

Command Pay and Personnel Administrator (CPPA) Handbook

The CPPA Resources page:

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>

The Standard Operation Procedure (SOP)s on the CPPA Resources site:

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/SOP-Library/>

The My Navy Career Center (MNCC) Sharepoint:

[MyNavy Career Center - Home \(sharepoint-mil.us\)](https://mynavyhr.navy.mil/MyNavyCareerCenter/Home)

The Interactive Standard Operating Procedures (SOP) for Pay, Personnel and Travel processes:

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx

The Interactive Standard Operating Procedures (SOP) using MS Power Apps:

<https://play.apps.appsplatform.us/play/e/default-e3333e00-c877-4b87-b6ad-45e942de1750/a/ba75a45e-abe3-4ed2-9009-d1fc19436c77?skipmetadata=true#>

Join the Navy Command Pay/Personnel Administrator Community Facebook Group:

<https://www.facebook.com/groups/455765634765433/>

(NOTE: Will need a Facebook account to fully utilize.)

Archived Navy Pay and Personnel Support Center (NPPSC) OPS ALERTS are located:

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

CPPA courses are live now on eLearning site: [Please Read!](#)

CPPA Pro-to-Pro cell can be reached Mon-Fri from 0700-1700 Central Standard Time by calling 1-833-330-6622 (1-833-330-MNCC) and pressing 2 when prompted.

Note: Our organization is constantly evolving and changing which means links within this document can become broken. If you notice a link that does not work, or wish to send feedback or recommendations please contact:

MNCC_N7_talent.fct@navy.mil

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INTRODUCTION

i. Welcome to the Pay and Personnel (PAYPERS) Team

Congratulations! With your designation as a Command Pay and Personnel Administrator (CPPA) you become an integral part of a team of professionals dedicated to supporting Sailors.

Your appointment as a CPPA indicates your Commanding Officer (CO) has confidence in your ability to represent the entire command in PAYPERS procedures. As the CPPA you are the “on- site” representative of PAYPERS, you serve in a position of trust and your performance has direct and significant impact on the morale and welfare of the officers and enlisted personnel in your command.

The TSC is the administrative unit responsible for delivering pay, personnel, passenger and transportation services as well as educational services, to Members of your command. As the CPPA, you are the liaison between Members of your command and the TSC. Ensure you and your TSC/NRC provide prompt, courteous and accurate PAYPERS services.

ii. About This Handbook

Your primary reference when performing CPPA tasks are the [Pay/Personnel/Travel SOP's](#). This handbook provides amplifying information and supporting references to broaden your knowledge of PAYPERS organization and tasks, and to make you a more competent and effective CPPA. Familiarity with this Handbook, applicable directives and the SOP referenced here will increase your understanding as well as your effectiveness during your assignment as the CPPA.

iii. PAYPERS Organization

NPPSC supports military personnel and pay services throughout the Navy. The TSC/TPC or PAYPERS offices provide Navy customers with ‘one-stop’ service. Administration of military pay, personnel and passenger transportation functions within the scope of PAYPERS shall be accomplished per guidelines set forth in OPNAVINST 5200.45 Series.

iv. Command Pay and Personnel Administrator (CPPA) Program

Per Military Personnel Manual (MILPERSMAN 1000-021), the CPPA links the individual Sailor, the Sailor’s command and the supporting pay, personnel, and passenger transportation organization. CPPAs are customer service- oriented professionals trained in basic pay, personnel, passenger transportation and travel voucher functions associated with Sailor career and life events. CPPAs support Sailors with matters beyond self-service capabilities. They provide input to their activity head on issues or concerns related to Navy PAYPERS within the command. Additionally, they facilitate Navy PAYPERS cases for command personnel on behalf of pay, personnel and passenger transportation supporting organizations; facilitate command level support to billet based distribution (BBD) processes within the command. And provide guidance to command personnel on changes to Navy PAYPERS policies and procedures.

The CPPA is not expected to be an expert in all areas of PAYPERS administration. However, familiarity with the SOPs and the contents of this handbook ensures awareness of PAYPERS processes and creates an effective and efficient CPPA.

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v. CPPA Appointment

Per [MILPERSMAN 1000-021](#), the CPPA will have routine access to personnel information belonging to command personnel (officer, enlisted, and (at times) dependents) protected by reference (b). The unauthorized disclosure of personnel data and personally identifiable information (PII) can result in civil, criminal, or administrative penalties.

The CPPA is selected by the CO or OIC and deemed capable of performing in a position of trust. COs or OICs should designate a military person as the CPPA. If there are no military personnel available to perform this duty, a government civilian may be assigned. Only as an exception, if a unit has no military or government civilians to perform this duty, a contractor working for the command may be assigned as a CPPA. Qualification requirements to perform the duties of CPPA are the same for anyone serving in that role.

Note: Commands billeted for a PS, YN or NC will designate those ratings as priority (in that order).

NOTE: Per reference ([OPNAVINST 5200.45 Series](#)), designation of a CPPA (in writing) is critical to providing required and expected levels of personnel, pay and transportation support for all Navy personnel.).

vi. CPPA Handbook References

Each subject in this handbook has a reference listed at the top of the page with a direct hyperlink to the reference. The listed policy directive governs the subject and answers questions about the subject.

