

Admin Officer Guide: Prospective Gain/Loss (PG/PL) Reports

INTRODUCTION

As the Admin Officer, you are responsible for maintaining PG and PL reports capturing all personnel inbound to and outbound from your command. The PG report informs all concerned when incoming personnel are due to report, their sponsor, the status of their gain paperwork, etc. The PL report tracks administrative requirements for outbound personnel, such as status of performance evaluations and awards, transfer dates, flights, screening requirements, obligated service requirements, etc. Both reports are essential to leaders across the command and proactive management of are the sign of a well-run Admin Department. PG/PL reports could be maintained using Microsoft Excel or Access and are a combined effort by the Admin Department, Command Career Counselor (CCC), and Command Sponsor Coordinator. These reports should be provided to the Triad, department heads, and leading chiefs regularly.

OVERVIEW

PG/PL reports should be updated continuously and published frequently, typically on a weekly basis depending upon the size of the command. Larger commands (i.e., aircraft carriers, large amphibious platforms, etc.), may require more frequent updates due to the high turnover rate of personnel. At a minimum, use the following online resources to facilitate the accuracy of both reports: message traffic, NSIPS admin access, FLTMPMS, ODCR, Career Information Management System (CIMS), Career Management System – Interactive Detailing/Billet Based Distribution (CMS-ID/BBD) and MyNavy Assignments (MNA). The most important documents are permanent change of station (PCS) orders, separation/retirement orders, and Tentative Gain (TG) reports. For the PL report, use the ODCR/BBD and Projected Rotation Date (PRD)/EAOS reports to input personnel who are detaching 9-12 months out as often orders are released only one to three months prior to member's detachment.

CONTENT OF REPORTS

PG Reports should contain the following data at a minimum: PG's name/rank, report no later than (RNLT) date, prospective department, sponsor's name/rank, PG's detaching command/location, and date PCS orders received. The primary source of this information is derived from PCS orders, however if unavailable, use the resources mentioned in "Overview."

PL Reports should contain the following data at a minimum: PL's name/rank, estimated detachment date (EDD), prospective command/location, EOT award due date (if applicable), EVAL/FITREP/Letter of Extension (LOE) due date, required screenings (if applicable), OBLISERV requirements (if applicable), transfer package due date, and separation/retirement requirements (if applicable). The primary source of this information is derived from PCS/separation/retirement orders/package, however if unavailable, use the resources mentioned in "Overview." Note: For separations/retirements, account for terminal leave, permissive temporary duty (PTDY), Skillbridge, etc. (if applicable) and set the EDD to the member's last day onboard the command. Do not wait for PCS/separation/retirement orders to populate the PG/PL reports, be proactive and use all available resources!

If you use a locally generated report, validate your report with the NSIPS PG and PL reports regularly.

ADMIN OFFICER ACTION

Review the PG and PL reports frequently, daily if at a large command, and continuously press leaders at all levels of the command to complete gain and loss-related requirements on time. You must consistently “beat the drum,” specifically regarding due dates, as well as educate and assist. If transfer/separation documents, such as awards and performance evaluations, are repeatedly being processed at the last minute, the CO/XO will hold the AO, not the other Department Heads, responsible.

Admin Officers should manage all PGs and PLs to ensure operational readiness, management of personnel and, on a bigger scale, Navy end strength. PGs who do not report by their RNLTD date are considered “Expired PGs” and the Admin Officer must determine the PG’s status and aggressively track. Members traveling under orders are considered to be attached to the command to which next ordered to report. Members who have detached from previous command and is determined to be on unauthorized absence (UA) or a deserter, documentation throughout the UA/deserter process becomes the responsibility of the gaining command to which the member was directed to report. PLs who do not detach by the EDD are considered “Expired PLs” and the Admin Officer must take corrective action to manage using ORDMOD request, DELREP request, etc.

REFERENCES

Command Pay/Personnel Administrator (CPPA) Pay and Personnel (PAYPERS) Support Services page:
<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>

MyNavyHR MILPERSMAN 1300 Assignment Page:
<https://www.mynavyhr.navy.mil/References/MILPERSMAN/1000-Military-Personnel/1300-Assignment/>

MyNavyHR MILPERSMAN 1900 Separation Page:
<https://www.mynavyhr.navy.mil/References/MILPERSMAN/1000-Military-Personnel/1900-Separation/>