



DEPARTMENT OF THE NAVY

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

Canc: 1 Jan 15

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24 NOV 2014

NAVCRUITDISTOHIO NOTICE 5050

Subj: NAVY RECRUITING DISTRICT OHIO PETTY OFFICER LEADERSHIP
TRAINING

Encl: (1) Schedule of events and List of Attendees
(2) DTS - Travel Authorization Cheat Sheet
(3) DTS - Travel Voucher Cheat Sheet

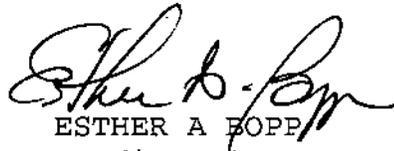
1. Purpose. To publish the schedule of events and travel authorization procedures for the 3-4 December 2014, Petty Officer Leadership Training located at NRD Ohio Headquarters.

2. Action. The Petty Officer Leadership Training schedule and list of attendees is provided in enclosure (1). DTS authorization requests should be submitted by 26 November 2014, per enclosure (2). DTS vouchers should be submitted by 10 December 2014, per enclosure (3).

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. Service Uniform for all attendees.


ESTHER A BOPP
By direction

Distribution:
Electronic only, via
<https://www.cnrc.navy.mil/Ohio/latest-info.htm>

SCHEDULE OF EVENTS

Wednesday, December 3, 2014

<u>TIME</u>	<u>EVENT</u>
1000-1030	Opening Remarks (CO/XO)
1030-1115	Principles of Leadership
1115-1200	Lunch
1200-1245	Principles of Management
1245-1330	Principles of Sailor Development
1330-1345	Break
1345-1430	Communication
1430-1515	Sailor Development
1515-1600	Professionalism

Thursday, December 4, 2014

<u>TIME</u>	<u>EVENT</u>
0900-0945	Loyalty and Heritage
0945-1030	Operation Stress Control
1030-1045	Break
1045-1130	SAPR
1130-1230	Lunch
1230-1315	Deckplate Leadership
1315-1345	Closing Remarks (CO/XO)
1400-	Pinning on Quarterdeck

LIST OF ATTENDEES

*-Member authorized DTS
AM2 COPE- NRS COLUMBUS EAST
AZ2 HOAGLIN- NRS CANTON *
AT2 HUNTER- NRS PIQUA *
FC2 MCCLURE- NRS ELIZABETHTOWN *
GSE2 NOVACK- NRS ELYRIA *
HM2 SOLLENBERGER

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DTS - TRAVEL AUTHORIZATION 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. Official Travel
3. Authorizations/Orders
4. Create a new authorization/order
5. Leaving from: Click on either Residence or Duty Station and it will fill in the block for you
6. Departing on: 12/2/2014
7. Trip type: AA/Routine
8. Trip purpose: **Training Attendance**
9. Trip Description: **Petty Officer Leadership Training**
10. To find the Trip location click on the top blue Location box, type in Columbus, OH (Franklin County) and click on Search location.
11. Click on Other and then on 6:00am
12. Arriving on: 12/3/2014
13. Departing on: 12/4/2014
14. You **do not** need to check the rental car or lodging 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 fill in the block for you
17. Trip duration: Multi-day
18. Click on Other and then on 5:00PM
19. Click on Save and Proceed
20. You will then come to your 'Preview Trip' page
21. You don't have to enter anything in the Reference Code box
22. In the Comments to the Approving Official box enter "**Petty Officer Leadership Training**"
23. Go to the bottom and click on Save and Proceed
24. Other Authorizations screen click on Continue
25. Pre-Audit screen click on Expense – Non-Mileage and Continue. Enter lodging taxes (estimate) unless you know the actual expense amount
26. Save and Proceed to Digital Signature, keep clicking continue and/or Save and Proceed
27. Digital Signature Page click on Submit Completed Document
28. 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.

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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**
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. 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 12.
11. Under the **Expenses** tab, click on **Substantiating Records**, then **Browse** to the scanned file on your computer, and click **Upload**. Proceed to step 14.
12. Under the **Expenses** tab, click on **Substantiating Records**, and then click on **Print Fax Cover Sheet**.
13. 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.
14. Click on **Review/Sign** in the top right corner.
15. 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**
16. **Save and Continue**
17. 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.