

Officer Development School

The following information is provided for your information and guidance.
Personnel Support Detachment Representative for Officer Development School (ODS):

OTCN Supervisor: Kelly Hahn
PSD Liaison: Amanda Doyle
Student Department Head: Ruffino Irving
PSD Class Representative: Stephanie Williams
ACDUTRA Pay Clerk: Kelly Miller

Personnel Support Detachment (PSD) Newport will maintain your service record and pay account while you are attached to ODS with exception of Health Professions Scholarship Program (HPSP) students. HPSP students' Officer Service Records are maintained by the Naval School of Health Sciences, Bethesda, MD.

The PSD Class Representative is responsible for the students' service record and for the pay account. The service record is the property of the United States Government and is held at PSD, building 690. Students may not remove the records from PSD. Student service records will be distributed by the ODS staff to the students the day prior to departing ODS.

Students may NOT come to PSD to address issues or concerns. **THIS IS AN ODS POLICY.** All students, including those with prior service, must use their chain of command when there is a question or problem. Most questions can be answered by reading the information contained in this handout. The chain of command will determine when it is necessary for a student to come to PSD to resolve a situation on a case by case basis. ODS provides "Admin Alerts" to aid in communication. It will be routed through your company administrative officer, then to the administrative office, who will forward it to PSD as needed. PSD will respond to Admin Alerts within 10 working days. If you feel the situation requires urgent attention, please state this on the admin alert and your chain of command will take the appropriate action.

This information packet is provided to assist you in answering the most commonly asked questions. Please remember that ODS is a temporary duty station. PSD will do everything possible to ensure you receive your proper entitlements while at ODS. Feel free to communicate with us via admin alerts and your chain of command. Enjoy your stay while in Newport!

*** ADMINISTRATIVE NOTE TO HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (HPSP) STUDENTS:** Since NSHS Bethesda maintains your officer service records and pay accounts, answers to the below questions may not pertain to you. For example, and HPSP students needs to change their direct deposit sign-up form (changing account number) they need to send the form to HPSP Bethesda. HPSP students can email questions or concerns to OH@med.navy.mil. The HPSP handbook can be found by visiting the following website:
<http://www.med.navy.mil/sites/navmedmpte/accessions/Pages/default.aspx>

HPSP students will be required to turn in their green reserve ID cards while at ODS. HPSP students will be issued a Common Access Card (CAC) for their 45 days of AT training. After leaving ODS, HPSP students will need to go to their nearest DEERS/RAPIDS site to be issued a new reserve card. DEERS/RAPIDS sites can be found by using the following website:
<http://www.dmdc.osd.mil/rsl/owa/home>

Frequently Asked Questions:

1. What should I bring to the PSD in-processing?

Please bring a black pen. Bring your orders that were endorsed at OTCN and any other endorsed orders you may have. Bring copies of marriage certificates, divorce decrees, and birth certificates for all children. We do not need spouse's birth certificates, unless they need to be entered into DEERS. Please be sure to bring your bank routing and account numbers; voided checks and/or bank statements to verify your account and routing numbers are required. Banking information is needed on direct deposit and travel history forms. Also, bring your service record and the Admin Packet that was given to you when you checked into OTCN. Please make every effort to make copies and get the documents being asked for in the packet prior to the in-brief (usually held the first Monday of training).

2. What happens to my original orders once I turn them in?

The original orders endorsed by OTCN indicate your report date. PSD will endorse your orders for meals and lodging entitlements. Upon graduation, your original orders and all other documents will be included in your transfer packet.

3. What is an electronic service record (ESR)? And, do I need one?

The Chief of Navy Personnel released a NAVADMIN 5 Feb 2009 announcing the requirement for all active-duty and Reserve personnel to establish and maintain a self-service Electronic Service Record (ESR) account within the next 60 days. The ESR replaces the paper service record as the single field level data entry point for service record maintenance. Sailors are responsible for the accuracy of their ESR and must contact the servicing personnel office if any information is incorrect. You must have an open account to setup an ESR; new accessions should wait until week three of training to ensure their accounts have opened.

To set up an ESR Self Service Account:

1. Go to <https://nsips.nmci.navy.mil> (you must be at an NMCI workstation)
2. Select the "ESR Self-Service (New Users)" link
3. Enter your SSN (your name should pre-fill). Use the "Tab" key on your keyboard to navigate the form and fill in your name (if necessary), E-mail, and phone.
 - a. Obtain an Operator ID

A system generated Operator ID will be generated for you. YOU MUST REMEMBER YOUR OPERATOR ID. The Operator ID is case sensitive.