When a resource exists, a link is provided to the applicable SOP. Every Service Member, CPPA, and personnel support providers will reference the SOP(s) to ensure proper execution of PAYPERS processes. These task-based user aids with links to policy, guidance and supporting resources are available via the [MNCC](#) Resource site.

vii. A Special Note Regarding Personally Identifiable Information (PII)

All day, every day, the business of the Navy involves the use of PII. PII is used to request leave (name, address, phone number, leave balance), to apply for special programs (name, Social Security Number (SSN), photographs, performance ratings, security clearance level, medical information), to negotiate orders (name, SSN, family data, performance ratings, security clearance level, financial and medical information), and so forth.

Navy personnel records contain documents and data filled with PII can be placed at risk when improperly handled. Of particular concern is PII transmitted between you or your command and another organization, such as your servicing Transaction Service Centers (TSC) or Navy Personnel Command. Examples include reenlistment contracts, awards, selection board packages, correspondence with detailers, and updates to Page 2, SGLI and Dependency Care. (For complete information on PII, go to [What is PII?](#))

Digitally signing email is NOT the same as Encrypting email!

Digitally signing an email provides assurance of who sent the mail and that the email was not altered during transit. Encrypting an email provides Confidentiality. Only the intended recipient will be able to open the email.

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It is IMPERATIVE Navy personnel encrypt email containing PII within the email text and/or email attachments. (IMPORTANT: Email subject line is not encrypted so do not include PII, such as last four of SSN, in subject line text.)

It's the Law!

Any transmission of unencrypted PII is considered a PII breach and must be reported within one hour of discovery in accordance with Department of the Navy (DON) Chief Information Officer (CIO) MESSAGE DTG: 291652Z FEB 08, "Loss of Personally Identifiable Information (PII) Reporting Process".

The DON CIO message and PII Breach Reporting Resources are available on the [DON CIO website](#). PII is information which carries some risk-of-harm to an individual or the Command should the information be accessed by unauthorized personnel. PII of this nature is considered to be "sensitive" and must be protected. Sensitive PII, as referenced in the [SECNAVINST 5211.5 Series, DON Privacy Program Instruction](#) includes, but is not limited to:

- Name, such as full name, maiden name, mother 's maiden name, or alias
- Personal identification number, such as SSN, passport number, driver 's license number, taxpayer identification number, or financial account number
- Address information, such as street address or email address
- Personal characteristics, including photographic image (especially of face or other identifying characteristic), fingerprints, handwriting, or other biometric data.
- Information about an individual that is linked or linkable to one of the above (e.g. date of birth, place of birth, race, religion, weight, activities, geographical indicators, employment information, medical information, education information, financial information).

For more information and training on PII, see
<https://www.doncio.navy.mil/ContentView.aspx?id=9858>

viii. Systems Required to Perform PAYPERS Functions

The following online systems are used to initiate and complete PAYPERS cases and transactions. The CPPA will typically have access to some, but not all of the following systems. Use the *CPPA Toolbox information sheet* located on the Navy Personnel Command (NPC) [CPPA Resources](#) page to establish user accounts.

NOTE: CAC is required to access systems containing PAYPERS information.

- [Standard Operating Procedures \(SOPs\)](#)
- [Navy Standard Integrated Personnel System \(NSIPS\)](#)
- [Electronic Service Record \(ESR\)](#)
- [Official Military Personnel File \(OMPF\)](#)
- [Personnel & Pay enterprise Customer Relationship Management \(eCRM\)](#)
- [Master Military Pay Account \(MMPA\)](#)
- [Defense Military Office \(DMO\)](#)
- [myPay](#)
- [Career Information Management System \(CIMS\)](#)
- [Career Waypoints \(C-WAY\)](#)

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- [U.S. Navy Awards](#)

ix. Internet Websites Supporting PAYPERS

- [MNCC](#)
- [Navy Pay and Personnel Support Center](#)
- [Navy Personnel Command](#)
 - [CPPA Resources](#)
 - [Career Toolbox](#)
 - [Career Counseling](#)
 - [Records Management](#)
 - [Military Personnel Records](#)

x. [CPPA Training Courses](#)

xi. [CPPA Communications - Frequently Asked Questions](#)

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CHAPTER 1 - PERSONNEL AND PAY PROCESS

Documents normally processed at TSC/TPC:

- Basic Allowance for Housing (BAH)
- Leave Process (applies to Commands NOT on E-LEAVE)
- SPO
- Meal Reimbursements
- CSP/ CSPP
- FSA (R, S & T)
- Change of citizenship; provide NAVPERS 1070/613 with required information. (DO NOT photocopy certificates for CPPA retain files)
- Update warfare qualifications in NSIPS
- Monthly Good Conduct reports (CPPA should also have access to the information)
- Advice of Errors (AOE) from FEG report

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SECTION 1 – Allotments

References:

- [DOD Financial Management Regulation \(DOD FMR\), Volume 7A, Chapter 42 and 43](#)
- [Navy DJMS Procedures Training Guide \(PTG\), Part 6](#)

Document(s) Required

- Authorization to Start, Stop or Change Allotment (Active Duty) [DD Form 2558](#)
- Direct Deposit Sign-Up Form ([SF 1199A](#))

Required Actions – CPPA

- Advise Member of his or her ability to start, stop or change allotments using myPay and provide the required steps.
- If Member is unable to access myPay to perform his or her own transaction, advise the member to fill out DD Form 2558. Verify the completeness and accuracy of the form. Submit the form to TSC for processing.
- Since all allotments to financial institutions are transmitted through Electronic Funds Transfer (EFT), verify the Automatic Clearing House (ACH) routing number for the financial institution is provided correctly, in order to register the allotment.
- Submit all required documents to TSC via eCRM.
- Ensure the allotment request is received at TSC no later than the End of the Month (EOM) update, using the Defense Joint Military Pay System (DJMS) Monthly Production Schedule.
- Verify allotment posted in MMPA.

