

Admin Officer Guide: Command Pay and Personnel Administrator (CPPA) Checklist

INTRODUCTION

As the Administrative Officer, one of your many roles is managing the Command Pay and Personnel Administrators (CPPAs) if you reside at a command without its own accounting and disbursing station number (ADSN). All pay and personnel items for the command are your responsibility and are under your purview. You must understand the overarching scope of CPPA responsibilities to ensure the effective execution of tasks, monitoring, and tracking issues to ensure every Sailors issues do not become a problem for the Sailor or Command

OVERVIEW

The following checklist will assist in your turnover and will provide you a litmus on CPPA effectiveness – it will help you ensure the minimum items are being met, and if they are not, it identifies the items within the command that must remain audit ready.

ADMIN OFFICER ACTION/RESPONSIBILITY

#	Checklist Item	Yes	No	N/A
1	Are Command Pay and Personnel Administrators (CPPA) designated in writing? (Individual and group memos)			
a	- How many level 3 CPPAs? # -			
b	- How many level 2 CPPAs? # -			
c	- How many level 1 CPPAs? # -			
2	Do all CPPAs have the NEC 791F?			
3	Do all CPPAs have the following accounts?			
a	- NSIPS			
b	- NSIPS RED/DA approval access			
c	- eCRM (Salesforce)			
d	- MMPA			
e	- NP2 (Travel Claims)			
f	- FLTMPs			
g	- eUCFR			
h	- Tableau CPPA Dashboard			
i	- SOES			
j	- BOL			
k	- ADS			
4	Do all CPPAs have appropriate DD 577s on file for pay processing?			
5	Have CPPAs printed out, reviewed, and filed MPA/PPIBs/OPS Alerts?			
6	Are CPPAs tracking PG/PLs and promulgating this info to command?			
7	Are gains being submitted to appropriate TSC within 4 days upon reporting? (San Diego – West; Pensacola – East; Yokosuka – OCONUS; Great Lakes - Students)			
8	Are check-in/check-out sheets given to Sailors and retained upon completion?			
9	Are transfers being submitted to TSC NLT 60 days prior to detach?			

10	Are retirements/separations submitted to TSC NLT 60 days prior to terminal leave/departure date?			
11	Are reporting Sailor's pay audited upon completion of gain by TSC?			
12	Are Pay/Pers items being audited by CPPA upon transaction being closed by supporting TSC?			
13	Does command have a Command Leave Administrator (CLA)?			
14	Who are the ESOs? Do they have access to NEAS?			
15	Does the command have an NC? If not, who is the CLAM?			
16	Review latest updates to MyNavyHR CPPA page with CPPA.			
17	Is the CPPA attending TSC/RSC monthly training opportunities?			
18	Is the CPPA/AO verifying Command Report in eUCFR monthly?			
19	AO conduct minimum weekly review of CPPA ECRM action items pending (Initiated not submitted/Returned for Action). Monitor for missing KSDs and timeliness of initial submission from date of pay eligibility and missing KSDs.			

Building a team that can identify pay/personnel issues early, clearly communicate the problem to both the Chain of Command and TSC effectively, and collaborate to mitigate future pay errors, will directly result in a stronger pay/personnel team and enhanced Sailor readiness.

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/CPA-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/>

OPS Alerts - https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx