

ADMINISTRATIVE MESSAGE

ROUTINE

R 022000Z OCT 98 ZYB PSN 571313J20

FM DFAS CENTER CLEVELAND OH//FFS//

TO AIG FOUR SIX SEVEN SIX
AIG FOUR SIX SEVEN EIGHT

THIS IS A 2 PART MSG COLLATED BY MDS
UNCLAS //N07220//

MSGID/GENADMIN/DFAS CENTER CLEVELAND/FFS//

SUBJ/INTERIM PROCEDURES FOR RESERVE MEMBERS CALLED/EXTENDED ON ACTIVE
/DUTY AND INTERIM CHAPTER 8//
MILITARY PAY ADVISORY 101/98//

REF/A/DJMS PTG//

REF/B/OPNAVINST 3060.7A//

REF/C/OPNAVINST 1001.20//

REF/D/NAVADMIN 242/97//

NARR/REF A IS THE DJMS PROCEDURES TRAINING GUIDE. REF B IS THE NAVY
MANPOWER MOBILIZATION GUIDE. CHAPTER IV PROVIDES GUIDANCE
FOR RECALL/MOBILIZATION PROCESSING OF RESERVE MEMBERS. REF D
MODIFIED REF C PROCEDURES FOR REQUESTING AND RECALLING RESERVE
MEMBERS FOR ADSW OF 30 DAYS OR MORE.//

RMKS/1. THIS IS A JOINT DFAS-CL/BUPERS PERS-33 MESSAGE. THIS
COORDINATED EFFORT WAS DESIGNED TO ELIMINATE MULTIPLE MESSAGES
REGARDING PROCEDURES FOR RECALLING RESERVE MEMBERS TO PERIODS OF
ACTIVE DUTY EXCEEDING 30 DAYS. FOLLOWING THESE PROCEDURES WILL
PREVENT PAY PROBLEMS FOR RESERVE PERSONNEL WHO RECEIVE SHORT FUSED
ADSW EXTENSION/CONVERSION ORDERS. THIS MESSAGE PROVIDE INTERIM
PROCEDURES FOR REF A IN ACCORDANCE WITH POLICY ESTABLISHED IN REFS B
THROUGH D. IT PROVIDES INTERIM ADSW PROCEDURES FOR GAINING RESERVE
MEMBERS, EXTENDING RESERVE MEMBERS AND RE-ESTABLISHING MMPA FOR
MEMBERS WITH A BREAK OF LESS THAN 45 DAYS. THE PROCEDURES FOR BACK
TO BACK ACTIVE DUTY WILL BE IN EFFECT UNTIL THE DJMS IS MODIFIED TO
SYSTEMATICALLY GAIN THESE RESERVE MEMBERS. ADDITIONALLY, THIS
MESSAGE PROVIDES PAYMENT PROCEDURES AND GUIDANCE.

2. RESERVE MEMBERS RECALLED FOR ACTIVE DUTY OR ADSW FOR MORE THAN 30
DAYS. THE FOLLOWING PROCEDURES APPLY:

- A. VERIFY NAME AND SSN ON ORDERS WITH ID CARD.
- B. PREPARE NAVPERS 1070-602 (R25)-VERIFY FAMILY CARE POLICY

CERTIFICATE ON FILE.

C. COMPLETE THE NAVPERS 1070/605.

D. USING OPINS/NES, COMPLETE/RELEASE THE STRENGTH TRANSACTIONS (F8 IN OPINS FOR OFFICERS AND 1FL IN NES FOR ENLISTED).

(1.) IF OPINS/NES NOT AVAIL PREPARE/RELEASE SDS EVENT G02 FOR OFFICERS AND AR1 FOR ENLISTED.

(2.) IF OPINS/NES AND SDS ARE NOT AVAIL SUBMIT EXCEPTION GAIN MESSAGE IAW REF A (ILLUSTRATIONS 1-1-1 AND 1-1-3 TO PERS-312G).