NOTE: A Special Power of Attorney (SPA) is required to establish, change, or stop allotments when the Member cannot do the request himself/herself via myPay. The SPA must explicitly state allotment authority, be current, and signed by the Member.

Required Actions – TSC

- If a Member submits an allotment request via myPay, no action is required.
- If a Member submits a DD Form 2558,
 - Verify the requested form for accuracy.
 - Submit appropriate DJMS Format Identifier (FID)/NSIPS entry.
 - Verify allotment posted in MMPA.

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SECTION 2 - Basic Allowance for Housing (BAH)

References:

- [Department of Defense Financial Management Regulation](#) (DoDFMR), Volume 7A, Chapter 26, 2605
- [OPNAVINST 7220.12](#) Series
- [Current Military Pay Advisories \(MPAs\)](#)

Document(s) Required

- [NAVPERS 1070/602](#) (Page 2) if there is a change of dependency status.
- Approved [NAVPERS 1331/7](#) Special Request Chit.
 - NOTE 1: Central Billeting/Combined Bachelor Housing (CBH) has final approval authority on requests for Single BAH. The Central Billeting/Combined Bachelor Housing approval date must match the CO's approval date to avoid BAH underpayment. If the Member's request is put on hold due to waiting list or occupancy requirements, start date to be used is the CBH approval date. If the Member is currently residing in CBH and checks-out from the Central Billeting/ Combined Bachelor Housing after the CO's approval date, the effective date is the Central Billeting/ Combined Bachelor Housing check-out date.
 - NOTE 2: A Member who was previously married and then divorced is NOT automatically entitled to Single-BAH. The Member must have a Command and Central Billeting/Combined Bachelor Housing approval to receive single-BAH.

Required Actions – CPPA

- Refer to the [BAH SOP](#) for CPPA internal processes.

Required Actions – TSC

- Refer to the [BAH SOP](#) for TSC internal processes.

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SECTION 3a - Dependency Application and Record of Emergency Data (RED) (NAVPERS 1070/602) and (DD93) for Dependents

References:

- [MILPERSMAN 1070-270 \(Page 2\)](#)
- [MILPERSMAN 1070-271 \(RED\)](#)
- [JTR Volume 1, Chapter 10, Part B](#)
- [NAVADMIN 218/13 \(Guidance on Benefits for Same-Sex Spouses\)](#)
- [MILPERSMAN 1770-280 \(Death Gratuity\)](#)

Document(s) Required

- Marriage Certificate
- Birth Certificate
- Divorce Decree
- Paternity Statement
- Adoption papers
- Other document(s), as required by local command

NOTE 1: Emergency data information is no longer recorded on NAVPERS 1070/602 DA. DD 93 is used for both officer and enlisted Service Members to provide information on family members and elect various beneficiaries. See [MILPERSMAN 1070-271 \(RED\)](#) to complete and file an updated DD 93.

NOTE 2: The NAVPERS 1070/602 must reflect the Member has legal court ordered custody if the Member is receiving dependent BAH or must reflect the monthly amount of support. The fact the child is residing with the Member is NOT authority to credit dependent BAH unless the Member has legal court ordered custody. Ref: [Joint Travel Regulations \(JTR\), Ch. 10](#), and [Pay and Personnel Information Bulletin \(PPIB\) 10-12](#).

NOTE 3: Dependency data shall be verified and updated (if necessary) by each Member on active duty upon:

- Detaching/reporting on PCS orders
- Prior to unit deployment/patrols
- Gain/loss of a family Member (marriage, divorce, birth, death, dependent child over 21, etc.)
- Change of Address
- Fleet Reserve/Retirement
- Claiming reimbursement for dependent(s) travel
- Annually

Required Actions – CPPA

- Advise Member of utmost importance in maintaining the accuracy of the NAVPERS 1070/602.
- Ensure Member verifies NAVPERS 1070/602 via ESR or OMPF. It is the Member's responsibility to ensure this document reflects up-to-date and complete information, as well as to provide applicable documents.

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- Ensure updates are submitted to TSC via secure transmittal. Once final document is approved by Sailor and signed, forward documents to TSC via secure transmittal.
- The command shall retain a signed NAVPERS 1070/602 on file for each assigned Sailor, for 90 days after Transfer and 180 days after Separation/Fleet Reserve.
- When a Sailor designates a portion or none of the death gratuity to the spouse:
 - Refer to MILPERSMAN 1770-280 to prepare the Spouse Notice of Designation letter for the CDR, CO, OIC signature.
 - Mail the original letter to the spouse and e-submit the copied letter to OMPF via eCRM .
- Refer Section 18 for SGLI.

Required Actions – TSC

- Refer to the [Page 2 SOP](#) for TSC internal processes.

SECTION 3b - Dependency Application/Record of Emergency Data (NAVPERS 1070/602) and (DD93) for Secondary Dependents

References:

- [Defense Finance and Accounting Service \(DFAS\) Military Pay Secondary Dependency Guide](#)
- [Defense Finance and Accounting Service \(DFAS\) Military Pay Secondary Dependency FAQs](#)

Document(s) Required

- [Dependency Statement – Parent \(DD Form 137-3\)](#)
- [Dependency Statement – Incapacitated Child Over Age 21 \(DD Form 137-5\)](#)
- [Dependency Statement – Full Time Student 21-22 Years of Age \(DD Form 137-6\)](#)
- [Dependency Statement – Ward of a Court \(DD Form 137-7\)](#)
- Submit a printed copy with Original Signatures.

