DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY WEST
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:
Canc frp: 30 Sep 04
PERSUPPACTWESTNOTE 5215
Code N1
14 Apr 04

PERSUPPACT WEST NOTICE 5215

Subj: NUMERICAL CHECKLIST OF EFFECTIVE PERSUPPACT WEST INSTRUCTION/NOTICES

Encl: (1) List of effective PERSUPPACT West Instructions
(2) List of effective PERSUPPACT West Notices
(3) List of recently cancelled/superseded instructions

1. Purpose. To promulgate enclosures (1), (2), and (3).

2. Action. All addressees shall review their master set of directives to determine if applicable PERSUPPACT West instructions are held. Addresses needing copies of instructions to complete their files shall submit requests to PERSUPPACT West (Code N1) or visit the Instruction Section of the PERSUPPACT West homepage at www.psasd.navy.mil.

N. J. SANDERS

Distribution:
PERSUPPACTWESTINST 5216.1L, Lists I and II

EFFECTIVE PERSUPPACT WEST INSTRUCTIONS

SERIES	DATE	SUBJECT	DISTRIBUTION	REVIEW DATE	COG
1040.1D	20 Apr 1999	Command Retention Program	Lists I and II	Apr 2004	N00C
1040.2	5 Sep 2003	Mentoring Program		Sep 2004	N01
1050.2E	15 Mar 2004	Funded Emergency Leave, Travel Orders (OUTUS)	Lists I and II	Mar 2005	N8
1070.1F	18 Jan 2001	Service Record Check-In/Out Procedures	Lists I and II	Jan 2005	N3
1650.1K	4 May 2000	Sailor/Junior Sailor/Civilian of the Quarter/Year Program	Lists I and II	May 2004	N00M
1750.2E	15 Jan 2004	Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals	Lists I and II	Jan 2005	N3
1800.2D	18 Mar 1998	Retirement Ceremony for Military Personnel Attached to PSA West	Lists I and II	Mar 2004	N1
1900.2B	4 Apr 2001	Automated Certificate of Release or Discharge from Active Duty (DD Form 214) and Correction to Certificate of Release or Discharge from Active Duty (DD Form 215)	Lists I and II	Apr 2004	N3
2305.1G	17 Feb 2004	Telephone Use and Billing Control	Lists I and II	Feb 2005	N8
4060.2A	9 Jun 2003	Meal Passes	Lists I and II	Jun 2004	N3
4200.1C	6 Nov 2002	Government-Wide Commercial Purchase Card (GCPC) Program	Lists I and II	Nov 2004	N8
4400.1E	3 May 2001	Personnel Support Activity West Supply Training Manual	Lists I and II	May 2004	N6
5050.1E	3 Oct 2001	Pass Liaison Representative (PLR) Meetings	Lists I and II	Oct 2004	N32
5100.2F	1 May 1995	Navy Occupational Safety and Health (NAVOSH) Program	Lists I and II	May 2004	N323
CH-1	15 Feb 1996				
5216.1L	20 Aug 2002	Standard Mail Distribution List (SMDL) for PSA West	Lists I and II	Aug 2004	N1
5230.3B	6 Jan 2004	Detachment Information Technology Point of Contact (ITPOC)	List II	Jan 2005	N6
5230.4B	23 Jan 2003	Internet, Intranet, and World Wide Web	Lists I and II	Jan 2004	N6
CH-1	16 May 2003				
CH-2	7 Apr 2004				
5239.1E	27 Nov 2002	Information Assurance (IA) Program	Lists I and II	Nov 2004	N6
5310.1E	30 Aug 2002	Position Management Program	Lists I and II	Aug 2004	N1CP
5354.2F	13 Dec 1996	Command Managed Equal Opportunity (CMEO) Program	Lists I and II	Dec 2004	N1
5355.1M	1 Nov 2002	Drug and Alcohol Abuse Program	Lists I and II	Nov 2004	N01RA
5401.1A	9 Jan 2004	Officer In Charge (OIC) Indoctrination Manual	List II	Jan 2005	N1
5450.1D	18 Mar 1991	Promulgation of Organization, Regulations, and Administrative Procedures Manual for Personnel Support Activity West	Lists I and II	Mar 2004	N1
5530.1B	28 Mar 1991	Physical Security Plan	Lists I and II	Mar 2004	N6
CH-1	9 May 1991				

