

CPPA Commonly Used Websites Under NPC Authority

One SAAR Required For All

System	Reason	Current Forms Required to Obtain Access	Current Routing Requirements	Self-Service	Elevated CPPA Role	Service Desk Contact Information
BUPERS Online (BOL)	Required to verify records, input screening, and monitor PERSTEMPO	NAVPERS 1070/856 SAAR-N OPNAV FORM 5239/14 Send to NPC.IT.Service.Desk@navy.mil	NAVPERS 1070/856: CO/OIC/ISIC/ PERS-313 SAAR-N: Supervisor/ IAM/ Security Manager	Unlock account with CAC and enrollment in DEERS	Active Duty accounts remain enabled while on active duty	NPC IT Service Desk NPC.IT.Service.Desk@navy.mil 800-951-6289
Navy Standard Integrated Personnel System (NSIPS)- PERS CLERK/PERS Supervisor/Command Leave Administrator (CLA)	Required to verify records, data entry (NSIPS events that affect pay and personnel), and release RED/DA and Leave.	SAAR-N OPNAV FORM 5239/14 / NSIPS ELECTRONIC SAAR; CPPA/CLA designation letter Send to NSIPS Access Manager (NAM) at servicing TSC and required training per MILPERSMAN 1000-021	SARR-N: Supervisor/ IAM/ Security Manager/ NSIPS ELECTRONIC SAAR (eSAAR): Supervisor/TSC NAM	Locked accounts can be unlocked by contacting the TSC NAM	Locked accounts can be unlocked via the TSC NAM	NSIPS Access Manager (NAM) at servicing TSC
Transaction Online Processing System (TOPS)	Required to transmit Key Supporting Documents (KSD) from Commands to TSC/TPC.	SAAR-N OPNAV FORM 5239/14 Send to NSIPS Access Manager (NAM) at servicing TSC/TPC and required training per MILPERSMAN 1000-021	Supervisor/ IAM/ Security Manager/ NAM	No Self-Service Features	Accounts lock at 30 days but are not deleted if NAMS are made aware of CPPA non-availability.	TOPS Technology Help Desk mps-tops@navy.mil 619-532-2428

Additional Websites Under DLA/DISA Authority

No SAAR Required

System	Reason	Current Forms Required to Obtain Access	Current Routing Requirements	Self-Service	Elevated CPPA Role	Service Desk Contact Information
Account Management and Provisioning System (AMPS)	Account required before requesting access to MMPA (Master Military Pay Account) and ADS (Automated Disbursing System).	AMPS Application Request completed in AMPS website https://amps.dla.mil/oim	External Supervisor/ External Security Officer/ External Authorizing Official	Account creation via CAC registration.	Request elevated privileges from AMPS website via electronic form: https://amps.dla.mil/oim	AMPS/DLA helpdesk 855-352-0001 DLAEnterpriseHelpDesk@dlamail
Master Military Pay Account (MMPA) access via MIAP website	Required to verify NSIPS events that affect pay and personnel	AMPS Application https://amps.dla.mil/oim Follow MPA 08/18 or Navy DJMS PTG Appendix T for access procedures.	External Supervisor/ External Security Officer/ External Authorizing Official	Account creation via CAC registration. Follow MPA 08/18 or Navy DJMS PTG Appendix T for access procedures.	Request elevated privileges from AMPS website via electronic form: https://amps.dla.mil/oim	AMPS/DLA helpdesk 855-352-0001 DLAEnterpriseHelpDesk@dlamail DFAS Field Operations Support Team miap@mech.disa.mil 1-844-347-2457, Option 1
Automated Disbursing System (ADS)	Required to verify travel payments and advances.	AMPS Application https://amps.dla.mil/oim Follow MPA 49/15 for access procedures.	External Supervisor/ External Security Officer/ External Authorizing Official	Account creation via CAC registration. Follow MPA 49/15.	Request elevated privileges from AMPS website via electronic form: https://amps.dla.mil/oim	AMPS/DLA helpdesk 855-352-0001 DLAEnterpriseHelpDesk@dlamail

Additional Websites under NPC Authority

SAAR Required For Each

System	Reason	Current Forms Required to Obtain Access	Current Routing Requirements	Self-Service	Elevated CPPA Role	Service Desk Contact Information
FLTMPS (Fleet Training Management and Planning System)	Allows the ability to quickly access many of the training, manpower and personnel reports currently available in the Navy Training Manpower Planning System (NTMPS) system.	SAAR-N OPNAV FORM 5239/14 Request for access in FLTMPS website to Department Head/XO/OIC/CO.	CO/OIC SAAR-N: Supervisor/ IAM/ Security Manager Access: Approved by Department Head/XO/OIC/CO in FLTMPS website			NTMPS Support Office NTMPS.SUPPORT@NAVY.MIL 1-866-438-2898
SGLI Online Enrollment System (SOES) Administrator	Verify completion of SGLI, current coverage, and beneficiaries.	DD FORM 2875 Send to SOES_Admin.fct@navy.mil for access	Supervisor/ IAM/Security Manager/SOES Site Security Manager (SSM)			SOES SSM (Access): SOES_Admin.fct@navy.mil DMDC Support Center (technical issues and suspended accounts): 1-800-477-8227

