

USS TRIPOLI (LHA 7)

Informational Guide

Welcome Aboard!

We are looking forward to your arrival to USS TRIPOLI. It is an honor and a pleasure to welcome you to the Navy's newest and most advanced amphibious-assault ship. A sponsor has been assigned to aide in your transition from your current command. Our fleet reputation will be built on one simple concept: Mission Excellence achieved through the power of our people. Therefore, as your Command Sponsor Team, we are here to help. Please contact us immediately if you have questions or special needs. Again, welcome aboard!

If for any reason you cannot get a hold of your sponsor and/or require immediate assistance please contact the Command Sponsor Coordinator:

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Critical Information

READ YOUR ORDERS IN THEIR ENTIRETY. Next, determine what your accounting data is for your current location. It is crucial for you to understand what you are entitled to depending on your accounting code and location. If you have questions do not hesitate to contact your PSD or our Admin Office to help explain. To help make your transition easier, read through this package in its entirety. This package is divided into three sections that are applicable based on your orders:

- 1) Reporting To San Diego

- 2) General Information
- 3) Travel FAQ

The General Information section provides answers to common questions asked by newly reporting personnel. Please refer to the Joint Travel Regulations (JTR) manual as it contains very important information about your pay and entitlements during a Permanent Change of Station (PCS) or Temporary Duty (TDY). This information is critical to your wellbeing and the wellbeing of your family. If you have any questions about any part of your orders, do not hesitate to contact the command sponsorship coordinator.

1. Reporting to San Diego

Arrival Instructions

Report directly to the ship on Naval Station San Diego. In case the ship is deployed or underway, report to Transient Personnel Unit (TPU). TPU is located in Bldg 3142, Brunton Hall, San Diego Naval Base, 32nd Street, "Dry side". They are open 24 hours a day, 7 days a week and have an outstanding staff to take care of you while you are in a transient status. TPU Quarterdeck number is: (619) 556-3182.

All flights land at the San Diego International Airport located about eight miles north of Naval Station San Diego. Travel time to Naval Station San Diego is approximately 10 minutes by car during non-rush hour. Your sponsor will most likely be the one greeting you at the airport and will help you get settled into your initial accommodations. If no one is there to pick you up, please go to the USO in the Airport and they will assist you in contacting the duty driver. The USS TRIPOLI quarterdeck number is (619) 556-4020.

Always check in wearing your seasonal dress uniform. When you check in, the Officer of the Deck should sign your orders and your sponsor will be called to the quarterdeck to meet you, unless otherwise prearranged. You should also meet with the Command Duty Officer and Section Leader who will ensure you have a place to sleep and inform you when to report for work in the morning. If you arrived in San Diego alone, make sure to call your loved ones.

Housing and Lodging

Interested in living in Navy housing? All officers and enlisted personnel with PCS orders to San Diego, California, and accompanying dependents are eligible to apply! Apply for PPV Homes through email with required documents to web.housing@navy.mil or apply in person at the Housing Service Center, 625 LeHardy Street, Building 3544, San Diego, CA 92136. The Housing Service Center hours are Monday through Friday 0800 – 1700, closed weekends and holidays. Applications must be submitted in person when housing is needed immediately or in less than 30 days. Additional information about housing can be found at <https://lincolnmilitary.com/apply-now/?i=sandiego-naval-complex>.

Hotel Reservations: We advise you to make any hotel reservations well in advance, especially if your PCS is during a tourist season. Your sponsor can assist you in finding a hotel, but you will have to finalize your reservation.

Temporary Lodging Expense (TLE): TLE is authorized for all command sponsored military personnel arriving on Permanent Change of Station orders pending availability of government housing, or pending completion of permanent living arrangements. TLE is not paid in advance, but is paid after filing a completed claim with receipts and endorsements. TLE is an allowance intended to partially pay members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging in the Continental United States (CONUS) in association with a Permanent Change of Station (PCS) move. TLE is only authorized in the vicinity of the old/new Permanent Duty Station (PDS); and is limited to 10 days for CONUS to CONUS PCS. It's advisable to have at least \$1,500 in your account to meet immediate off-base living expenses. TLE commences the date your PCS orders are endorsed as having reported aboard. It is imperative that you have your orders endorsed with the time and date reported as soon as possible after arriving in San Diego. You will not be reimbursed for any days of temporary lodging prior to the report date endorsed on your orders.

