



DEPARTMENT OF THE NAVY

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

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NAVCRUITDISTOHIO NOTICE 5050

From: Commanding Officer, Navy Recruiting District Ohio

Subj: NAVY RECRUITING DISTRICT OHIO NOVEMBER 2014
PRODUCTION MEETING

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

1. Purpose. To publish the schedule of events for the 5 November - 6 November 2014 Production Meeting for the following personnel: CO, XO, CMC, CR, ACRs, CT, and DLCPOs.

2. Action. The November 2014 Production Meeting schedule is provided in enclosure (1). Travel authorizations shall be submitted into DTS by 31 October 2014 per enclosure (2). Travel vouchers shall be submitted by 10 November 2014 per enclosure (3).

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

4. Location. NORS Cleveland, 7123 Pearl Rd, Suite 102. Middleburg Heights, OH 44130. Point of contact is NCCS White, Command Trainer, who may be reached at: (614)693-3006.

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

Wednesday, 5 November 2014

<u>TIME</u>	<u>EVENT</u>
1200-1300	CR/ACR Opening Remarks -Emergent Requirements
1300-1315	BREAK
1315-1415	PROSPECTING PLAN REVIEW - ACR/CT
1415-1430	BREAK
1445-1545	GOALING REVIEW- CR/ACR
1545-1600	CLOSING REMARKS - CR

Thursday, 6 November 2014

<u>TIME</u>	<u>EVENT</u>
0900-0930	CO/XO Opening Remarks
0930-1000	Reserve/Active Programs- Program Authorization- OACR
1000-1015	BREAK
1015-1100	WEBSTEAM- EACR
1100-1115	SMART- System Function - NCC Van Horn
1115-1215	LUNCH
1215-1300	VALOR MINI CLINIC - White Board/PSVP - NCC Ward
1300-1315	WEBRTOOLS - Database Maintenance - NCC Pasenow
1315-1330	BREAK
1330-1345	DEP MANAGEMENT - Dep Meeting Development - NCC Nelson
1345-1400	MARKETING OPERATIONS PLAN - Purpose and Responsibilities- OACR

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NOVEMBER 2014 PRODUCTION MEETING 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: **enter beginning date of travel**
7. Trip type: **AA/Routine**
8. Trip purpose: **Training Attendance or whichever applies to your travel**
9. Trip Description: **Enter trip description**
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: **enter beginning date of travel**
13. Departing on: **enter ending date of travel**
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 NRD PRD CF**
25. **Select Continue**
At the Preview Trip page, enter in the **Comments to the Approving Official**

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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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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.