E. DO NOT RELEASE THE FOLLOWING FIDS UNTIL VERIFICATION THAT MMPA IS ESTABLISHED.

(1.) PROCESS THE SDS BRIDGE EVENTS G01 (OFFICERS) AND G20 (ENLISTED).

(2.) PROCESS FIDS ML33 (OFFICERS) AND MM33 (ENLISTED).

(3.) PROCESS FIDS FJ04 (FITW) AND MG04 (SITW).

(4.) PROCESS FIDS 3501 AND 6801 FOR BAH II, FOR MEMBERS RECALLED TO ACTIVE DUTY 140 DAYS OR MORE AND MEMBERS RECALLED PER CONTINGENCY.

(5.) PROCESS FID 3501 FOR BAH II, FOR MEMBERS RECALLED TO ACTIVE DUTY 139 DAYS OR LESS.

(6.) VERIFY AND SUBMIT LH01 FID (START DIRECT DEPOSIT) IF NECESSARY.

(7.) PROCESS AND SUBMIT LOCAL PAYMENTS UNTIL DFAS-CL CAN ESTABLISH MMPA.

(8.) VERIFY SGLI COVERAGE AND SUBMIT DB34 FID (CHANGE SGLI).

3. OFFICER/ENLISTED RESERVE MEMBER CONTINUES ACTIVE DUTY (BREAK LESS THAN 24 HOURS).

A. THE LOSING PERSUPDET SHOULD INTERVIEW EACH RESERVE MEMBER BEFORE SUBMITTING A LOSS EVENT, L02 (OFFICER), L28 (ENLISTED). DETERMINE IF THE MEMBER IS MERELY TRANSFERRING TO ANOTHER COMMAND WITH ANOTHER SET OF ADSW ORDERS.

B. SUBMIT THE L02 OR L28 LOSS EVENT.

C. DO NOT SUBMIT/DELETE THE E503 LOSS EVENT WHEN THIS OCCURS.

D. SUBMIT TU04 FOR ENLISTED. THIS WILL CONTINUE DDS/EFT PAYMENTS. (SINCE OFFICERS DO NOT HAVE A DOS, TU04 IS NOT REQUIRED).

E. SEND A MESSAGE TO DFAS-CL (FMAX) X REPRESENTS THE DFAS-CL CODE BASED ON THE MEMBERS LAST THREE DIGITS OF SSN. SUBJECT LINE OF YOUR MESSAGE SHOULD BE "ADSW FOR RESERVE MEMBER, NO BREAK IN SERVICE."

(1.) NEW DATE OF ACTIVE DUTY (DAY AFTER OLD ORDERS END).

(2.) NEW DATE OF SEPARATION (DOS) AND ESTIMATED TERM OF SERVICE.

(3.) SERVICING PAY UIC AND PPO CODE AND COMMAND UIC. THIS MESSAGE SHOULD BE SENT WHEN THE PERSUPDET IS AWARE THAT THE MEMBER WILL NOT HAVE A BREAK IN SERVICE.

F. SUBMIT SDS EVENT C05 TO EXTEND ENLISTED MEMBER ON ACTIVE DUTY AND THEN THE SDS EVENT C06 TO MAKE THE EXTENSION OPERATIVE (IF NECESSARY).

G. IF THE MEMBER IS TRANSFERRING TO A DIFFERENT COMMAND, THE LOSING PERSUPDET SHOULD SUBMIT THE SH03 FID AND THE GAINING PERSUPDET SHOULD SUBMIT THE SG03, LG03 AND SC04 FIDS.

4. RESERVE MEMBERS EXTENDED/CONVERTED WITH LESS THAN 24 HOURS BREAK BETWEEN ACTIVE DUTY AND A LOSS EVENT WAS SUBMITTED BY OLD PERSUPDET.

