensure that the candidate is permanently or temporarily assigned a minimum of 30 consecutive days to a command designated as "Sea Duty" Type 2 or Type 4 command. The date on the PG13 will be the effective date of advancement. Must meet TIR requirements i.e., E3 to E4 6 mos., E4 to E5 1 yr, E5 to E6 3 yrs. Inform member to get a new ID card. The Oath of office must be dated and signed on the first day of the commissioning month.

Action Follow the Standard Operating Procedures SOP for PSD internal PSD processes. Section 7 Lessons learned. TIR listings were not submitted on time as requested in the POAM. Past evaluations were not filed in the service record; forwarding of Table evaluations for filing 1015 days over due i.e., E6 evaluation due 15 NOV must be forwarded by 30 NOV, etc; and include a list for crossreference. 21 Forward examination and worksheet to PSD if available, and direct member to report to PSD as applicable. If worksheet is not available, direct member to PSD to complete worksheet. PSD processes exam and worksheets for over 10,000 candidates. Insufficient TIR

Candidate was not identified in the transmittal letter for "TIR waiver for EP candidate" or member does not have sufficient TIR. Otherwise, forward complete package thru TOPS to CPS for processing. Section 2 PCS Travel Advances Table Documents Required. Note Indicate the word "ADV" before the members name when initiating the TOPS request. PSD Action Travel Section will verify completeness, accuracy, and if capable, process the advance request for payment. Additional information. DD 616, Report of Return of Absentee Deserter message Locally prepared muster report CPC Action. CPC need to submit a copy to PSD for filing. If member is UA for more than 24 hours, CPC has five days to generate the PG 6 and it MUST be forwarded to PSD for processing. If the service member is UA for more than 30 days, CPC has to submit a DD 553, Deserter message and a PG 6 and it must be sent to PSD for processing. Upon member return or surrender from Unauthorized Absence UA, CPC MUST submit a closed out PG 6 and MUST be sent to PSD for processing. When service member is apprehended or surrendered from Deserter Status, CPC will send out the Return to Military Control RMC Message. CPC need to provide a copy of the DD 553, RMC message and closed out PG 6 to PSD for processing.

Customer Commands will generate the Court Memorandum PG 7 and NAVPERS 23 MJD clerk's initial." If member is UA and PG 6 is not received within 5 days, PSD will automatically process the SJ04 to stop member's pay and email command requesting a copy of the PG 6 mail out service record to NACIC. PSD will process the SJ04 that will put member into "J" status and will stop member's pay. PSD will email NACIC with the required supporting documents to change service member's ACC to 109. Once posted in LOPG, PSD will generate the SP04 that will put member into "P" status Deserter. PSD will process the SA04 that will bring member back into "A" status and will restart member's pay. In addition, PSD will update NSIPS to reflect lost time in LOPG. PSD will email NACIC with the required supporting documents to change service member's ACC to 100. Once posted in LOPG, PSD will generate the SA04 that will put member into "A" status On station and will restarts member's pay. PSD will process PG 7 and make PG 4 entry to restarts Good Conduct Award. Verify and clear Suspended Reports. Note PSD does not give legal advice. Lessons learned Incorrect FOP. Whether or not the RIR is suspended, use the lowest pay grade to determine the maximum amount the CO can take from the member. Incorrect RIR. CO can only reduce service member down to one pay grade. I understand that I must provide original supporting documents to validate entitlement for BAH for Dependent's location. If I am an E4 or E5, I understand that my eligibility requires the CO and CBH Director's final approval. The request chit with CBH Director's endorsement must be on file. I further certify that I must maintain the address shown below during a deployment in order to maintain continuous entitlement to BAH single. I also understand that it is my responsibility to report any change to my living arrangements and if applicable the status of my military spouse to the Personnel Officer.

<http://www.raumboerse-luzern.ch/mieten/boss-hoss-owners-manual>