RECEIPTS CHECK-OFF SHEET

RANK/RATE:	NAME: (Last, First MI)	SSN:	ORDER NUMBER:

_____	Obtain all records and original orders from the member and verify the ID Card against the enlistment/reenlistment contract or appointment/promotion orders.
_____	Assist the member in completing the Travel Claim; verify the itinerary against the orders and endorsements and obtain all required receipts, lodging endorsements, and airline tickets to substantiate the claim.
_____	Review service record to ensure proper tour election has been made and the member has the required obligated service; if tour election has not been made, request the member to complete tour election or advise him/her that he/she must make his/her election within 90 days. Verify PRD and submit message to COMNAVPERSCOM if adjustment is required.
_____	Determine if Overseas Screening has been completed for member (and all family members, if any) and review for any screening deficiencies; if the screening was not completed provide the member an overseas screening form and advise him/her to complete the screening; prepare overseas screening deficiency message (if required.)
_____	Request member update/verify Record of Emergency Data (Page 2); ensure the SGLI Election is on file and correctly reflected on the Page 2, the NAVCOMPT 3072 (if any) is current and request single parents and all members married to another service members with family members in the area to submit a current Navy Family Member Care Certificate. **(Do not destroy old page 2 if the member is submitting family member travel claim.)**
_____	Issue Meal Card/Smart Card (if applicable).
_____	Provide Arrival TLA Briefing to personnel who will be drawing TLA and provide TLA package.
_____	Provide VHA/OHA Briefing to personnel who are entitled to VHA/OHA and provide VHA/OHA Brief Sheet as required.
_____	Provide COLA Briefing to eligible personnel and provide COLA Brief Sheet.
_____	Provide the Medical and Dental Records to the member for delivery to Medical and Dental.
_____	Provide the Risk Factor Screening to the member for delivery to the PRT coordinator.
_____	Provide the Certificate of Personnel Security Investigation, Clearance, and Access (OPNAV 5520/20) to the member for delivery to the Security Manager.
_____	Issue PSD Check-in/out Card.
_____	Verify if the transfer evaluation is on file; if not on file, request the transfer evaluation from the last command.
_____	Determine eligibility for and prepare documents for FSA.
_____	Determine eligibility for and prepare documents for Special/Incentive Pay as applicable. _____SUBPAY _____DIVEPAY _____PROPAY _____OTHER:_____
_____	Verify if DEERS enrollment verification was completed; if not, verify DEERS enrollment.
_____	Verify Page 4 for NEC producing school for EDVR/accounting purposes and Good Conduct Award.
_____	Complete DJMS (SG03), and deliver PFR to MOD DK and Travel Claim (original and three copies) to Travel Section **(Old page 2 is required to support DLA and family member travel claim.)**
_____	Prepare M90/M91 Events.
_____	Officers with dual status are eligible for advancement in their enlisted pay grade upon completion of the required TIR (three years) for the next pay grade; ensure advancement is current on the Page 4 and update Page 5 of the enlisted service record.
_____	Forward complete set of officer orders and all endorsements to NPC-313D.
_____	Verify Service Record using PSAPAC Forms 1070/4 and 1070/5 for enlisted personnel only, and forward purged documents to the member.

REFERENCE: PRD MSG OBLISERVE NEEDED TRF EVAL MSG OSS NEEDED FEA NEEDED

COMRATS/RIK CARD NUMBER:_____ WORK NUMBER:_____

PSAPAC Form 1306/1 (Rev. 5-01)