Household Goods

The Personal Property Office is located in Bldg. 3376, Naval Base San Diego next to Military Family Housing up the hill from the commissary. For information on household goods shipments, call (619) 556-MOVE (6683).

More information can be found at:

<https://www.smartwebmove.navsup.navy.mil> or on [Military OneSource](#).

Information Awareness (IA) Training

All personnel are required to complete annual IA training using the most up to date DoD Cyber Awareness Challenge. Newly reporting personnel should ensure they complete this training prior to checking in. Personnel who have not completed this training will not be allowed access to any DoD IT system.

Medical/Dental

Active Duty: Ensure that you bring your Medical and Dental records with you from your previous command. Member will check their records in as part of their check-in process.

Dependent Care: Medical care is available at Naval Base San Diego and Naval Medical Center San Diego for active duty personnel and their dependents. There are also several TRICARE clinics spread around San Diego metropolitan area, please be sure to visit [TRICARE's Moving Assistance page](#) to ensure a smooth transition for you and your family. Dental care for active duty military personnel is available at the Dental Clinic, Naval Base San Diego.

Fleet Family Support Center

FFSC San Diego provides numerous information and referral services. These include crisis intervention and after-hours Navy Relief assistance; relocation and spouse employment assistance are also available. The FFSC's Hours of operation are from 0800 to 1600, Monday through Friday and can be reached by telephone at (619) 556-7404.

Physical Address

3005 Corbina Alley
San Diego, CA 92136

2. General Information

ACCOUNTING CLASSIFICATION CODES AND ENTITLEMENTS

References: MILPERSMAN 1320-300 - Types of Orders
JFTR Chapter 5 <http://www.defensetravel.dod.mil/site/travelreg.cfm>

A word about your original orders – PROTECT THEM! They are the only readily available records of endorsements and advances made to you. If they are lost, in order to settle your claim, all the disbursing offices and commands you may have utilized will have to be contacted in order to verify endorsements and advances. This is a time-consuming task and will cause major delays in processing and paying your claim.

ADVANCES AND SETTLEMENTS

References: JFTR Chapter 5
DoDFMR Volume 9 Chapter 6
DoDFMR Volume 9 Chapter 8

An advance is an estimated payment of travel entitlements or per diem made before those entitlements are earned. The key word to remember is that it is an **ESTIMATE** of the amount the member will be entitled to. The amount actually earned could be more or less than the advance, so you must carefully track your advances. After arriving at the new PDS, you must file a travel claim within 5 working days of arrival. This claim will cover all travel from the last PDS to the new PDS. Your actual entitlement will be computed based on your claim and supporting documents, and any advances paid will be deducted. Any remaining amount will be paid to you; any negative amount is an overpayment and will be collected.

In effect, an advance is a “loan”. This loan does not become a “grant” or entitlement until the travel is complete and the travel claim is filed. Failure to file a travel claim within 5 working days of reporting PCS can result in collection of advances paid. As a rule, PCS allowances (mileage allowance in lieu of transportation (MALT) plus flat rate per diem, family member travel, and DLA) are advanced 100%. Regular per diem, however, is typically advanced at 80% of the estimated entitlement, in a maximum of 30-day increments (for extended TDY). Overpayments and shortages stem from many causes. The most frequent cause is failure to obtain necessary receipts, endorsements, or improper completion of the travel claim. Another significant but less common cause is drawing an advance for family members’ travel and DLA, then not moving the family members.

The traveler is responsible for preparing his or her DD Form 1351-2 to claim reimbursement

for official travel. Even when someone else prepares the voucher, the traveler is responsible for the truth and accuracy of the information. The traveler must carefully review expenses claimed on the DD Form 1351- 2 and sign the original voucher. All claims and attached statements must be completed using ink, typewriter, or computer-generated forms and submitted with necessary attachments and required approvals.