Additional Websites Under OPNAV Authority

No SAAR Required

System	Reason	Current Forms Required to Obtain Access	Current Routing Requirements	Self-Service	Elevated CPPA Role	Service Desk Contact Information
Navy Department Awards Web Service (NDAWS)	Provides online access to Navy awards information and assistance.	SAAR-N OPNAV FORM 5239/14 Command Designation Letter Send to CNO_awards.fct@navy.mil for access.	External Supervisor/ External Security Officer/ External Authorizing Official			<p>NDAWS Access: CNO_awards.fct@navy.mil</p> <p>OPNAV CIO App Support (Site access and operation) appsupport@cno.navy.mil (703) 695-9093</p> <p>OPNAV CIO (Site management issues/Webmaster) OPNAVCIO@navy.mil</p>

Additional Websites Under NPC Authority

No SAAR Required

System	Reason	Current Forms Required to Obtain Access	Current Routing Requirements	Self-Service	Elevated CPPA Role	Service Desk Contact Information
Navy Enlisted Advancement System (NEAS)	Command ESOs can verify candidates' advancement and continuation board eligibility	NEAS application Designation letter Request access in NEAS website https://prod-neas.ncdc.navy.mil/LoginWebBatch.aspx	NEAS website			NEAS Access: https://prod-neas.ncdc.navy.mil/LoginWebBatch.aspx NETPDC discrepancy: 1-850-473-6148 sfly_N321_discrepanc@navy.mil

Additional Websites Under NPC Authority

SAAR Required

System	Reason	Current Forms Required to Obtain Access	Current Routing Requirements	Self-Service	Elevated CPPA Role	Service Desk Contact Information
Enlisted Advancement Worksheet (EAW)	NSIPS is being expanded to provide the capability for designated Command Reviewers to assist Command ESOs and their Sailors in reviewing their online Enlisted Advancement Worksheets (EAW).	SAAR-N OPNAV FORM 5239/14 / NSIPS ELECTRONIC SAAR; Designation letter Send to NAM at servicing TSC	SARR-N: Supervisor/ IAM/ Security Manager/ NSIPS ELECTRONIC SAAR (eSAAR): Supervisor/TSC NAM	Locked accounts can be unlocked by contacting the TSC NAM	Locked accounts can be unlocked via the TSC NAM	NSIPS Access Manager (NAM) at servicing TSC

Additional Websites Under CNIC Authority

No SAAR Required

System	Reason	Current Forms Required to Obtain Access	Current Routing Requirements	Self-Service	Elevated CPPA Role	Service Desk Contact Information
Navy Family Accountability and Assessment System (NFAAS)	Standardizes a method for the Navy to account, assess, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event.	Email Paas.fct@navy.mil for access. They will email you a form depending on what type of Command you have.	Commanding Officer			Paas.fct@navy.mil 1-866-946-9183

Additional Websites Under DOD Authority

No SAAR Required

System	Reason	Current Forms Required to Obtain Access	Current Routing Requirements	Self-Service	Elevated CPPA Role	Service Desk Contact Information
Defense Travel System (DTS)	Military members and DoD Civilian personnel can book official travel and manage travel expenses.	DD 577 Designation Letter Send to ISIC admin and all required travel training from Defense Travel Management Office website https://www.defensetravel.dod.mil/Passport/ for access. Ask your ISIC admin or in charge of DTS for more information.	DD 577/Designation Letter: CO/OIC Access: ISIC admin			1-888-435-7146

Additional Websites Under Citibank Authority

No SAAR Required

System	Reason	Current Forms Required to Obtain Access	Current Routing Requirements	Self-Service	Elevated CPPA Role	Service Desk Contact Information
Citibank	Manages government travel cards for personnel official travel.	DD 577 Designation Letter Send to ISIC admin and all required travel training from Defense Travel Management Office website https://www.defensetravel.dod.mil/Passport/ for access. Ask your ISIC admin or in charge of Citibank for more information.	DD 577/Designation Letter: CO/OIC Access: ISIC admin			Customer Service 1-866-670-6462

Additional Website Under DMDC Authority

No SAAR Required

System	Reason	Current Forms Required to Obtain Access	Current Routing Requirements	Self-Service	Elevated CPPA Role	Service Desk Contact Information
Joint Personnel Adjudication System (JPAS)	A system of record for personnel security adjudication, clearance and verification and history.	DD FORM 2962, Letter of Appointment (LOA), if applicable. A LOA is required for ALL Account Managers Send to agency JPAS Account Manager and/or Facility Security Officer (FSO) or dodhra.knox.dmdc.mbx.contact-center@mail.mil for access.	DD FORM 2962: Security Officer, Commanding Officer Completed forms submitted to agency JPAS Account Manager and/or Facility Security Officer (FSO)			Access: dodhra.knox.dmdc.mbx.contact-center@mail.mil Customer Service: (800) 467-5526 Go to https://psa.dmdc.osd.mil/psawebdocs/docPage.jsp?p=JPAS for more information

Additional Websites Under NPC Authority

SAAR Required

System	Reason	Current Forms Required to Obtain Access	Current Routing Requirements	Self-Service	Elevated CPPA Role	Service Desk Contact Information
BBD (Billet Based Distribution) (when applicable)	BBD provides accurate, real time data billet and personnel data; which allows to better manage personnel assignments to meet fleet operational readiness.	<p>NAVPERS 1330/3 SAAR-N OPNAV FORM 5239/14</p> <p>Send to CMSIDBBD_Inbox@navy.mil for access.</p>	Supervisor/ IAM/ Security Manager/ NAM		For disabled accounts, email CMSIDHelpDesk@navy.mil	<p>CMSID BBD (Access): CMSIDBBD_Inbox@navy.mil</p> <p>SSCLANT CMS Help Desk (technical issues and disabled accounts): 1-800-537-4617 or email CMSIDHelpDesk@navy.mil</p>