



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT
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GARDEN CITY, NY 11530-4858

"MASTER"

NAVCRUITDISTNYINST 7210.1Q
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16 Aug 11

NAVCRUITDIST NEW YORK INSTRUCTION 7210.1Q

Subj: REIMBURSEMENT OF OUT OF POCKET EXPENSES (OPE) INCURRED IN PERFORMANCE OF OFFICIAL RECRUITING DUTY

Ref: (a) Defense Travel System (DTS) website
(b) COMNAVCRUITCOMINST 4400.1 (Series)
(c) DTS Web Based Training
(d) COMNAVCRUITCOMINST 1130.8 (Series)
(e) COMNAVCRUITCOMINST 1131.2 (Series)

Encl: (1) List of Authorized and Unauthorized Out of Pocket Expenses (OPE)
(2) DTS Web Based Training Local Voucher Overview

1. Purpose. In addition to references (a) through (c), this instruction outlines policy and training to be followed in submitting claims for Out-of-Pocket Expenses (OPE).

2. Cancellation. NAVCRUITDISTNYINST 7210.1P

3. Discussion

a. Per reference (b), a member of the Armed Forces whose primary assignment is to perform recruiting duty is entitled to reimbursement for actual and necessary expenses defrayed from personal funds in the performance of recruiting duties. Expenses are limited to those listed in enclosure (1).

b. Expenses incurred on behalf of military personnel on active duty or active duty for training, or Delayed Entry Program (DEP) personnel and Centers of Influence are not reimbursable under OPE'S.

c. Such reimbursement is in no way considered to be a supplemental pay for production personnel, and is not intended as such. Claims shall be judiciously used to assist production personnel in performing their assigned duties.

4. Action

a. Eligibility. Eligibility for this entitlement other than field production personnel include the following:

- (1) Commanding Officer
- (2) Executive Officer

- (3) Officer Programs Officer
- (4) Enlisted Programs Officer
- (5) Nuclear Power Programs Coordinator
- (6) Advanced Programs Team Coordinator

b. Request. All requests for reimbursement must be approved by the Enlisted Programs Officer (EPO), Officer Programs Officer (OPO), Executive Officer or Commanding Officer. The Supply Officer (LSO) shall serve as certifying official. Approving officials cannot approve their own OPE claims. Additionally, the approving official shall be responsible for the final determination of eligibility to submit a claim, ensuring that the claimant was functioning as a production recruiter.

c. Claim Submission. Claims shall cover only one calendar month and will be submitted via The Defense Travel System (DTS), as described in enclosure (2). Under no circumstances shall a single claim cover more than 31 days. Except in unusual circumstances, no OPE claim will exceed \$75.00 for any one month. When claims exceed \$75.00 for any one month, the claim must be accompanied by a justification in DTS. Per references (d) and (e), claims will be validated against the Recruiter's Applicant Log, which is obtained through R-Tools and Officer's Applicant Log, (NAVCRUIT 1133/107 (9-05)).

d. Receipt. Receipts are required for any single item claimed. In addition, documents obtained (i.e. transcripts, diplomas, and certificates) will also be accompanied by a receipt when OPE claims are submitted.

e. Tolls and Parking. Claims for tolls and parking shall be submitted separately in DTS. Claims for tolls and parking must be accompanied by a receipt for each occurrence.

SMC

S. M. McNINCH

Distribution:
NRDNYINST 5216.1G
Lists I and II

List of Authorized and Unauthorized Out of Pocket Expenses (OPE)

Authorized Items

- Breakfast, Lunch, Snack or Dinner
- Marriage or Divorce Decrees
- DMV (Drivers Records) or Law Enforcement etc.
- Verification documents
- Parking Fees for applicants or candidates