NOTE 1: To be considered sufficiently dependent upon the Member to qualify as a Secondary Dependent, documentation must prove the claimed dependent's qualifying income is LESS than 50% of their expenses and the Member's contribution EXCEEDS 50% of the dependent's living expenses. Examples include: parent, parent-in-law, step-parent, parent by adoption, in loco parentis, and ward of the court.

NOTE 2: Download applicable forms at <https://www.esd.whs.mil/Directives/issuances/dodi/>

NOTE 3: Letters of determination for active-duty Members are mailed to the Member's Unit Identification Code (UIC) address.

Required Actions – Members

- Use above references to apply secondary dependent(s).

Required Actions – CPPA

- Assist a Member to update NAVPERS 1070/602 or RED/DA when applicable.
- Assist a Member to update NAVPERS 1070/602 in NSIPS to reflect prior information (the parents have not been approved as dependents yet) after DFAS approves/disapproves the application to avoid Defense Eligibility Enrollment System (DEERS) disparity.

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SECTION 4 - Family Separation Allowance (FSA)

References:

- [DOD FMR, Volume 7A, Chapter 27](#)
- [MILPERSMAN 7220-120](#)

Eligibility Criteria:

- Married Members with civilian spouse.
- Military to Military Members who were residing together prior to separation by military orders. Generally, only one Member is entitled to FSA at a time. Dual FSA entitlements only exist when Members reside together with their dependent(s) immediately before being simultaneously assigned to duty assignments away from each other and their dependents.
- Single Members, who have physical and/or legal custody of the child (children) for at least 14 days each month. Court order must explicitly award the physical and legal right to a Member. NAVPERS 1070/602 (Page 2) must document the member's rights in the remark sections.

NOTE: FSA will become effective on the 31st day of separation; retroactive to first day Member was separated from family. The 30 DAY minimum entitlement period only applies to FSA-Temporary and FSA-Ship. This rule does not apply to FSA-Restricted per DOD FMR Volume 7A Chapter 27.

Documents Required

- [Statement to Substantiate Payment of FSA \(DD Form 1561\)](#) for each eligible member.
- NAVPERS 1070/602 (Page 2).
- Copy of PCS order / TAD order / Memorandum to certify member's eligibility.
- DD Form 577

Required Actions – MBR

- Provide updated NAVPERS 1070/602 to CPPA for verification.
- Complete [DD Form 1561](#) blocks 1-9 and turn in to CPPA.

Required Actions – CPPA

- Verify FSA eligibility for command via NSIPS.
- Assist Member in verifying NAVPERS 1070/602.
- Assist Certifying Officer to complete Part II of DD Form 1561.
- Forward all required documents (see above) to TSC.
- Verify FSA posted in MMPA (FID: 65).

Required Actions – TSC

- Verify FSA entitlement.
- Process FSA transactions in NSIPS.
- Verify FSA posted in MMPA (FID: 65).

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SECTION 5 - Hostile Fire (HF), Imminent Danger Pay (IDP), Combat Zone Tax Exclusion (CZTE)

References:

- [DOD FMR, Volume 7A, Chapter 10](#)
- [Navy DJMS PTG Table 1-10-1](#)
- [Navy DJMS PTG, Part 1 Chapter 10](#)
- [Navy DJMS PTG, Part 7 Chapter 11](#)
- [NAVADMIN 062-12 \(IDP\)](#)

Eligibility Criteria:

- **Hostile Fire Pay (HFP):** This entitlement is payable, as certified by the appropriate commander, when a Member is subjected to hostile fire or explosion of a hostile mine, or on duty in an area in close proximity to a hostile fire incident and the Member is in danger of being exposed to the same dangers actually experienced by other Members subjected to hostile fire or explosion of hostile mines, and may be killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action. See references above for more information.
- **Imminent Danger Pay (IDP):** This entitlement is payable when a member is on official duty in a designated IDP area. Periodic recertification of IDP ensures imminent danger designations match actual conditions of designated countries, ensuring fair entitlements and benefits occur as warranted. As of 3 Jan 2014, IDP pay will continue for Iraq, Afghanistan, Lebanon, Jordan, Pakistan, Syria, Yemen, and Egypt within the Central Command AOR, up to a maximum full monthly amount of \$225.

NOTE: Members cannot receive both IDP and HFP in the same month.

http://www.dfas.mil/militarymembers/payentitlements/specialpay/hfp_idp.html

- **Combat Zone Tax Exclusion (CZTE):** A combat zone is any area the President of the United States designates by Executive Order as an area in which the U.S. Armed Forces are engaging or have engaged in combat. An area usually becomes a combat zone and ceases to be a combat zone on the dates the President designates by Executive Order. Earnings received while in the combat zone are excluded from taxable income. A Member of the U.S. Armed Forces who serves one day in a defined combat zone may exclude pay, bonuses and special pay for the entire month from taxable income.

Document(s) Required

- Certified memorandum from the CO (see [Appendix A-3](#)) stating area of entitlement and effective dates of special pay entitlements. Subsequent letter will be required to stop entitlement if not indicated on original memorandum (see [Appendix A-2](#)).
- Alpha roster listing names and SSNs (by secure means to protect PII) of entitled personnel onboard per sailing diary.
- For individual cases sent via eCRM, reference the original memorandum.