- b. Enter your password and confirm it (YOU MUST REMEMBER YOUR PASSWORD, and the password is also case sensitive)
- c. Click “Validate and Create Self Service Account”

4. You will be given a message that your account has been successfully created. If you experience any problems in obtaining your account, call the NSIPS Customer Support Center at 1-877-589-5991

5. Now you must log out and close your browser to allow the system to create and setup your account properly.

6. Reopen your browser and navigate to <https://nsips.nmci.navy.mil> and select the “ESR Self Service Access” link

7. Using the self service operator ID and password that you entered/created previously, login to Navy Standard Integrated Personnel System (NSIPS)

8. Click on “Employee Self Service” then “Electronic Service Record”

4. How do I enroll in MyPay?

To enroll in MyPay you must contact a trusted agent. OTCN administrative department has more information on the commands trusted agent.

5. What is a leave and earnings statement (LES)?

The LES is a monthly statement of your pay account. It lists your total earnings and deductions, as well as net pay for the period covered. The LES also lists payments posted to your account after the last LES was issued. The LES is issued on the end of the month payday. LES’ are generated by Defense Finance and Accounting Service – Cleveland (DFAS-CL). It may take two months for a new accession to receive an LES. LES’ are explained in detail during an ODS lecture. For information on how to read your LES please visit:

http://www.dfas.mil/navy2/militarypay/requestingyourles/navy_reading_your_les.pdf

6. How do I start direct deposit (DDS)?

Direct deposit forms are included in the admin packet, the OTCN Admin Office, or from your bank. DDS forms should be turned in as soon as possible. Students who delay enrolling in direct deposit will not receive pay on payday. It is DoD policy that service members enroll in direct deposit.

7. I already have direct deposit, but would like to change banks. How do I do this?

This is called a source change. Please complete a direct deposit form with the information for the new bank and submit the form to PSD via an admin alert. If you have an active account in My Pay (priors, accounts opened prior to reporting) you may do this via My Pay. Leave your old account open until money has been direct deposited to the new account to ensure your request was processed.

8. Why doesn’t my first LES reflect the correct information?

NEW ACCOUNTS ARE OPENED ONE STEP AT A TIME to ensure entitlements post correctly at DFAS-CL. The following is a list of steps:

- a. Officer is gained to active duty.

- b. A temporary pay account is established with basic entitlements (basic pay and basic allowance for subsistence (BAS)).
- c. The pay clerk processes the documents for federal and state income taxes.
- d. A series of documents are created to post entitlements to the pay account. The following documents will be created as needed for each student: basic allowance for housing (BAH), uniform allowance, and family separation allowance (FSA).

Your first LES will only cover the period from the date gained on active duty (DGAD) through the end of that month. In most cases, only basic entitlements (base pay, BAS, and BAH) and basic deductions (SGLI, federal and state taxes) are reflected.

If you are prior enlisted, officer entitlements should have been started by your previous command. If this did not occur, PSD Newport will to their best to correct what they can. Please remember ODS is an intermediate duty station and some corrective actions take time to post to accounts at DFAS-CL.

9. I was told I would be paid effective the date I signed my oath of office. Is this true?

No, this is not true. The day you sign your oath of office is the day your pay entry base date (PEBD) is established. Pay and allowances begin the date gained to active duty (DGAD). This is determined by the date reported to ODS minus authorized travel time. For example, a student who reported to ODS 13 Jul 2009 with 4 authorized travel days will be gained to active duty effective 9 Jul 2009. 9 Jul 2009 is the DGAD and the student is entitled to pay and allowances from that date.

10. How do I receive proper credit for my prior military service?

In order to receive proper credit for prior military service, you must provide copies of all DD214's for active duty service, DD368's for reserve service, NGB22's for National Guard service and/or any official documentation that show entry and discharge into the Armed Forces. Based on the directive in your orders, it is the students' responsibility to fax any prior service documentation to PERS-822. Be sure to include a fax cover sheet with your contact information, in the event that DFAS needs more information from you. The PERS-822 fax number is: (901) 874-9026. Based on the documents provided, your PEBD will be adjusted to credit prior service. Those students who have at least four years and one day of prior active duty enlisted service will be assigned an "E" to their pay grade. (ex. O-1E, O-2E). This must post to the master military pay account (MMPA) at DFAS-CL prior to your being paid at the correct pay grade and PEBD. This can take up to 8 weeks to be corrected. Back pay will be retro back to your DGAD in the next available pay once corrected at DFAS.