Erasures and alterations in totals on reimbursement vouchers must be initialed by the traveler. Any alterations, such as erasures and alterations in totals on receipts must be initialed by the person who issued or signed the receipt. When any type of leave is taken while in a travel status or at the TDY point(s), the dates for military members must be shown on the reimbursement voucher. When travel is by privately owned conveyance (POC), always show on the travel claim the points between which travel is performed. Any unusual conditions or circumstances that may affect allowances must be explained on the settlement voucher or attached on a separate sheet as supporting documentation. Claims must contain a complete itinerary for the entire period of travel. The traveler must enter all allowable reimbursable expenses and must attach all lodging receipts and any other receipt for expenses of \$75 or more to the voucher.

BASIC ALLOWANCE FOR HOUSING (BAH)

References: JFTR Chapter 10
OPNAVINST 7220.12

The military Basic Allowance for Housing (BAH) is based on geographic duty location, pay grade, and dependency status. The intent of BAH is to provide uniformed service members accurate and equitable housing compensation based on housing costs in local civilian housing markets, and is payable when government quarters are not provided. Each year the BAH tables are released between December 15 and January 1. Service members married to other service members who have no dependents are considered as single with regards to BAH.

MEMBER IN TRANSIT: A member's old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in GOV'T QTRS at the old PDS, the member is authorized BAH as of the GOV'T QTRS termination date). See JFTR Chapter 10, tables U10E-12, U10E-16 and U10E- 17 for further guidance.

NOTE: *If the member performs TDY en route at:*

- 1. The new PDS or**
- 2. A location near, but outside the limits of, the new PDS and per diem stops IAW JFTR par. U5120-D BAH for the new PDS begins the day of arrival in a "TDY" status at the new PDS in #1 or the day per diem stops in the case of #2.**

A member without a dependent in the accession pipeline is authorized BAH-T when in a travel, leave in route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS. The BAH rate for a new accession with a dependent is based on the dependent's location if the location is inside the U.S. If

dependent is located outside the U.S., BAH is based on the training site location. For more information see JFTR Chapter 10, U10416.

TEM DU (ACC 352): BAH is based on your last permanent duty station (LPDS), regardless of the location of the TEMDU station or length of TEMDU.

CAREER SEA PAY AND MEAL DEDUCTIONS

References: OPNAVINST 7220.14
MILPERSMAN 7220-180

Members assigned to sea duty are not normally eligible to receive a subsistence allowance (BAS). Meal deductions will start the day of check in.

DISLOCATION ALLOWANCE (DLA)

References: JFTR Volume 1 Chapter 5, Part G
MILPERSMAN 7220-220
MILPERSMAN 1300-400
DoD FMR 7000.14-R, Volume 9, Chapter 6, Article 0606 and 060601

The purpose of Dislocation Allowance (DLA) is to partially reimburse a member with or without a dependent, for the expenses incurred in relocating a household due to PCS orders.

The amount payable can be found in JFTR Chapter 5 Part G Section 3 for the applicable pay grade. DLA rates are in Table U5G-1.

DLA is authorized for all married members. When a dependent(s) is authorized to travel but does not move with the member, DLA at the without-dependent rate may be paid, provided the member is not assigned GOV'T QTRS at the new PDS.

For single members, DLA is payable only if government quarters are not assigned at the new PDS. DLA authority continues to exist if GOV'T QTRS' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days.

ENDORSEMENTS

Reference: MILPERSMAN 1320-310

Permanent Change of Station Orders (PCS) will be endorsed with the time, date and place of reporting and detaching. This is one of the biggest problem areas when processing travel claims. An endorsement can be either written, a stamp or sticker on your orders or a written memo or letter.

Endorsements can also include:

- Advances/Partial Settlements
- Availability/Non-Availability of Government Quarters and Messes

Commanding officers (CO) at shore activities will endorse member's TEMDU regarding the availability of government quarters and government mess when per diem is payable. No endorsement is required if the member has previously received a non-availability control number from the Bachelor Officers Quarters (BOQ); however, an endorsement as to the availability of a government mess is still required.

