SPACE AND NAVAL WARFARE SYSTEMS CENTER NEW ORLEANS UPDATE FOR SAFE HAVEN ORDER VOUCHER PROCESSING

Chief of Naval Installations (CNI) Safe Haven orders for Hurricane Katrina have been issued to personnel assigned to Space and Naval Warfare Systems Center New Orleans Louisiana (SPAWARSYSCENNOLA). The following information will provide an update and a change in processing future claims.

Personnel that are assigned to SPAWARSYSCENNOLA have reported to various cities to support our programs and our mission. These cities include Washington, DC; Fort Worth, TX; Millington, TN; Luling, LA; New Orleans, LA; and Pensacola, FL.

Recent discussions with CNI, PSA Norfolk and the Personnel Support Detachments in Norfolk that are processing our Safe Haven travel vouchers have provided the following:

a. Your Safe Haven orders were initially issued for 180 days with a start date of 28 August 2005. These orders will remain in effect until your return to work at SPAWARSYSCENNOLA, or until directed by the issuing authority.

b. You are required to submit an interim travel voucher every 30 days (i.e., 28 September, 28 October, 28 November, etc.) for you and your dependents (separately) whether you are working in Washington, Fort Worth, Millington, Pensacola, or New Orleans.

c. Refer to Memorandum (Revision #1) of 5 Oct, prepared by PSD Naval Station Norfolk, titled "Help Sheet for Hurricane KATRINA Evacuation Travel Claim Guidance" for proper completion and submission of both travel vouchers.

d. You may not be co-located with your assigned supervisor at this time, so your supervisor's signature is not, repeat not required. The approving authority or the person that you are locally reporting to, can sign in the supervisor block.

e. While in a Safe Haven status, you may be required to complete command sponsored TAD/TDY (orders issued by the command), this period of time will be annotated on your Safe Haven travel voucher, as command issued TAD/TDY. Example:

10/30 DEP Safe Haven
11/02 ARR Cmd Issued TAD/TDY
11/04 DEP Cmd Issued TAD/TDY
11/05 ARR Safe Haven

NOTE: This is to ensure that you are not paid per diem for the same dates by both the Safe Haven orders and the command issued orders. Remember: You are required to complete both travel vouchers. Safe Haven submission as provided below and the voucher for the orders issued by the command to your local PSD or via the Defense Travel System (DTS) for payment.

f. To assist you in expediting your Safe Haven travel vouchers processing, the following personnel have been authorized as the Reviewing and Approving Official for personnel in these locations:

Location	**Point of Contact**
Washington, DC	Ms. Catherine Roberson
Fort Worth, TX	Ms. Edura Baham
Millington, TN	Ms. Patricia Huiatt
New Orleans, LA	Mr. Dennis Pigg
Pensacola, FL	CDR Treutel
	Mr. Anthony Jones
	Ms. Rosalie Armes

The reviewing and approving officials will ensure that Safe Haven interim travel vouchers are completed by personnel located at these sites and forward them to

SPAWARSYSCENNOLA relocation site at NETC NAS Pensacola, FL. The SPAWARSYSCENNOLA FEDEX number will be provided to the approving authorities listed above.

The Administrative Division (N023) will process all Safe Haven vouchers to PSD Norfolk for payment, and maintain file copies for each individual submitting. This action will allow the Administrative Division to work with both PSD Norfolk and the member, providing a single point of contact when questions arise.

g. When directed to submit your Safe Haven closeout travel voucher (mission complete - MC) for orders on yourself and your dependents. Each closeout voucher will be reviewed and signed by the Executive Officer to ensure that each individual is terminated from Safe Haven status.

h. You can review your payments received for you and your dependents at either of the following sites:

http://www.psalant.navy.mil/: Click on Travel Tracker and input the last four of your SSN, your first letter of your last name, and the last five characters of Safe Haven order number (A1111). A summary will appear and you may then click on Voucher Summary to view the voucher. Ensure you enter both order numbers (yours and your dependents) to view the total amount paid. The voucher that you will be seeing does NOT breakdown the payment. See note below for explanation.

https://mypay.dfas.mil/mypay.aspx/: Click on Travel Voucher Advice of Payment (AOP) to view your most recent travel payments. This site allows you to go back 30, 60, 90 and more days to view all travel payments received.

NOTE: The Norfolk Personnel Support Detachments will continue to deposit monthly Safe Haven payments to your account until your closeout travel voucher is received and processed. Once processed, you may be credited or debited based on the amount advanced to you and your

dependents against the amount claimed (on travel vouchers) over the period of the Safe Haven orders.

Additional information will be forwarded as received.