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Required Actions – CPPA

- Submit certified memorandum from the CO with Alpha roster listing names and SSNs (via secure transmission) of personnel entitled to IDP who are onboard.
- Verify the transactions posted in MMPA (FID: 23 for HF/IDP; FL for CZTE)

NOTE: Refer to procedures for safeguarding PII including SSN

Required Actions – TSC

- Verify certified memorandum and Alpha listing for accuracy.
- Submit appropriate cases to DFAS.
- Refer to the [Hostile Fire/Imminent Danger Pay SOP](#) for TSC internal processes.
- Verify the transactions posted in MMPA (FID: 23 for HF/IDP; FL for CZTE)

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SECTION 6 – Career Sea Pay (CSP) and Career Sea Pay Premium (CSPP)

References:

- [DOD FMR, Volume 7A, Chapter 18](#)
- [Navy DJMS PTG, Part 1, Chap 7](#)
- [OPNAVINST 7220.14 Series \(CSP and CSPP\)](#)
- [NAVADMIN 319/18](#)

Eligibility Criteria:

- Service Member must be assigned to a Category ‘A’ Vessel or Afloat staff. (See OPNAVINST 7220.14 Series, for definition of Ship Categories.)
- CSP continues for up to 30 days while a Member is temporarily assigned ashore under TAD orders. Be sure to enter a remark about whether the Member returns to Afloat unit for duty.
- If a Member is on leave for greater than 30 days, their CSP will be stopped on the 31st day. For terminal leave, CSP will be stopped on the 1st day of leave.

Career Sea Pay Premium (CSPP) verification:

- If a Member is performing back-to-back sea duty, verify eligibility of CSPP upon reporting.

NOTE: Member becomes entitled to CSPP after 36 consecutive months of sea duty; entitlement will be effective the first day of the 37th month.

Document(s) Required

- Endorsed PCS orders upon receipt to Afloat unit.
- Copies of endorsed TAD/TDY orders or memorandum notifying a Member’s return to Afloat unit.
- Memorandum from the CO or By Direction with alpha roster for attaching units i.e. squadrons or special units to ships.
- Copies of endorsed TAD order(s) for personnel(s) who are under TAD/TDY onboard to ship.
- CSPP calculator

Required Actions – CPPA

- Monitor eligibility of CSP for permanently and TDY personnel attached to command based on Sea Duty Commencement Date (SDCD), adjusted for periods of TAD.
- Compile and review supporting documentation, submit to TSC.
- Verify the transactions posted in MMPA (FID: 27 for CSP, 37 for CSPP).

Required Actions – TSC

- Verify eligibility for CSP and CSPP.
- Submit appropriate cases to DFAS/NPC.
- Refer to the [CSP](#) and [CSPP SOPs](#) for TSC internal processes.
- Verify the transactions posted in MMPA (FID: 27 for CSP, 37 for CSPP).

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SECTION 7 - Visit Board Search and Seizure (VBSS) and Hazardous Duty Incentive Pay (HDIP)

References:

- [DOD FMR, Volume 7A, Chapter 24](#)
- [OPNAVINST 3501.352 Series](#)
- [Navy DJMS PTG, Part 2, Chap 3](#)
- [MILPERSMAN 1000-170 \(Sailing Diary\)](#)
- [MILPERSMAN 1306-978 \(LCS\)](#)
- [MILPERSMAN 1306-972 \(PC Crew\)](#)
- [OPNAVINST 6110.1 Series](#)
- [COMNAVSURFORINST 3502.1 Series](#)
- [SECNAVINST 5510.30 Series](#)
- [OPNAVINST 3591.1 Series](#)

Eligibility Criteria:

- A minimum of three VBSS boarding evolutions per month must be performed in order for Members of the VBSS team to be eligible for VBSS HDIP for that month. Training evolutions do not constitute eligibility.
- Billet limitation for VBSS teams is located within [DOD FMR, Volume 7A, Chapter 24](#).

NOTE: If a Member is serving on the Flight Deck team and is also in receipt of FDHDIP for the same period of VBSS, only one hazardous duty incentive pay is allowed per the above references.

Document(s) Required

- Memorandum/Orders assigning VBSS team to duty by competent authority (see [Appendix A-3](#)).
- Tracking sheet signed by competent authority.

Required Actions – CPPA

- Submit memo with CO's authorization and tracking sheet with members' names and SSNs.
- Verify if the transactions are posted in MMPA. (Different FIDs are for different HDIP. Refer to MMPA Guide for FIDs).

Required Actions – TSC

- Verify information provided and submit appropriate cases to DFAS.
- Refer to the [Hardship Duty Pay SOP](#) for TSC internal processes.
- Verify if the transactions posted in MMPA. (Different FIDs are for different HDIP. Refer to MMPA Guide for FIDs).

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SECTION 8 - Flight Deck Hazardous Duty Incentive Pay (FDHDIP)

References:

- [DOD FMR, Volume 7A, Chapter 24](#)
- [Navy DJMS PTG, Part 2, Chapter 3](#)
- [OPNAVINST 7220.4 Series \(FDHDIP\)](#)
- [MILPERSMAN 7220-080 \(HDIP\)](#)

Document(s) Required

- Memorandum signed by the CO authorizing payment of FDHDIP Pay (see [Appendix A-4](#)).
- FDHDIP Monthly Certification listing number of qualified evolutions and FDHDIP crew as certified by the Helicopter Control Officer (HCO), Flight Deck Officer or Air Boss.
- Ensure command maintains Flight Deck Orders as per OPNAVINST 7220.4 Series.