The importance of obtaining endorsements cannot be overstated. For example, failure to have a non-availability of quarters endorsement for staying in a hotel will result in the member being paid only as if they stayed in government quarters. If endorsements were not previously obtained, most can be obtained through messages, phone calls and faxes. This is time consuming and will delay processing and payment of your claim. **Make sure your orders have been endorsed!**

If the member arrived prior to the "REPORT NOT EARLIER THAN" date specified because all or part of the leave granted was not utilized, the member will be given the option of (a) remaining in a leave status until the required "REPORT NOT LATER THAN" date, or (b) terminating leave status and reporting with the understanding that per diem will not commence until the "REPORT NOT LATER THAN" date. If the member elects to report prior to the "REPORT NOT LATER THAN" date, orders will be endorsed as follows: "REPORTED THIS DATE. YOU ARE NOT REQUIRED TO COMMENCE THE TEMDU DIRECTED BY YOUR ORDERS UNTIL (DATE); THEREFORE, YOUR PER DIEM ENTITLEMENT COMMENCES ON THAT DATE."

Government Travel Charge Card (GTCC) Use for Permanent Change of Station (PCS)

Reference: NAVADMIN 291/22

The phased roll-out for mandatory use of the GTCC for all PCS and the MyPCS travel voucher submission was announced in NAVADMIN 129/22. Mandatory use of the GTCC for PCS will be rolled out in phases. Phase I was implemented 1 January 22 and include servicemembers in paygrades of E-9 and O-6+ with an Estimated Date of Detachment (EDDs) of 1 January 22 or later. Phase II began 1 July 22 and include servicemembers in paygrades of E-7 and above and O-4 and above. For more information, see <https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/My-Personnel-Info/GTCC-for-PCS/>.

PER DIEM BASICS

Reference: JFTR Chapter 4

Per diem is designed to offset lodging and meals and incidental expense (M&IE) costs incurred while performing travel, and/or TDY away from the PDS. Per diem is payable for whole days, except for PDS departure/return days that are reimbursed IAW JFTR par. U4147. Per diem rates vary by locality and by the availability of government quarters and messing.

They are determined based on the TDY location, not the lodging facility location. Proper endorsements are **CRITICAL** in order to be properly paid. Failure to obtain endorsements could cause problems in obtaining advances and can result in large over/under payments. Per diem rates consist of two portions: lodging, and meals and incidental expenses (M&IE).

Some instances where per diem is NOT payable (JFTR U4102):

- While TAD in the area of the permanent duty station.
- While on TAD performed at a location to which the member commutes from permanent quarters.
- While on a period of leave or proceed time authorized on orders.
- While on "NO-COST" TAD orders.
- While TAD aboard a ship when both quarters and mess are available.
- While on a ship during acceptance trials when both quarters and mess are available.

As stated previously, lodging rates vary widely by locality. The Standard CONUS per diem rate is the rate for any CONUS location not included in a defined locality (county/area) in the CONUS. The Standard CONUS per diem rate is used for all CONUS locations when PCS is involved. The Standard CONUS per diem rate can be found at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Receipts - DoD Financial Management Regulation 7000.14-R (DoDFMR, Vol. 9) (<http://comptroller.defense.gov/fmr/09/index.html>) requires a receipt for each lodging expense, regardless of the amount, and any individual expenditure of \$75 or more.

A receipt must show each of the following:

- When specific services were rendered
- When articles were purchased
- The unit price

If your cost is less, you are entitled to your cost only, as supported by original receipts. The M&IE rates are paid as stated, regardless of your actual costs. Receipts are not required for meals.

Reminders regarding lodging:

- Lodging costs are not reimbursable when staying with friends or relatives, whether or not any payment is made
- If sharing a room with another service member or government employee, you will be reimbursed one half the double occupancy rate. If the person sharing the room is not a service member or government employee, you will be reimbursed at the single room rate.
- Members on TDY or TAD who rent a furnished or unfurnished apartment, house, mobile home, travel trailer, etc., are authorized the following items when computing lodging costs(JFTR U4131).
 - Rent of apartment, house, mobile home, travel trailer, etc.
 - Rental charge for parking space for a mobile home, travel vehicle or camping vehicle
 - Charges for rent of appropriate and necessary furniture, such as stoves, refrigerators, chairs, tables, beds, sofas, televisions, and vacuum cleaners

