



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 5450.61B
BUPERS-05
9 Jun 2022

BUPERS INSTRUCTION 5450.61B

From: Chief of Naval Personnel

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY PAY AND PERSONNEL
SUPPORT CENTER

Ref: (a) OPNAVINST 5400.44A

Encl: (1) Mission, Functions, and Tasks of Navy Pay and Personnel Support Center

1. **Purpose.** To publish the mission, functions, and tasks of the Navy Pay and Personnel Support Center (NPPSC) per reference (a). Major revisions include updating the mission, functions, tasks, and realignment of NPPSC under MyNavy Career Center (MNCC). This update is a complete revision and should be reviewed in its entirety.
2. **Cancellation.** BUPERSINST 5450.61A.
3. **Scope and Applicability.** This instruction applies to NPPSC and its subordinates activities.
4. **NPPSC Mission.** To provide military Navy pay and personnel services, passenger transportation, and travel support to military and civilian travelers assigned to various activities located worldwide. Other customer services include service to Navy military personnel and dependents of active duty and Reserve personnel, Department of Defense (DoD) civil service employees, and retired personnel and their family members.
5. **Status and Command Relationships.** NPPSC is a shore activity in an active, fully-operational status under a commanding officer.
 - a. **Activity:** NPPSC
 - b. **Echelon:**
 - (1) Chief of Naval Operations

(2) Chief of Naval Personnel

(3) Commander, Navy Personnel Command

(4) Commander, MyNavy Career Center

(5) Commanding Officer, Navy Pay and Personnel Support Center

c. Area Coordination: Commander, Navy Region Southeast

d. Regional Coordination: Commander, Navy Region Southeast

6. Authority Over Organizational Matters. NPPSC is authorized to organize, assign, and reassign responsibilities within NPPSC, including establishment and disestablishment of component organizations (as necessary) following procedures prescribed in current instructions.

7. Relationships. Commanding Officer, NPPSC must keep Commander, MNCC advised of matters that require his or her attention or knowledge.

8. Action. Commanding Officer, NPPSC will ensure performance of mission, functions, and tasks in enclosure (1). Send recommended changes to Bureau of Naval Personnel (BUPERS) Total Force Human Resources & Manpower (BUPERS-05) office.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

10. **Review and Effective Date.** Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



A. HOLSEY
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/>.

MISSION, FUNCTIONS, AND TASKS OF
NAVY PAY AND PERSONNEL SUPPORT CENTER

1. Commanding Officer, Navy Pay and Personnel Support Center (CO, NPPSC)

a. Function

(1) Serves as principal advisor to Commander, MyNavy Career Center (CMNCC) on Navy personnel and pay matters.

(2) Provides immediate superior in command level command and control of all transaction service centers (TSC), regional support centers (RSC), travel processing centers (TPC), and MyNavy Career Center joint bases (MNCC JB).

(3) Provides management of all Navy passenger transportation office (NAVPTO) transportation officers and associated operations.

(4) Provides effective leadership in management and direction, and exercises managerial and decisional authority.

b. Tasks

(1) Advises CMNCC on all personnel and pay policies, procedures, training, and practices that affect the welfare, morale, and job satisfaction of Navy active and Reserve personnel.

(2) Ensures compliance with policy established by MNCC to conduct the mission and functions of NPPSC.

(3) Performs executive level strategic planning development and implementation of strategic priorities.

2. Administrative Support (NPPSC 10)

a. Function. Manages, directs, and coordinates administrative activities in support of CO, NPPSC.

b. Tasks

(1) Administers the correspondence processing control and administrative action items relating to personnel and pay issues.

(2) Maintains the automated correspondence tracking system.

3. Operations Department (NPPSC 20)

a. Function. Provides technical expertise, assistance, and training to commanding officers and officers in charge of TSCs, RSCs, TPC, and MNCC JB and leadership of customer commands to ensure they meet their mission by providing pay and personnel services to military members and their families in a timely and accurate manner.

b. Tasks

(1) Review and monitor TSCs, RSCs, TPC, and MNCC JB transactions on a routine basis to ensure operational performance of programs is standardized, timely, and accurate across the network.

(2) Provides interpretation of a wide variety of pay- and personnel-related regulations, procedures, laws, and policies as needed to ensure standardization of application across the network.

(3) Maintains key supporting documents on pay and personnel matters utilizing higher-level instructions, references, military pay advisories (MPAs), and pay and personnel information bulletins (PPIBs).

4. Training Department (NPPSC 30)

a. Function. Responsible for providing training materials and the management of a training program for regional support centers (RSC) to administer throughout their areas of responsibility.

b. Tasks

(1) Monitors execution of RSC training schedules. Ensures periodic training for each topic and areas of concern.

(2) Manages the accessibility of MNCC's training resources on NPPSC's SharePoint Web site and MyNavy HR CPPA Resources page.

(3) Generates training announcements regarding current policy updates or to address specific pay and personnel process trends or concerns.

5. Military Pay (MILPAY) and Fiscal Operations Department (NPPSC 40)

a. Function. Responsible for effectively paying all active duty and Reserve Sailors in a timely manner. Disburses financial accountability for consolidation to the Defense Finance and Accounting Service. Maintains audit readiness.

b. Tasks

(1) Establishes procedures that monitor compliance with controls and retention policies surrounding individuals authorized to release MILPAY transactions.

(2) Develops procedures to ensure all pay and personnel documentation is retained for 10 years as per the DON Financial Management Office.

(3) Coordinates with BUPERS Financial Improvement and Audit Readiness (BUPERS-00T) and OPNAV Pay and Policy Department (N130) for all fiscal and disbursing pay procedures.

6. NAVPTO (NPPSC 50)

a. Function. Oversees authorized Navy passenger transportation and passport/visa support services at various locations worldwide.

b. Tasks

(1) Implements and manages DoD and Navy passenger transportation policy.

(2) Performs passport and visa services for active duty military and DoD civilian workforce and their families for permanent change of station and temporary duty travel.

(3) Provides ticketing support, technical arrest, prisoner, and escort travel services.

(4) Provides quality assurance oversight of contracted commercial travel services.