11. I am a prior enlisted member and was directly commissioned from an enlisted status. Why am I still getting enlisted pay instead of officer pay?

This usually takes an end of the month restructure at DFAS before accounts convert from enlisted to officer. Prior commands should have processed the proper paperwork to establish your officer account, however many do not. PSD Newport will start the process of opening the officer account. This may take awhile since frequently the enlisted account has been suspended or the EAOS has expired. Priority is given to all students who not receiving pay. PSD will contact ODS if any supporting documentation is needed. PSD Newport will do everything possible to get an account converted before the member detaches ODS, but this is not always possible. Once corrected, officer pay and entitlements will be credited back to the day you were commissioned.

12. What is basic allowance for housing?

Basic allowance for housing (BAH) is based on geographic duty location, pay grade, and dependency status. The intent of BAH is to provide uniformed service members with permanent duty within the 50 United States accurate and equitable housing compensation based on housing costs in local civilian housing markets. BAH is payable when government quarters are not provided.

13. I am married. Under what conditions will I receive BAH with dependents?

Married members receive BAH whenever their dependents do not reside in government quarters. New accession officers, will be paid at the dependent location. Direct commissions from enlisted status, will be paid at the rate they were receiving prior to reporting to ODS. If you are a new accession, your BAH will be effective from your date gained to active duty (DGAD). If you are prior enlisted with no break in service and you were entitled to BAH with dependents the day prior to your commission, your BAH should continue automatically. BAH for your ultimate duty station will begin when you report there.

14. I am single. Will I receive BAH without dependents while I am stationed at ODS?

If you are a new accession, because you live in the barracks you receive partial BAH, which is between \$13.00 and \$25.00 a month, depending on your rank. If you were prior enlisted with no break in service, you will continue to draw BAH at the rate you were receiving at your last duty station. BAH for your ultimate duty station will begin when you report there.

15. I am not married, but I have children. Am I entitled to BAH?

If you are the legal primary physical custodian of your children, you are entitled to BAH with dependents. If another person is the legal primary physical custodian of your children, and you show proof of child support you may be entitled to BAH at the dependent rate. In either case, you must show proof of physical custody or proof of child support; before BAH can be started.

16. My spouse is in the military. Am I entitled to BAH?

If you have no children you are entitled to BAH as described in Question 14. If you have children, BAH will be based on which member claims the children. Only one military member may claim the children for BAH purposes. If your spouse claims the children, you will be entitled to BAH without dependents as described in Question 14. If you claim the children, you will be entitled to BAH with dependents as described in question 13. while at ODS if you and your spouse decide to change who claims the children you both need to complete a new record of emergency data form (aka page 2). No changes to pay will be made until the master military pay account (MMPA) reflects the change of the other military spouse. A copy of the new page two will not be sufficient enough to change BAH.

17. I am coming from an overseas location. Am I entitled to BAH?

Members coming from overseas are entitled to BAH-transit. BAH-transit rates can be located at: <http://www.defensetravel.dod.mil/pdc-archive/bah/bah2/2009-Non-Locality-BAH-Rates.pdf>.

Members coming from overseas will continue to draw BAH-T until they report to their ultimate duty station.

18. How does PSD know which BAH entitlement I am eligible for?

In order for PSD to post the proper BAH entitlement to your pay account, you must complete the record of emergency data/dependency application (aka page two) and the BAH/DEERS certification form. Both forms are available in the PSD in-processing package. You must provide copies of your marriage certificate, divorce decree, and birth certificates for you children. You also must designate a

primary next of kin and a secondary next of kin along with current addresses and area codes and phone number on your page two.

19. What are the current rates for BAH?

Current BAH rates may be found at: <http://www.defensetravel.dod.mil/perdiem/bah.html>

20. What is basic allowance for subsistence (BAS)?

BAS is a cash allowance, by law payable to officers at all times, to help reimburse them for the expense of subsisting themselves. The BAS rate for all officers is \$239.96: effective 01 Jan 2009.

21. Am I entitled to a uniform allowance?

Officers receive a onetime uniform allowance of \$400.00. The uniform allowance claim form is included in the PSD in-processing packet. Uniform allowance will be included in a future paycheck on a regular payday, after PSD has processed your officer entitlements.

22. When will I receive my nurse corps or dental corps accession bonus?

These bonuses are paid via Electronic Funds Transfer (EFT) while at ODS, if proper paperwork is provided to PSD. ODS will provide PSD with a list of students requesting the bonus to ensure the proper documents are filed in your service record.