NOTE 1: If Member is in receipt of FDHDIP, no other Incentive Pay(s) are authorized, per [DOD FMR, Volume 7A, Para 24039D](#).

NOTE 2: Per OPNAVINST 7220.4 Series page 10, “Military Pay Orders (MPO) Submitted through TSC. When shore-based commands submit an MPO to the local TSC for the payment of FDHDIP, the MPO shall be accompanied by both a copy of printed tracking sheet and a copy of the TDY orders, clearly endorsed with the arrival and departure dates, to and from the ship, which also clearly identifies members who were assigned to FDHDIP billets during the TDY periods. To prevent the possibility of erroneous payments, MPOs should be signed by a lieutenant commander (O4) or above in the command, only after a careful check of names, SSN, and the duration of assignment to an FDHDIP billet aboard the ship.”

Required Actions – CPPA

- Submit CO’s authorization memo and flight deck tracking list.
- Verify if the transactions posted in MMPA. (FID: 11)

Required Actions – TSC

- Verify and submit appropriate NSIPS transactions.
- Refer to the [Flight Deck Pay SOP](#) for TSC internal processes.
- Verify if the transactions posted in MMPA. (FID: 11)

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SECTION 9 - Indebtedness and Waiver/Remission of Indebtedness

References:

- [DOD FMR, Volume 7A, Chapter 50](#)
- [Navy DJMS PTG, Part 7, Chap 7](#)
- [Navy DJMS PTG, Appendix L](#)
- [MILPAY Debt Collection/Debt Management SOP](#)

Required Actions – Member

- Members of the Naval Service are expected to pay their just debts and financial obligations in a proper manner and have 30 days from date of Navy Letter of Indebtedness (LOI) to respond via the CPPA and set up a repayment schedule.

NOTE: The minimum that may be paid back is 1/10th of the Member's total income before legal deductions are removed (gross disposable pay) not to exceed 2/3rds of the gross disposable pay through EAOS. DFAS will automatically create a collection schedule beginning first payday following the LES remark plus one month (e.g. if debt appears on the April LES; collection is suspended for April and May; collection begins in June.)

Required Actions - CPPA

- If Member receives a Letter of Indebtedness refer to guidance provided in the letter to assist Member in liquidating the indebtedness.
- Submit Member's intensions and options to resolve indebtedness in a timely manner, no later than 30 days from date of the LOI.

Required Actions – TSC

- Generate DJMS notice for debts above \$100.00.
- Identify Members, generate LOI and send via eCRM to CPPA.
- Submit cases to DFAS with LOI provided by the CPPA and signed by the Member along with appropriate documentation.
- Refer to the [MILPAY Debt Collection/Debt Management SOP](#) for TSC internal processes.

MILPAY DEBT WAIVER/REMISSION OF INDEBTEDNESS

Document(s) Required

- [Waiver/Remission of Indebtedness Application \(DD Form 2789\)](#)
- All appropriate documentation along in support of DD Form 2789 to support Member's claim (e.g. rental agreements, LESs, court orders, etc.)

Required Actions – Member's Command

- Member's Commands are required to complete blocks 1 through 22b on DD Form 2789. Upon receipt of DD Form 2789, TSC will process suspension of debt. Effective date of suspension will be the date CO signed the DD Form 2789.

Required Actions - CPPA

- Ensure appropriate blocks are completed and supporting documentation is provided along with

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DD Form 2789.

Required Actions – TSC

- Process suspension of debt(s) and complete blocks 23 through 31f on DD 2789. Forward package to DFAS-IN for ultimate adjudication. TSC will recommend in block 29 as the servicing financial office for pay matters.
- Refer to the [MILPAY Debt Collection/Debt Management SOP](#) for TSC internal processes.

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SECTION 10 - Advice of Error (AoE) and Field Examination Group (FEG)

Reference:

- [SECNAVINST 5040.3 Series \(Inspections within the DON\)](#)

Periodic Pay/Personnel Examination by FEG, required by SECNAV, are unannounced on-site examinations to assess the efficiency and reliability of financial resources and the disbursing operations of all TSCs. Teams from Military Pay and Personnel Field Examination Group conduct these examinations. Frequency: Ashore - every 18 months Afloat - every 12 months.

NOTE: Although these are usually issued only once every 12 - 18 months, if received, this is of high importance. Upon receipt of FEG AoE issued to the Command, each AoE will be process as directed unless the Command is contesting the discrepancy/correction.

Required Actions – FEG

- Examine disbursing officers' maintenance of military pay accounts and payment of travel claims.
- Evaluate disbursing office's physical security and provides assessments of internal control procedures.

Required Actions – CPPA

- Provide supporting documentation upon request to support AoE.
- Forward copy of FEG AOE(s) issued to the Command to TSC for immediate action.

Required Actions – TSC

- Process all AOE(s).
- Submit appropriate cases to DFAS/NPC.

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SECTION 11 - Good Conduct Awards (GCA) and Military Decorations

References:

- [DoDM 1348.33 \(Manual of Military Decorations and Awards\)](#)
- [SECNAVINST 1650.1 Series \(Awards Manual\)](#)
- [U.S. Navy Awards](#)
- [Decorations and Medals \(Awards\) Information](#)
- [Applicable SECNAV 1650 Notices](#)

GOOD CONDUCT AWARDS

Document(s) Required

- Award Citation

Required Actions – CPPA

- Track GCA eligibility by utilizing NSIPS GCA report every month.
- Prepare and obtain signature(s) on Good Conduct Award Certificate(s) in accordance with SECNAVINST 1650.1 Series, Chapter 4, Section 2, Paragraph 2(e).
- Enter the GCA award date in NSIPS.
- Notify TSC for award verification in NSIPS.