- Cost of connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil, and sewer charges
 - Dumping fees
 - Shower fees
 - Cost of maid fees and cleaning charges
 - Monthly telephone use fees (not including installation and long distance charges)
- If ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges

Detailed per diem information can be found at
[http://www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf)

RECEIPTS

Reference: JFTR U2000
 DoDFMR 7000.14-R, Volume 9,

The receipt requirements for travel claims are:

1. ALL lodging receipts itemized with a zero balance (Ensure you have receipts covering your entire TDY period day by day)
2. ALL transportation receipts for long distance travel only; i.e. airline (flight itinerary), bus and rail tickets
3. ALL receipts for miscellaneous expenses of \$75 or more (cabs, local bus, traveler's checks, baggage handling, bridge tolls, etc.). If in doubt about whether or not you need a receipt, get one! Keep in mind that ORIGINAL receipts are required.

Copies and credit card charge receipts are not acceptable. Travelers are advised to retain **ALL** receipts for tax/other purposes. In the event you lose your receipts, you should first make an attempt to get another copy of the lost receipt (faxed copies are acceptable). If this is impossible, a lost receipt statement must be completed. Remember, lost receipt statements will not be accepted if it is possible for you to still obtain a receipt.

Lost Receipt:

1. If a receipt is not possible to obtain or it has been inadvertently lost/destroyed, a statement explaining the circumstances must be furnished.
2. For lodging, a statement must include:
 - a. The lodging facility name and address
 - b. Dates the lodging was obtained
 - c. Whether or not others shared the room (and the sharer's status as an official traveler)
 - d. The cost incurred

TEMPORARY LODGING EXPENSE (TLE)

References: JFTR Chapter 5 Part H
 MILPERSMAN 7220 - 280

Temporary Lodging Expense (TLE) is intended to **partially** pay for lodging/meal expenses

when a member/dependent(s) occupy temporary QTRS *in CONUS* due to a PCS. TLE reimbursement is limited to 10 days. A member may split the days among old PDS, new PDS, and DESIGNATED PLACE.

Member may be reimbursed a maximum \$290/day for TLE expenses when the member and dependent(s) occupy temporary QTRS on the same or different days and may choose the days TLE is claimed when occupying temporary QTRS on different days than the dependent(s). Dependent(s) may occupy temporary QTRS on different days, but TLE is determined as if lodgings were occupied on the same days. Members and their families should use adequate and available GOV'T QTRS on the U.S. INSTALLATION from which departing and/or to which ordered. This applies to all TLE while in the vicinity of the old PDS before actual departure and while in the vicinity of the new PDS after actual arrival. There is no requirement to use GOV'T QTRS in the vicinity of a designated place. For TLE purposes, when GOV'T QTRS are available and other lodgings are used, lodging reimbursement is limited to the GOV'T QTRS' cost or locality lodging rate, whichever is lower. The locality per diem rate based on the PDS location is used for TLE reimbursement.

Lodging receipts are required by DoDFMR 7000.14-R, Volume 9. When the member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.

TRAVEL PROCESSES AND PROCEDURES

All authorizations, orders and claims for TDY travel are processed through DTS by DTS Off-Hull Travel Support (DTS-OHTS).

DTS-OHTS creates all TDY authorizations/orders and travel vouchers in DTS when Passenger Reservation Request (PRR) or Claims (1351-2) are received via Transaction Online Processing System (TOPS).

- Processes emergency travel requests
- Applies JFTR regulations when processing TDY travel requests and claims
- Sends all approved authorizations/orders and ticketed flight reservations to the ships
- Processes all TOPS communication requests
- Maintains traveler profiles in DTS
- Notifies TYCOM when units are not in compliance with the DTS business guidelines
- Categories of Funded Travel:
 - Operation Maintenance/Navy (OM&N): Utilized for training.
 - Ship's Construction/Navy (SCN): Utilized for business travel.
 - Return to Homeport (RTH): Utilized for those eligible for RTH travel back to location of homeport or location of dependents as listed on their Page 2.

