

MILPERSMAN 1000-025

PERSONNEL TRANSACTION TIMELINESS

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Reference(s)	(a) DoD memo FY-10 Financial Operations Metrics Goal of 30 Sep 09
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1. General Policy

a. For the purpose of this article, Navy's timeliness rate goals for processing personnel transactions align with the same goals established by reference (a). The personnel management community (e.g., personnel support detachments (PSDs), functional service centers (FSC), and personnel offices afloat) plays a critical role in the timely processing of personnel and pay transactions; however, personnel administration is ultimately a command responsibility. Timeliness associated with officer and enlisted personnel transactions can significantly impact operational planning, personnel accounting, and mission success. These transactions include, but are not limited to:

- gains and losses (activity and strength)
- reenlistments
- extensions of enlistment
- unauthorized absences
- nonjudicial punishments

b. Commanding officers (CO) and officers in charge (OIC), are responsible for prompt and accurate submission of pay and personnel transactions to correctly reflect the command's officer distribution control report and command's enlisted information, as displayed in the billet based distribution module of [MyNavy Assignment](#).

c. Navy personnel and field pay organizations will maintain a 97 percent timeliness rate for personnel and pay transactions, and process personnel transactions within 4 working days of the effective date of the transaction. For personnel transactions, timeliness is calculated from the transaction effective date to the date the transaction is successfully processed within the Navy Standard Integrated Personnel System.

2. Responsibility

a. COs, OICs, personnel offices, FSCs, and PSDs share responsibility and accountability to ensure that timeliness goals are met. Commands will submit documents or information affecting Service Members' pay and or personnel records, and will make personnel available to PSDs and personnel offices when their documents require in-person processing.

b. PSDs, FSCs, and personnel offices afloat will take timely action upon receipt of authoritative source documents or information as described in paragraph 1c.

3. Action

a. Navy Personnel Command (NAVPERSCOM), Pay and Personnel Management Department (PERS-2) will monitor and report status of personnel and pay transaction timeliness and accuracy to Commander, Navy Personnel Command (COMNAVPERSCOM).

b. COMNAVPERSCOM will pursue and intervene on behalf of field and fleet activities regarding pay and personnel policy and procedures to facilitate the most efficient business processes, and will continue to liaise with the appropriate program management offices to implement technological and software developments to improve timeliness and accuracy.

c. NAVPERSCOM (PERS-2) will resource and manage the execution of the Pay/Personnel Administration Support System (PASS) Program in pursuit of the 97 percent timeliness rate within the 4 working day standard.