Required Actions – TSC

- Verify GCA transactions in NSIPS, which are entered by CPPA.

MILITARY DECORATIONS AND AWARDS

NOTE: For personal awards NAM and above, the awarding authority (Command with delegate permission to provide Awards) must update awards in Navy Department Awards Web-Service (NDAWS) and mail a copied award certificate to PERS-32 for OMPF update. CPPA and TSC cannot update these awards in NSIPS directly.

Document(s) Required

- Award Citation
- Signed OPNAV 1650/3

Required Actions – CPPA

- Enter award entries in NSIPS.
- Submit award citation to TSC for verification in NSIPS.

Required Actions – TSC

- Verify award entries posted in NSIPS.

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SECTION 12 - Leave Processing in lieu of Electronic Leave (E-Leave)

References

- [PPIB 12-22 New E-Leave Report](#)
- [PPIB 11-04 PCS Leave Related To Sailors Using E-Leave](#)
- [E-Leave General Info and Training found on NSIPS](#)

NOTE: E-Leave for all USN personnel resides within the NSIPS ESR application and is managed by the Command Leave Administrator (CLA).

Required Actions – CPPA

- Provide assistance to Service Member and CLA as requested.

Required Actions – TSC

- Provide assistance to CLA as requested.
- Refer to the [Leave SOP](#) for TSC internal processes.

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SECTION 13 - Maternity Clothing Allowance

References:

- [DOD FMR, Volume 7A, Chapter 29, Table 29-5, Rule 13](#)
- [Navy DJMS PTG, Part 3, Chapter 5](#)

NOTE: A Service Member is entitled to one Maternity Clothing Allowance every 3 years if needed.

Document(s) Required

- Doctor's confirmation of pregnancy
- [Special Request/Authorization \(NAVPERS Form 1336/3\) \(Chit\)](#)
- [Administrative Remarks \(NAVPERS Form 1070/613\) \(PG13\)](#)

Required Actions – CPPA

- Prepare NAVPERS 1070/613 for Member's signature, indicating date of payment of the maternity clothing allowance.
- Submit signed Page 13 (Temporary – 36 months expiration date) to TSC for input into the ESR.
- Forward confirmation of pregnancy and approved Special Request/Authorization Chit to TSC.
- Verify if transactions posted in MMPA. (FID: 61)

Required Actions – TSC

- Verify the Service Member has not previously received a Maternity Clothing Allowance within last 3 years.
- Submit Additional Clothing Allowance in NSIPS for Maternity Clothing Allowance for central payment through DFAS.
- Enter NAVPERS 1070/613 into ESR.
- Verify if transactions posted in MMPA. (FID: 61)

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SECTION 14 - Missed Meal Credit while Temporary Duty (TDY/TAD) and Commuted Rations

References:

- [DOD FMR, Volume 7A, Chapter 25](#)
- [Navy DJMS PTG, Part 3, Chapter 1](#)
- [MILPERSMAN 7220-180 \(BAS for Members on Sea Duty\)](#)
- [MILPERSMAN 1746-020 \(Mess Separately\)](#)

MISSED MEAL CREDIT WHILE TDY/TAD

Document(s) Required

- Copies of endorsed TAD/TDY orders.
- A memorandum signed by direction to TSC. The memorandum shall include the number of missed meals.
- DD Form 577

Required Actions - CPPA

- Obtain and verify a copy of endorsed TAD orders from the Member.
- Prepare a memorandum to request missed meals credits.
- Provide the memorandum and endorsed TAD orders to TSC
- Verify if the missed meal credit posted in MMPA (FID: PI or DN)

Required Actions – TSC

- Submit PI03 or DN02 to DFAS. If TAD over 30 days and not required to stand duty on board the afloat unit, sea pay will be stopped on the 31st day after the beginning of TAD/TDY.
- Verify if the missed meal credit posted in MMPA (FID: PI or DN).

COMMUTED RATIONS

Documents Required

- Memorandum signed by Responsible Commanding Officer (RCO) authorizing Commuted Rations or Separate Rations (RATSSEP) (see [Appendix A-5](#)).
- Alpha roster of affected enlisted Service Members who are currently onboard.
- For Service Members whose RATSSEP was not started on initial case, reference original memorandum in eCRM .

NOTE: When entering an overhaul/yard period which requires the galley to be inoperable and messing impractical, the ship may request via the Immediate Superior in Command (ISIC) to the RCO of a shore activity operating one or more general messes, the authority to grant RATSSEP.

Required Actions - CPPA

- Submit request letter along with authorization letter.
- Verify and submit via secure transmission for PII, alpha roster of personnel currently onboard.

Required Action – TSC

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- Submit appropriate cases to start or cancel meal allowance to DFAS MILPAY.

SECTION 15 - Name Change Request

The process for a member requesting to change their name has been updated and will now be accomplished using [My Navy Portal](#).

