

PSD PORTSMOUTH LIMDU SOP

1. Before arriving to PSD members need to check into respective command and see their Command LIMDU Coordinator. Command LIMDU Coordinator will then contact PSD Limdu Coordinator to schedule a check-in appointment.
2. Upon check-in at PSD MBRs need:
 - a. Service record if not on ESR
 - b. Copy of endorsed orders, (orders should be ACC: 105 anything other than 105 will require an ord mod.)
 - c. Loss document
 - d. Medical Board. *MBRs can not check-in without medical board
3. While at PSD:
 1. MBRs will fill out Limdu and BAH/ BAS page 13's
 2. Update Page 2
 3. Complete Travel Claim and DLA form (if necessary)
 - A. Turn-In Lodging receipts for TLE
 - B. Turn-In Receipts for any expenses of \$75 or more ie: taxes, extra baggage, tolls

***Notes**

- Single members E5 and below need a BAH and BAS chit along with a barracks check out sheet to begin or to continue to receive BAH/BAS
- Single members E6 and above need BAH page 13 to begin or continue to receive BAH/BAS
- Members married mil to mil drawing single BAH need a BAH/BAS chit to begin to or continue to receive BAH/BAS pay.

While on Limdu:

1. Members are responsible for going to all scheduled medical appointments.
2. Members are required to schedule a re-evaluation appointment with doctor 1-2 months prior to the end of Medical board so they do not expire.
3. Immediately route all new boards and/or Fit for Full Duty endorsements to medical board office for processing.
4. Bring all leave request chits to LIMDU Coordinator for verification and signature prior to having respective command process them.
5. Once member is declared fit for full duty, immediately bring Medical Assignment Screening form to LIMDU Coordinator.
6. Members with PEB boards need to notify LIMDU Coordinator if/when they accept findings or if a formal hearing in Washington is scheduled.
7. Upon receipt of TDRL message from PERS, members are to contact their respective Command Career counselor for separations package.
8. If Members EAOS is to expire contact the LIMDU Coordinator 1-2 weeks prior so a retain in service can be submitted in order to keep their pay going.