23. How do I receive other types of bonuses?

Most bonuses require a letter requesting the bonus. Further guidance and a template of the request letter is located on the Navy Medicine Website at: <http://navymedicine.med.navy.mil>. A command endorsement is required for all special pay requests. Upon approval, the letter will be forwarded to PSD and the appropriate documents will be processed. Payment will be made via EFT. DFAS needs to post variable special pay to members account before bonuses can be processed. **Your variable and specialty pays may begin while at ODS or once you check into your Ultimate Duty Station.**

24. How do I request advance pay?

The request forms are available through your chain of command. In order to receive an advance pay you must have an open pay account, because money is deposited via DDS. You may only request one month of advance pay with a 12 month payback schedule while at ODS. Upon reporting to your ultimate duty station you have 60 days to request an additional two months advanced pay if desired.

25. I was told I would be reimbursed for my travel expenses from home to Newport upon reporting to ODS. How do I claim this reimbursement?

Permanent change of station orders are liquidated after to reporting to the ultimate duty station. Because ODS is an intermediate duty station, the expense can not be claimed at this time. PSD Newport can only pay advances for the travel to your next duty station; we cannot reimburse members for travel that has already occurred.

26. How do I enroll in DEERS and how do I enroll my dependents in DEERS?

Service members are automatically enrolled in DEERS when they are gained to active duty. If you are a new accession, this usually won't happen until your third week of training.

To enroll dependents in DEERS, member will need to complete the 1172 form (located in the OTCN admin department). Members will need to provide original or "Court certified to be true copies" of marriage certificate and/or divorce decree for spouse, photo ID for spouse, social security card for spouse and children, and birth certificates for spouse and children. Once the information is entered into the DEERS system PSD will ask the member to come to PSD and sign the 1172 form. At that

time the verified 1172 can be mailed to the members' dependents and the dependents can go to the nearest DEERS/RAPIDS station and obtain their ID Cards

27. I am married to another military member. Do I have to add my spouse to DEERS?

Yes, it is DoD policy to enroll all family members in DEERS. Please see questions 28-30 for more information.

28. My spouse and I are both in the military and participate in SGLI. Can we both be covered by both basic and spousal coverage?

Yes, each of you can be insured under both basic SGLI and SGLI family (FSGLI) coverage for the maximum coverage amount of \$500,000 for each spouse. To ensure that both you and your spouse have spousal coverage, each of you must have the other listed as spouses on your DEERS record.

29. Will both spouses of a married active duty couple automatically be charged for spousal coverage?

Yes, premiums will automatically be deducted from each spouse's pay for coverage for his or her spouse. Each of you must register the other as your spouse in DEERS. If one or both members decline or reduce coverage for his or her spouse, they must complete a form SGLV 8286A.

30. I am "Mil to Mil" how do I avoid paying FSGLI premiums?

For Army, Navy and Air Force, the collection of FSGLI premiums is based upon the spouse's birth date in DEERS. If the spouse is not registered in DEERS, premiums will not be withheld from the service member's pay, however, premiums for spousal coverage are still due and will be collected retroactively. (Service members married to service members must register each other as a spouse in their respective DEERS records.) If one or both members decline or reduce coverage for his or her spouse, they must complete a form SGLV 8286A.

31. How do I get a flight from ODS to my next duty station?

If you desire to fly from Newport straight to your next duty station, you may request a government ticket. Government tickets may only be issued for direct travel between duty stations. However, if you need a flight to a personal locations (i.e. home) you will need to make these reservations on your own. Please make a reservation directly with the commercial travel office (CTO) to ensure you are eligible for reimbursement. Your entitlement for reimbursement will be calculated according to the cost for a flight from ODS to your next duty station. For example, if your next duty station is Bethesda, MD, but you purchase your own ticket home and then to Bethesda and you spend \$600; if the government ticket from Newport to Bethesda only costs \$200, you will only be reimbursed the \$200.

32. My ultimate duty station is overseas. Is there anything I need to do?

Ideally, an overseas screening should be completed prior to reporting to ODS, however this is not always the case. An overseas screening must be completed prior to departure from OTCN and before PSD Newport can request your tickets. If traveling with dependents, overseas screenings for dependents must be completed, as well. The medical liaison at OTCN will have more information for students traveling overseas. In addition, depending on the country where the ultimate duty station is located, family members may require NO-FEE passports, visas and/or dependent entry approval (DEA). The class representative will notify members who are traveling overseas if either passports, visas or DEA are required. No-Fee passports are different from tourist passports and usually take 6-10 weeks to process; please ensure you start this process as early as possible