



DEPARTMENT OF THE NAVY  
PERSONNEL SUPPORT ACTIVITY DETACHMENT  
1099 HOLCOMB ROAD, SUITE 154  
PORTSMOUTH, VIRGINIA 23708-5150

1000  
17 Dec 15

From: Officer in Charge, Personnel Support Detachment  
Portsmouth  
To: Incoming Intern  
Subj: PAY AND PERSONNEL SUPPORT

1. Welcome Aboard! Personnel Support Detachment (PSD) Portsmouth has received notification of your orders to Naval Medical Center Portsmouth (NMCP). Upon your arrival to NMCP, PSD Portsmouth will brief you on numerous pay and personnel topics to ensure you are properly checked into the command. Spouses are welcome to attend this brief.

2. During our briefing, we will provide you with numerous forms and guide you through the lengthy process of filling them out. You are REQUIRED to have the following documentation in your physical possession upon check-in to the command on Wednesday, 1 June 2016:

a. **Officer Appointment Acceptance and Oath of Office (NAVCRUIT 1000/20)** provided to you by your recruiting district. Ensure you have appointments to Ensign and to Lieutenant (Both are required to establish your statement of service and will be faxed to Commander, Navy Personnel Command as directed by your orders). Please bring 2 copies of each. **\*\*\*IMPORTANT: WITHOUT THESE DOCUMENTS, THERE IS ABSOLUTELY NOTHING THAT CAN BE DONE TO START YOUR PAY\*\*\***

b. A copy of your **orders**.

c. If you have prior service, bring all original **DD fFrm 214(s)**. This is required in order to adjust your Pay Entry Base Date (PEBD) and to ensure you are credited for longevity pay. Please bring 2 copies.

d. **Original Marriage Certificate, Birth Certificates, Divorce Decrees, Adoption Decrees and Social Security Cards.** In addition to bringing the respective documents that are applicable to yourself, you must bring the corresponding items for each dependent (spouse, children, step-children). Although you will only need to turn in a **copy of each document**, the originals will be verified by PSD staff the day of the brief. If you fail to bring these documents, we will be unable to update your Dependency Application/Record of Emergency Data (NAVPERS 1070/602), start your Basic Allowance for Housing at the dependent rate, and prepare the paperwork for the issuance of dependent Identification Cards via the Defense Enrollment Eligibility Reporting System.

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e. A **voided blank check** is necessary to start and process all pay entitlements and will also be used to liquidate any travel claims.

f. All receipts associated with official travel to NMCP Portsmouth.

g. If you declined the Montgomery GI Bill on DD Form 2366, bring a copy of that form upon check-in. PSD will ensure it has been processed properly.

h. Any records you received from the Naval Recruiting District.

3. CAC cards (military ID cards) will be processed and issued on 9-10 June 2016 at PSD Portsmouth. Your specific appointment time will be provided upon check-in to the command. Dependent ID cards will not be issued on these dates. Dependent ID card applications (NAVPERS 1172) will be prepared and given to you at your CAC card appointment. Dependents can then take the signed NAVPERS 1172 to any military installation to obtain their ID cards without their spouse, either as a walk-in or by appointment. Due to long wait times, appointments are highly recommended and can be made online at <https://rapids-appointments.dmdc.osd.mil>.

a. Interns and dependents who are 18 years and older must have two forms of unexpired, government issued identification with them in order to receive an identification card. One of these forms of identification must have a photo.

4. Although this briefing will be the primary forum for PSD staff to communicate with you, any immediate questions may be directed to my Disbursing Officer, Mr. Lester Allen at (757) 953-7856 or email [lester.allen@navy.mil](mailto:lester.allen@navy.mil) Once again, Welcome Aboard!

Very Respectfully,

  
M. A. BARNES  
LCDR USN