

Day 1: Top 3 Must-Do Steps for Sailors

Ensuring Correct and Timely Pay and Entitlements



Check-in days can be busy!

Word to the wise! Make sure these three things are done as soon as you arrive at your new duty station to ensure you get paid accurately and in a timely manner.



1. Get with your sponsor and start your check-in sheet on DAY 1! You will need to get your orders stamped at the Quarterdeck or Duty Office the day you report.

This ensures you are officially reported on board and sets the correct start date for any changed pay entitlements.



2. Turn in your stamped orders and all required documents to verify expenses you had in your PCS transfer to your Command Pay/Personnel Administrator (CPPA) or Personnel Office ASAP!

This allows the command to show you have arrived on board, gets any pay changes started as quickly as possible, and starts the process to settle your PCS travel claim. The sooner this gets done, the less chance you have of being over or under paid.



3. Update your Dependency Application, Record of Emergency Data, and Servicemembers' Group Life Insurance.

This provides your new command accurate information about your dependents, and ensures accurate protection for your family in the event something happens to you.

Continue your remaining Command check-in tasks

You are on your way to a great tour!