Unauthorized Items

- Film or batteries
- Booth rentals
- Keys for vehicles or offices
- Maps or street directories
- Dry cleaning of curtains or Flags
- Emergency or routine auto repairs
- Membership fees to fraternal or professional organizations
- Contributions, Admissions, Donations, etc
- Flowers, greeting cards, or etc.
- Parking Fee: For Duty drivers; DEppers; HARPs; OHARPs; Morale, Welfare & Recreation Meetings; All Hands training or conferences
- Clothing articles
- Entertainment (movies, concerts, video games, etc.)
- SAT scores, or GED preparation expenses
- Name Lists
- Mileage for local & TAD travel
- Photo/reprographic copies for meetings, office or re-supply of forms
- Lodging for applicants
- Center of Influence (COI) events
- Car washes
- Automotive gasoline, oil, or other associated supplies/repair services
- Cellular telephone call charges to or from a personal cellular phone or paging device
- Monthly charges for a personal paging device
- Officer candidates in TAD status
- Tolls
- Delayed Entry Program (DEP) events
- Temporary duty or local travel expenses
- Meals: For recruiters own consumption; DEppers; HARPs; OHARPs For EOV; VIP; or other events
- Business Cards
- Gratuities (tips)
- Alcoholic beverages
- Administrative supplies: Photocopier or Facsimile or repair services
- Towing of government vehicles
- Parking tickets

Enclosure (1)



DTS TRAINING

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About 14,100,000 results (0.15 seconds)

Advanced search

- Everything
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Garden City, NY 11530
Change location

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Defense Travel System - Welcome to DTS

spacer, border, boxTop, border, Box - Left, Training. Click below to learn how to use DTS and for additional training resources. Training, Box - Right ...
www.defensetravel.osd.mil/ - Cached - Similar

- Defense Travel System 1.7.3.5
- Are you experiencing DTS login ...
- Defense Travel System - First Time ...
- FY2011 Per Diem Rates
- EWTS is available
- Your Reimbursement Could Be ...
- Web Accessibility
- Privacy and Security Notice

More results from osd.mil »

WBT Home - DTS Web Based Training

The training is organized by roles and tasks so you can quickly find the ...
DTS Basics - Overview - Responsibilities - Group Travel
www.defensetravel.osd.mil/dtsWBT/site/ - Cached - Similar

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DoD Travel Training and Resource Center

DTS Defense Travel Administrator's Manual / DTA Manual Appendices - Financial Field Procedures Guide - Information on Training for Certifying ...
www.defensetravel.dod.mil/site/training.cfm - Cached - Similar

CACI Technical Training Center

279 KB; DTS Homepage, 1-877-738-2734, Defense Travel System graphic, CompTIA Security+ Exam Prep Training Now Available!!!! We offer training in ...
www.caci.com/business/dts/ - Cached - Similar

DTS Speed and Strength|Sports Training Orlando|Sports Performance ...

DTS Speed and Strength|Orlando Sports Performance Training|NFL Combine Training| Central Florida's Personal Training Gym & Fitness Center| Team Training,DTS ...
www.dtsperformance.com/ - Cached - Similar

Development & Training Services, Inc. (dTS)

At Development & Training Services (dTS) we specialize in strengthening the role and impact of gender in development assistance around the world.
www.onlinedts.com/ - Cached - Similar

YWAM DTS - Where can I do One ?

YWAM DTS or Youth With a Mission Discipleship Training School is a 5-6 Month Christian Missionary Training School. Youth With a Mission (YWAM) is one of the ...
www.ywamdts.org/ - Cached - Similar

Training / ywam.org / Home - YWAM

The Discipleship Training School (DTS) is a pre-requisite to all other YWAM programs or staff positions. Keep reading for more information. ...
www.ywam.org/Training - Cached - Similar

Training & Event Center - the Office of Technology Services ...

www.dts.ca.gov/Training/default.asp

Naval Postgraduate School - DTS Training Description and Schedule

DTS Training, DTS Description, DTS Location, Organizational Defense Travel Administrator, ODTA.
www.nps.edu/services/travel/training/index.html - Cached - Similar

Searches related to DTS TRAINING

- defense travel system training
- dts training slides
- dts travel training
- dts acronyms
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- dts does stand
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"ENCLOSURE (2)"