

PSD PORTSMOUTH MED HOLD SOP

1. Before arriving to PSD members need report to Medical Holding Company Coordinator at NMCP. Medical Holding Company Coordinator will then contact PSD Med Hold Coordinator to schedule check-in appointment. Med Hold Members will be temporarily assigned to NMCP.
2. Upon check-in members need to bring:
 1. Med Hold folder
 2. Service Record if not on ESR
 3. Temdu orders
 4. Loss document (if they've received it from their ship)
3. While at PSD:
 1. Members will fill out Med Hold and BAH/ BAS page 13s
 2. Update page 2
 3. Complete Travel Claim and DLA form (if necessary)
 - a. Lodging receipts for TLE
 - b. Receipts for any expenses of \$75 or more i.e.: taxes, extra baggage, tolls

***Note**

- Single members E5 and below need a BAH and BAS chit along with a barracks check out sheet to begin or to continue to receive BAH/BAS
- Single members E6 and above need BAH page 13 to begin or continue to receive BAH/BAS
- Members married mil to mil drawing single BAH need an updated copy of page 2, and BAH/BAS chit to begin to or continue to receive BAH/BAS pay.

Upon Check-out Members Will Need:

1. Med Hold Folder
2. PIM/ Eval
3. Members transferring with orders from pers will begin transfers process with transfers section.