A. GAINING PERSUPDET WILL SUBMIT A MESSAGE TO DFAS-CL (FMAX) IAW PARAGRAPH 3E OF THIS MESSAGE.

B. GAINING PERSUPDET WILL PREPARE APPROPRIATE TRANSACTIONS TO GAIN THE MEMBER IAW PARA 2.

C. SUBMIT E506 TO CANCEL E503.

D. PROCESS AND SUBMIT LOCAL PAYMENTS UNTIL DFAS-CL CAN RE-ESTABLISH MMPA TO ACTIVE STATUS.

5. RESERVE MEMBERS RECALLED TO ACTIVE DUTY WITH MORE THAN 24 HOURS

BREAK AND LESS THAN 45 DAYS BREAK IN SERVICE.

A. LOSING PERSUPPDET WILL PROCESS L02 (OFFICERS) OF L28 (ENLISTED) EVENTS.

B. GAINING PERSUPPDET WILL FOLLOW PROCEDURES IN PARA 2 AND SEND A MESSAGE TO DFAS-CL (FMAX). SUBJECT LINE OF MESSAGE IS "MEMBER RECALLED TO ACTIVE DUTY WITH BREAK MORE THAN 24 HOURS LESS THAN 45 DAYS." IN ADDITION, PROVIDE THE FOLLOWING INFORMATION:

(1.) VERIFY FROM THE MEMBERS DD214 LSL ENTITLEMENT FOR LAST PERIOD OF ACTIVE DUTY.

(2.) INCLUSIVE DATES OF LAST PERIOD OF ACTIVE DUTY.

(3.) TOTAL LSL SOLD IN CAREER.

(4.) GAIN DATE.

(5.) SERVICING PAY UIC, PPO CODE AND MEMBERS COMMAND UIC.

(6.) PROVIDE LIST OF PAY ENTLs THAT SHOULD BE STARTED BY DFAS-CL (BAH AND ZIP CODE OR BAH TYPE II).

(7.) DDS INFORMATION (RTN AND ACCOUNT NUMBER).

(8.) PREPARE NAVPERS 1070/602 (R25)- VERIFY FAMILY CARE POLICY CERTIFICATE ON FILE.

(9.) COMPLETE THE NAVPERS 1070/605.

(10.) PROVIDE POC AND TELEPHONE NUMBER/FAX NUMBER.

C. USING OPINS/NES, COMPLETE/RELEASE THE STRENGTH TRANSACTIONS (F8 IN OPINS FOR OFFICERS AND 1FL IN NES FOR ENLISTED). IF PREVIOUS ACTIVE DUTY INFORMATION IS STILL REFLECTING OPINS, CONTACT MR. JERRY BARRETT (PERS-922) FOR ASSISTANCE. IF NES IS REFLECTING PREVIOUS ACTIVE DUTY INFORMATION, CONTACT CW04 LOIS CLARK (PERS-354) FOR ASSISTANCE.

(1.) IF OPINS/NES NOT AVAIL PREPARE/RELEASE SDS EVENT G02 FOR OFFICERS AND AR1 FOR ENLISTED.

(2.) IF OPINS/NES AND SDS ARE NOT AVAIL SUBMIT EXCEPTION GAIN MESSAGE IAW REF A (ILLUSTRATIONS 1-1-1 AND 1-1-3 TO PERS-312G).

6. DURING THE TRANSITION FROM ONE PERIOD OF ACTIVE DUTY TO ANOTHER, IT IS CRITICAL THAT MILS PERS MONITOR THE MMPA DAILY UNTIL MMPA IS FULLY ESTABLISHED FOR THE MEMBER.

7. POINTS OF CONTACT:

A. BUPERS: CW03 LOIS CLARK, PERS-354, DSN: 882-3527, COMM: (901) 874-3527. MR JERRY BARRETT, PERS-922, DSN: 882-4519, COMM: (901) 874-4519. MS. BEVERLY DIGGS, PERS-101C1, DSN: 223-3036, COMM: (703) 693-3036. PNC KATHY EISENHOUR, PERS-311D, DSN: 882-3461, COMM: (901) 874-3461.

B. QUESTIONS REGARDING PAY ENTITLEMENTS MAY BE REFERRED TO DFAS-CL (CODE FFR) AT DSN: 580-5886.//

BT

NNNN

RTD:000-000/COPIES:

Section 1: PSN 571313J20

Section 2: PSN 571289J32