



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
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COMNAVCRUITCOM INSTRUCTION 4400.1C CHANGE TRANSMITTAL 18

From: Commander, Navy Recruiting Command

Subj: LOGISTICS SUPPORT MANUAL

Encl: (1) Chapter 5

1. Purpose. To revise Chapter 502.2., Out-of-Pocket Expense Claim Submission, of the Logistics Support Manual (LSM). These changes will be incorporated in the electronic version available via the Recruiting Quarterdeck.

2. Discussion. This change deletes the requirement for recruiters to submit their Applicant Log with the local voucher and replaces it with the requirement for recruiters to submit their Applicant Log for all claims over \$75.00 and all receipts that exceed \$5.00.

3. Action. Remove Chapter 5 of the basic instruction and replace it with enclosure (1).

4. Point of contact is the Facilities/Logistics Department (N4) at (901)874-9123.

/s/
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Deputy

Distribution:
Electronic only, via Recruiting Quarterdeck Web site
<https://rq.cnrc.navy.mil>

Chapter 5

OUT-OF-POCKET EXPENSES/MISCELLANEOUS REIMBURSEMENT EXPENSES

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500. Overview of Out-of-Pocket Expenses (OPE)

1. Overview
 - a. General Information
 - b. Out-of-Pocket Expense Claim Submission
 - c. Miscellaneous Reimbursement

501. General Information

1. Joint Federal Travel Regulations (JFTR), Chapter 7, Paragraph U7030, provides guidance for the reimbursement of Out-of-Pocket Expenses for military personnel whose primary assignment is to perform recruiting duty and who incurred specified types of expenses in the course of these recruiting duties. The JFTR is located at <http://www.dtic.mil/perdiem/trvlregs.html>.

2. Per the JFTR, reimbursable expenses are limited to:
 - a. Snacks, non-alcoholic beverages and occasional lunches and dinners when purchased by the member for prospective recruits, candidates and their immediate families, or other individuals who directly assist in the recruiting effort.
 - b. Parking fees incurred while at itinerary stops.
 - c. Official telephone calls.
 - d. Purchase of photographic copies of vital documents for prospective recruits and candidates such as birth certificates, school transcripts, diplomas, and registration certificates.
 - e. Other small, necessary expenditures related to recruiting duty that the member must pay for from personal funds.
3. For urgent requirements purchased with personal funds that do not qualify for OPE, refer to Section 503, Miscellaneous Reimbursements.

502. Out-of-Pocket Expense Claim Submission

1. Monthly entries on OPE claims are acceptable (i.e., "Reproduction costs for the month of October" and "Telephone calls for the month of October").

2. The NAVCRUITDIST CO will establish internal procedures for OPE claim submission. For claims over \$75.00, the recruiter must submit their Applicant Log and all receipt that exceed \$5.00.

3. For manual SF 1164's, the servicing Personnel Support Detachment (PSD) should be consulted to ensure that there is no delay in payment processing.

4. The certifying official on the SF 1164 will be the LSO. The CO or XO will sign as the certifying official for the LSO's claim, when required. The approving official is the CO, unless delegated to the XO. Under no circumstances will the certifying official and/or approving official sign their own claim.

503. Miscellaneous Reimbursement

1. Miscellaneous reimbursements shall not be misconstrued as a means of circumventing existing procurement regulations or the provisions of OPE regulations/restrictions.

2. Miscellaneous reimbursements are expenses authorized by the Commanding Officer for official business and will be submitted on a SF 1164. Additional guidance is available in DoD Financial Management Regulation Volume 10 Chapter 11 and is located at http://www.dod.mil/comptroller/fmr/10/10_11.pdf.

3. Under no circumstance will the approving official approve their own Claim for Miscellaneous Reimbursement.

504. Parking Expenses for Certain Members

1. The authorization to reimburse parking expenses for certain recruiting personnel is defined for civilian personnel in JTR C2600 and military members in JFTR 3550. The authorization defines Parking Expense Reimbursement eligibility for military and civilian personnel who pay to park their POV at a Permanent Duty Station (PDS) work site or TDY site where assigned to duty:

- a. As a recruiter for any of the armed forces; or
- b. At an armed forces military entrance processing facility

2. Although some NAVCRUITDISTs are co-located with MEPS, the eligibility language of the authorization does not include NAVCRUITDIST support personnel, unless their PDS work site is "at MEPS" (classifiers, etc.) Until the language of the Parking Expense Reimbursement authorization is changed or modified, eligibility will be strictly held to JFTR and JTR criteria. The following guidance is provided for clarification:

- a. Eligible: Enlisted Recruiters on production (NEC 9585 or 9587), Officer Recruiters on production, and NAVCRUITDIST personnel who work at MEPS.

- b. Ineligible: CO, XO, CMC, CR, EPO, OPO, CA, ESS, Logistics Support, Leads, Admin, Contractors and PAO personnel.

TAB 5A

OPE/Miscellaneous Sample

1. **OPE FOLDERS SHOULD MAINTAIN:**

a. NAVCOMPT 2286

b. SF 1164

c. For all claims over \$75.00, receipts \$5.00 or more and Applicant Log

d. Calculator Tape

e. PSD Payment Vouchers

2. **MISCELLANEOUS CLAIMS:**

a. SF 1164

b. Receipts

c. PSD Payment Vouchers