EFFECTIVE PERSUPPACT WEST INSTRUCTIONS

SERIES	DATE	SUBJECT	DISTRIBUTION	REVIEW DATE	COG
CH-2	28 Nov 1994				
CH-3	1 Oct 1996				
7042.1B	26 May 1994	Cash Management	List II	May 2004	N31
7200.6B	24 Jan 2002	Retention/Disposition of Disbursing Records	List II	Jan 2005	N3
7200.7	8 Nov 1995	Cancelled, Undelivered, and Returned Checks	List II	Nov 2004	N3
7220.4	18 Nov 1996	Processing Temporary Duty (TDU) Travel Claims by Facsimile Transmission	List II	Nov 2004	N3
7220.5C	16 Jun 1994	Travel Claim Processing for PCS, TEMADD (TAD/TDY) and Travel Claims for AT/ADT	Lists I and II	Jun 2004	N3
CH-1	30 Jan 1995				
CH-2	12 Apr 1996				
7221.1	16 Nov 2003	San Diego Central Processing Site (CPS) for Permanent Change of Station (PCS), Temporary Duty (TEMADD) (TAD/TDY), and Active Duty for Training (ACDUTRA) (AT/ADT) Travel Claim Settlement	Lists I and II	Nov 2004	N3
7251.1C	5 May 1995	Cash Verification Team	Lists I and II	May 2004	N31
7300.1F	21 Apr 1999	Procedures for Accounting and Control of Travel	Lists I and II	Apr 2004	N8
7300.2B	14 Jan 2004	Financial Management	Lists I and II	Jan 2005	N8
7322.2F	15 Mar 1996	Management of Minor Property	Lists I and II	Mar 2004	N6
7410.4C	16 Mar 1989	Reporting and Definitions for Work Unit Data and Cost Accounts	Lists I and II	Mar 2004	N8
CH-1	11 Aug 1993				
CH-2	13 Aug 1993				
7410.5J	25 Sep 1998	Timekeeping Instructions for Civilian Labor Accounting	List II	Sep 2004	N8
7510.2B	15 Aug 1990	Fraud, Waste, and Abuse (FWA) in Travel Claims Processing	Lists I and II	Aug 2004	N3
11320.1B	20 Dec 1996	Fire Prevention and Protection	Lists I and II	Dec 2004	N323
12000.1H	20 Aug 2002	Competitive Area within PSA West Network for Reduction in Force	Lists I and II	Aug 2004	N1CP
12410.2B	16 Oct 2001	Upward Mobility Program	Lists I and II	Oct 2004	N1CP
12430.2F	11 Jun 1998	Department of the Navy (DON) Basic Two-Level Civilian Performance Appraisal Program	Lists I and II	Jun 2004	N1CP
12451.1	30 Sep 1994	Time-Off Award for Civilian Employees	List II	Sep 2004	N1CP
12510.1B	30 Aug 2002	Delegation of Position Classification, Position Management, and Payroll Authority Under Full Time Equivalent	Lists I and II	Aug 2004	N1CP
12630.1B	20 Aug 2002	Voluntary Leave Transfer Program	List II	Aug 2004	N1CP
12751.1A	10 Dec 1997	Constructive Discipline	List II	Dec 2004	N1CP

EFFECTIVE PERSUPPACT WEST NOTICES

SERIES	DATE	SUBJECT	DISTRIBUTION	REVIEW DATE	COG
1300	5 Nov 2003	Collateral Duty, Board and Committee Assignments	Lists I and II	Apr 2004	N1
5215	14 Apr 2004	Numerical Checklist of Effective PSA West Instructions/Notices	Lists I and II	Sep 2004	N1

RECENTLY CANCELLED/SUPERSEDED INSTRUCTIONS

SERIES	SUBJECT	CANC AUTH	DATE
1050.2D	Funded Emergency Leave, Travel Orders (OUTUS)	1050.2E	15 Mar 2004
CH-1		1050.2E	15 Mar 2004
CH-2		1050.2E	15 Mar 2004
CH-3		1050.2E	15 Mar 2004
CH-4		1050.2E	15 Mar 2004
CH-5		1050.2E	15 Mar 2004
CH-6		1050.2E	15 Mar 2004
1750.2D	Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals	1750.2E	15 Jan 2004
2305.1F	Telephone Use and Billing Control	2305.1G	17 Feb 2004
4060.2	Meal Passes	4060.2A	9 Jun 2003
4200.1B	Government-Wide Commercial Purchase Card (GCPC) Program	4200.1C	6 Nov 2002
5230.3A	Detachment Information Technology Point of Contact (ITPOC)	5230.3B	6 Jan 2004
5230.4A	Internet, Intranet, and World Wide Web	5230.4B	23 Jan 2003
5239.1D	Information Assurance (IA) Program	5239.1E	27 Nov 2002
5239.2	User Access to Navy Standard Integrated Personnel System (NSIPS)	CANCELLED	3 Mar 2004
5355.1L	Drug and Alcohol Abuse Program	5355.1M	1 Nov 2002
5401.1	Officer In Charge (OIC) Indoctrination Manual	5401.1A	9 Jan 2004
5510.1A	Command Security Procedures	CANCELLED	31 Jan 2004
7200.5A	Operation Procedures for Military Pay Division within PSA San Diego Network	CANCELLED	14 Apr 2004
7300.2A	Financial Management	7300.2B	14 Jan 2004
11016.1C	Class 3 Plant Property Control and Inventory	CANCELLED	3 Mar 2004
CH-1		CANCELLED	3 Mar 2004
CH-2		CANCELLED	3 Mar 2004
CH-3		CANCELLED	3 Mar 2004
CH-4		CANCELLED	3 Mar 2004