Process: Follow the process as outlined by your command.

Travel Advances: Navy travelers are authorized travel advances when there are expenses such as mileage, rental car and lodging involved in the travel. To receive a travel advance, the travel advance box on the PRR must be checked in order to receive an 80% pay advance for travel. Travel advances can take 74-98 business hours to show up in the traveler's bank account after the advance has been approved. NOTE: Travelers may not necessarily have an advance in time of travel departure if the

travel/advance is requested without proper processing time.

Travel Claims: Travel claims must be submitted via TOPS by the **fifth** working day post travel return. Receipts less than \$75.00 are not required to be submitted with the travel claim unless the receipt is for lodging or rental car. All receipts must be kept on file by the member a minimum of three years.

VEHICLE REGISTRATION

Military members who are legal residents of another state can qualify for an exemption from “ad valorem” taxes while stationed in San Diego; they still must pay privilege taxes, registration fees, title transfers and any other required fees. You will need to see your Admin Office and request a “letter of domicile”, which will then need to be stamped with the ship’s seal. The military member’s name must be on the registration (joint ownership & lease agreements are allowed as long as the military person’s name is on the registration).

Travel FAQ

What is an Ombudsman?

Every command has an Ombudsman who is a spouse of a sailor at the command. The Ombudsman serves as the liaison between the command and the families. The Ombudsman is the point of contact for the families. He or she can assist families with navigating through Navy life through resources and information.

How can an Ombudsman help me?

Navy Family Ombudsmen are key resources for family members, particularly during deployments. Ombudsmen maintain current resource files with information on military and civilian community agencies that can help families solve a variety of problems and successfully meet the challenges they face before, during and after deployments. In addition to providing referral information, Ombudsmen can facilitate communication between the command and family members. Ombudsmen may publish or contribute to command newsletters or maintain care lines, which have recorded messages with information for command families that can be accessed 24 hours a day. Ombudsmen can also assist families in contacting the command for a variety of reasons.

What is the role of the COMNAVSURFPAC Force Ombudsman?

The Force Ombudsman provides oversight and guidance for all the Surface Ships’ Ombudsmen in the Pacific Fleet Area of Responsibility. You can contact the Surface Forces Ombudsman at (619) 301-6983 or send an email to surforceombudsman@gmail.com

What is an IA assignment or tour?

An IA is an Individual Augmentee. A Sailor may receive orders to go IA and this means that he

or she will deploy as an individual, not with their command. Sometimes an IA will deploy and be stationed with another branch of the military. <http://www.ia.navy.mil/>

What is NFAAS?

Navy Family Accountability and Assessment System (NFAAS). This is how the Navy will track your family and assess your needs during an emergency. <https://www.navyfamily.navy.mil>. It is imperative you keep your NFAAS up-to-date.

When is my travel claim due?

Your travel claim is due for submission to TOPS no later than five days post-travel return.

Why does my financial information need to be listed on my PRR if I am not requesting lodging or a rental car?

DTS-OHTS requires this information for ALL travelers.

What do I do if I miss my flight? Can I call SATO?

If you happen to miss your flight and the airline doesn't book you on another, please call your travel POC. DTS-OHTS will be the ones to contact SATO. Also, make sure to contact your sponsor to update them with any travel delays.

Why do I have to give my personal credit card when requesting lodging or rental car? Is anything charged to my account?

Like with any commercial lodging or car rental reservations, a credit card is required to hold a reservation. Nothing is initially charged to your personal credit card.

When will I receive my travel advance?

A travel advance can take up to 24-98 hours to deposit into your account once it has been approved. Normally, it does not take the full 98 hours, but there is always a chance that you may not have an advance in time of your travel departure. You may receive an advance while during travel.

What constitutes emergency travel?

Emergency travel can include hospitalization or a sudden family death. The only person authorized to approve emergency travel is the commanding officer of your ship.

I submitted all my travel receipts when filling out my travel claim. Do I still need to keep them?

Yes. Please keep any receipts for your travel in a safe place. Originals need to be kept a minimum of three years. There may be instances when you are asked to produce them in the future.