



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

Canc: FEB 15

NAVCRUITDISTOHIONOTE 5050

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1 2 FEB 2015

NAVCRUITDISTOHIO NOTICE 5050

From: Commanding Officer, Navy Recruiting District Ohio

Subj: NAVY RECRUITING DISTRICT (NRD) OHIO OFFICER RECRUITING
QUARTERLY TRAINING

Encl: (1) Schedule of Events
(2) DTS- Travel Cheat Sheet

1. Purpose. To publish the schedule of events and travel procedures for the 17/18 February 2015 Officer Recruiting Training.
2. Action. The February 2015 Officer Recruiting Quarterly Training schedule is provided in enclosure (1). Travel authorizations shall be submitted by 11 February 2015; and travel vouchers submitted by 20 February 2015 per enclosure (2).
3. Changes. Changes to enclosure (1) will be announced via phone and email.
4. Location. NRD Ohio Headquarters, 401 North Yearling Rd, Whitehall, OH 43213.
5. Uniform. See Plan of the Week.


ERIC A. SHAFER

Distribution:
Electronic only, via
<http://www.cnrc.navy.mil/Ohio/Latest-Info.htm>

SCHEDULE OF EVENTS

Tuesday, 17 February 2015

<u>TIME</u>	<u>EVENT</u>
1300-1400	NASIS Training NC1 Brock/LT Hagness
1400-1500	Training Jacket Requirements LT Sherman
1500-1600	ORPMS NCC Mullens
1600-1700	Kit Submission HM2 Silsbe/ ENC Bryant
1700-1800	Processing Issues Ms. Louise Fiszer

Wednesday, 18 February 2015

<u>TIME</u>	<u>EVENT</u>
0900-TBD	Production Review Recruiters
0900-TBD	Program Emergent Issues/ Training

*****Traveling recruiters first*****

1 2 FEB 2015

OFFICER RECRUITER QUARTERLY TRAINING DTS TRAVEL AUTHORIZATION CHEAT SHEET
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1. LOGIN at www.defensetravel.osd.mil
2. Official Travel
3. Authorizations/Orders
4. Create a new authorization/order
5. Leaving from: Click on either **Residence** or **Duty Station** and it will populate in the block for you
6. Departing on: **18 FEB 2015**
7. Trip type: **AA/Routine**
8. Trip purpose: **Training Attendance**
9. Trip Description: **OR QUARTERLY TRAINING**
10. Mode of Travel: **OTHER** Time: **0600AM**
11. To find the Trip location **click on the top blue Location box, type in COLUMBUS, OH and click on Search location. Select/Close**
12. Arriving on: **18 FEB 2015**
13. Departing on: **19 FEB 2015**
14. If you require rental car and/or lodging, please check this box
15. Check **NO** for the box 'Will you be traveling to any other location
16. The authorization will then Refresh and then want to know where you will be Returning to: Click on either **Residence** or **Duty Station** and it will populate in the block for you
17. Trip duration: **MULTI-DAY**
18. Click on **Other** and then on **6:00PM**
19. If you are attending a conference, write the conference name, if not **check the box Not Applicable**
20. Click on **Save and Proceed**
NOTE: All members of NRD Ohio are required to have a GOVTCC so if you do not have one contact Supply to get one on order. Usage of the GOVTCC is required IAW COMNAVCRUITCOM INST 4400.1D unless you meet the requirements for exemption.
21. At the Trip Summary screen, hit **Save and Continue**
22. Top of Screen **Select Accounting**
23. Accounting Label: **15 OTH OFF**
24. **Select Continue**
25. Top of Screen **Select Expenses**
26. Under Non-Mileage select the *select Expense Type pull down menu and select **Hotel Room Tax**
27. Under *Cost enter \$20.00
28. Date will automatically Populate.
29. Scroll down and click on **Save Expenses**.
30. Click At the top of the screen select **Review/sign** and it will take you to the Preview Trip page

31. At the Preview Trip page, enter in the **Reference block OTH TVL: QUARTERLY OR TRAINING**

At the Preview Trip page in the **Comments to the Approving Official**

GOVT VEHICLE DIRECTED
GOVT MESS AND QUARTERS NOT AVAILABLE
CMR DIRECTED MEMBER WILL CONFIRM OWN LODGING NTE LOCAL AREA PER DIEM ATM WITHDRAWAL AUTHORIZED NOT TO EXCEED TOTAL PER DIEM ENTITLEMENT FOR TRIP.
Secure Video Teleconference (SVTC) or other web- based communication, are not sufficiently able to accomplish travel objectives.

32. At the bottom and click on **Save and Proceed**
33. Proceed to the following Page: **Pre-Audit Select Continue**
34. Pre-Audit screen click on **Save and Proceed to Digital Signature**
35. Digital Signature Page: click on **Submit this Document as Signed**
36. Routing List: The routing list that you are assigned to will automatically populate.
37. Submit Document as '**Signed**', click on **Submit Completed Document**
38. The screen will then refresh back to a listing of your existing authorizations. Make sure under 'My signed documents' that the trip you just entered says '**Signed**' and not 'Created under Document Status.'

***** ATM WITHDRAWALS ARE
AUTHORIZED NOT TO EXCEED TOTAL PER
DIEM ENTITLEMENT FOR TRAVEL ATM
CHARGES WILL NOT BE REIMBURSED*****

DTS - TRAVEL VOUCHER CHEAT SHEET

(Dates used on this cheat sheet are for example only)

Please use your actual travel dates

1. LOGIN at www.defensetravel.osd.mil
2. At the "Welcome" screen, go to **Official Travel**
3. **Vouchers**
4. **Create a voucher from an authorization**
5. You will see the Trip Overview screen
6. Review this screen for the correct dates/location and if everything is good, click on the **Expenses** Tab. (If you need to adjust the dates, click on Itinerary and edit your trip dates)
7. This will automatically bring you to the **Non-mileage expenses** screen
8. Click on the **drop down** under Expense # 1 and click on **Hotel Room Tax** and enter the amount of tax, if any
9. Click on **Save Expenses** at the bottom
10. Click on **Substantiating Records**
11. If able to scan documents into .pdf form, scan all documents into a single file and save it to your computer. If not, skip this step and go to step 13.
12. Under the **Expenses** tab, click on **Substantiating Records**, then **Browse** to the scanned file on your computer, and click **Upload**. Proceed to step 16.
13. Under the **Expenses** tab, click on **Substantiating Records**, and then click on **Print Fax Cover Sheet** or scan/upload your receipt.
14. With the fax cover sheet on top of all receipts, worksheet, and any memos required, fax the entire package to the **888** number listed on the fax cover sheet.
15. Click on **Review/Sign** in the top right corner.
16. From here, click on **Review/Sign** and then click on **Digital Signature** and submit the document as **Signed**. In order to submit – click on **Submit Completed Document**
17. **Save and Continue**
18. On your "**My Signed Documents**" page it should show the document status as **Signed**. If it does not, go back to the **Digital Signature** page and hit the **Submit Completed Document**" button, again. If you have done this right, it will bring you back to the "My signed documents" page and show that the document is actually signed and not created.