



DEPARTMENT OF THE NAVY

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

Canc: 30 DEC 14

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NAVCRUITDISTOHIO NOTICE 5050

From: Commanding Officer, Navy Recruiting District Ohio

Subj: NAVY RECRUITING DISTRICT OHIO COMMAND INDOCTRINATION  
8-9 DECEMBER 2014

Encl: (1) Command Indoctrination Attendees/Schedule of Events  
(2) DTS - Travel Authorization Cheat Sheet  
(3) DTS - Travel Voucher Cheat Sheet

1. Purpose. To publish the schedule of events for Command Indoctrination from 8-9 December 2014.

2. Action

a. Enclosure (1) provides the list of attendees and a schedule of topics to be covered. Enclosures (2) and (3) provide procedures for making travel arrangements.

b. Submit a travel request in DTS no later than 3 December 2014 per enclosure (2). If you do not have a government travel card, or it is not activated, contact Supply immediately. Travel vouchers are to be submitted no later than 15 December 2014 per enclosure (3). Point of contact for DTS, hotel reservations, or other travel related questions is Ms. Jennifer Cramer who can be reached at (614)693-3054.

3. Changes. Changes to enclosure (1) will be announced via phone and email.

4. Location. NRD Ohio Headquarters, 3990 East Broad Street, Building 10, Section 13, Columbus, OH, 43213.

5. Uniform for attendees will be uniform of the day. BRING SERVICE DRESS BLUE UNIFORM for your official command photo at the end of the first day!!!

  
ERIC A. SHAFER

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

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**COMMAND INDOCTRINATION**

**ATTENDEES:**

FCC BENDER	(MAPLE HEIGHTS)	PSC SANTANAGONZALEZ	(MEPS LOUISVILLE)
EN1 LOWE	(PIQUA)	FC1 WATKINS	(PRESTON HIGHWAY)
UT2 FOLEY	(N.C.HILL)	OS2 MOORE	(NRS LVILLE N)
IC2 SMITH	(NRS LVILLE N)		

**The following individuals are authorized Sunday overnight stay:**

PSC SANTANAGONZALEZ	IC2 SMITH
FC1 WATKINS	OS2 MOORE

**Schedule of Events**

**DAY ONE**

CO	1000-1030	CDR SHAFER
XO	1030-1100	CDR BOPP
<b>BREAK</b>	1100-1110	
CMC/OMBUDSMAN	1110-1140	CMDCM CARMACK
OPERATIONS OFFICER	1140-1150	LCDR VIGNOLA
CR	1150-1200	NCCM KEMPTON
<b>LUNCH</b>	1200-1300	
EACR	1300-1310	NCCM LEVAN
OACR	1310-1320	NCCS MADUEMESI
MENTOR PROGRAM	1320-1330	NCC EYESTONE
VOTING OFFICER	1330-1340	NCC SABAL
<b>BREAK</b>	1340-1350	
CFS	1350-1400	YN1 BAROUSSE
CMEO	1400-1410	FCC CAMP
DAPA	1410-1420	CSCS TOWNSEND
MARKETING/LEADS	1420-1430	MR. WILLIAMS
SYSAD	1430-1440	MR. DAVIS
<b>BREAK</b>	1440-1450	
NSW/NSO	1450-1500	MR. NAUS
EDSPEC	1500-1510	TBA
HEALTH BENEFIT ADVISOR	1510-1520	HM1 SOLLENBERGER
MEPS	1520-1530	MR. HAPNER
PAO	1530-1540	MC1 JAMES
<b>BREAK</b>	1540-1550	
NUCLEAR FIELD	1550-1600	EM1 STEINBRUNNER
CFL	1600-1610	PS1 HOBSON
ADMIN/LEGAL	1610-1645	YNC NORRIS
CCC	1645-1700	NC1 SMITH

**NOTE: (Pictures will be taken at the end of the first day)**

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**DAY TWO**

SUPPLY/TRAVEL/VEH COORD

0900-1000

SUPPLY DEPARTMENT

**BREAK**

1000-1015

SMART START

1015-1200

TRAINING DEPARTMENT

**LUNCH**

1200-1300

SMART START

1300-1500

TRAINING DEPARTMENT

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<b>DTS TRAVEL AUTHORIZATION CHEAT SHEET</b>
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1. LOGIN at [www.defensetravel.osd.mil](http://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: 12/07/2014 (**DIV 8 ONLY**)  
Departing on: 12/08/2014
7. Trip type: **AA/Routine**
8. Trip purpose: **Training Attendance**
9. Trip Description: **Command Indoctrination**
10. Mode of Travel: **OTHER** Time: **0600AM**
11. To find the Trip location **click on the top blue Location** box, **type in the location for your TDY** and **click on Search location**. **Select/Close**
12. Arriving on: 12/07/2014 (**DIV 8 ONLY**)  
Arriving on: 12/08/2014
13. Departing on: 12/09/2014
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 require IAW COMNAVCRUITCOM INST 4400.1D unless you meet the requirements for exemption.**
21. **\*\*\*\*\*IF YOU ARE GOING TDY TO A MILITARY BASE, IT IS MANDATORY TO UTILIZE GOVT BERTHING, IF NO GOVT BERTHING IS AVAILABLE, YOU WILL BE ISSUED A (CNA-Certificate of Non-availability) and then you may utilize commercial lodging\*\*\*\*\***
22. At the Trip Summary screen, hit **Save and Continue**
23. Top of Screen **Select Accounting**
24. Accounting Label: **15 MILTRNG**

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**25. Select Continue**

At the Preview Trip page, enter 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.

26. At the bottom and click on **Save and Proceed**
27. Proceed to the following Page: **Pre-Audit Select Continue**
28. Pre-Audit screen click on **Save and Proceed to Digital Signature**
29. Digital Signature Page: click on **Submit this Document as Signed**
30. Routing List: The routing list that you are assigned to will automatically populate
31. Submit Document as **'Signed'**, click on **Submit Completed Document**
32. 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\*\*\***

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<b>DTS - TRAVEL VOUCHER CHEAT SHEET</b>
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(Dates used on this cheat sheet are for example only)

Please use your actual travel dates

1. LOGIN at [www.defensetravel.osd.mil](http://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.