References:

- [OPS ALERT 011-19 Name Change of Member](#)
- [MILPERSMAN 1000-130 \(Name Change of Member\)](#) is currently being updated to reflect the new changes.
- [Request for Name Change Templates](#)
- [PPIB 13-14 Name Change Requirements](#) updates coming.
- [PPIB 15-20 MILPERSMAN Article 1000-130 Name Change of Member](#) updates coming.
- [PPIB 16-10 Birth Certificates and Citizenship Documentation in the Official Military Personnel File \(OMPF\)](#)
- [PPIB 18-21](#)

Document(s) in support of name change request

- Documentation in support of name change request (e.g. Marriage certificate, divorce decree, birth certificate, court document, etc.)
- New (recently dated) SSN card will guarantee 100% approval of name change requests
- Name change request packets (the member's letter, the CO's endorsement, copy of the new SSN card) can be uploaded to MyRecord Web.
- The automated name change process provides a self-service automated form, the ability to attach supporting documentation and automated routing/workflow to PERS-31 for completion of the process and an automated update to associated databases.
- The command POC identified in the CO's endorsement will receive email notification of receipt of the request and will be notified when the request is approved, and the DD Form 1343 is issued.

Required Actions – Member

- Refer to references and use [My Navy Portal](#).
- Use the MyRecord Web automated name change process that provides a Self-service submission of your name change request.
- Click on <https://www.mnp.navy.mil/>, Select DOD Email certificate, Type in PIN, Click “I Agree”, Go to the top banner and click on MyRecord Link, Click on Name Change box.
- Member shall complete and submit form SSA-7008, Request for Correction of Earning Record, to the Social Security Administration to ensure proper recording of earnings and deductions. SSA-7008 is available at: <http://www.ssa.gov/online/forms.html>

Required Actions – CPPA

- Prior to having member use MyRecord Web., the command shall advise the Member of the

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Privacy Act Statement in paragraph 2 of MILPERSMAN 1000-130.

- Assist Service Member with MyRecord Web.
- Upon final approval, notify Member of requirement for CAC. Contact command representatives (e.g. chain of command, medical, CCC, etc.) with final name change information.

Required Actions – TSC

- Name change is effective from date of NAVPERSCOM authorization reflected in block 1 of DD 1343 Notification of Change in Service Member's Official Records.
- Effect name change where applicable and file copy of approved DD 1343 in Member's OMPF.
- Follow up with CPPA to verify completed action and effective date.

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SECTION 16 - Negative Navy Cash Balance

References:

- [NAVSUP Publication 727 \(Navy Cash Financial System SOP\)](#)
- [Navy/Marine Cash Overview](#)

Document(s) Required

- [Pay Adjustment Authorization \(DD Form 139\)](#)
- [Split Pay Option \(SPO\) Enrollment/Disenrollment Form](#) (See page 8-219, NAVSUPPUB 727)

Required Actions – CPPA

- For Members currently onboard: CPPA forwards SPO form signed by Member to start/change SPO on MMPA or DD Form 139 including a copy of Negative Balance Report (See [NAVSUP Publication 727](#), page 8-214 re: Negative Balance Report).
- For Members transferring or have transferred: CPPA will submit DD Form 139 and Negative Navy Cash Balance report to TSC.

Required Actions – TSC

- Upon receipt of SPO Form or DD Form 139, TSC will process DS01 or HM01/HM04.
- TSC will not process any requests for SPO (HM01/HM04) to recoup negative balances without Member's written consent.
- Navy Cash negative balances can only be deducted via DS01 for the exact amount of debt without the Member's written consent per cited references above.

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SECTION 17 - Electronic Service Record (ESR)

References:

- [ESR Training Guide for Sailors and Commands](#)
- [e-Submission Documents](#)
- [ESR Quick Start - All Sailors](#)
- [QuickStart - Electronic Service Record \(ESR\) - Command Stakeholder](#)
- [Navigating Within the ESR](#)
- [ESR Desk Guide](#)

Required Actions - Member

- Every Member (Officer and Enlisted less Individual Ready Reservists (IRR)) must establish a Self-Service ESR Account. To establish an account, go to:
<https://www.nsips.cloud.navy.mil/my.policy>.
- Utilize [ESR Training Guide for Sailors & Commands](#) to navigate within various sections and pages of personal Electronic Service Record.
- Maintain accurate information personal information, review entire ESR and make updates as they occur to emergency contact information.

Required Actions - CPPA

- Verify Key Supporting Documents (KSD's), such as certificates, memorandum, or completed Personal Qualification Standards (PQS) provided by members.
- Make service record entries in NSIPS
- Request TSC to verify the service record entries with KSD's

Required Actions – TSC

- Provide support to ensure accurate and up-to-date contents of the ESR is reflected in data and documents considered by selection boards and other decision makers which affect a Member's career in accordance with [MILPERSMAN 1000-020](#).

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SECTION 18 - Servicemembers' Group Life Insurance (SGLI) Online Enrollment System (SOES)

References:

- [Servicemembers' Group Insurance \(SGLI\) SOP](#)
- [Family Servicemembers' Group Life Insurance \(FSGLI\) SOP](#)
- [DOD FMR, Volume 7A, Chapter 47](#)
- [Navy DJMS PTG, Part 7, Chapter 4](#)
- [MILPERSMAN 1741-020 \(Life Insurance\)](#)
- [MILPERSMAN 1770-010 \(Definitions and Acronyms\)](#)
- [PPIB 11-33 Servicemembers' Group Life Insurance \(SGLI\) Election And Certificate \(SGLV Form 8286\)](#)
- [PPIB 14-07 Trustee/Trust Designation On SGLV 8286, Servicemembers' Group Life Insurance \(SGLI\)](#)
- [PPIB 17-05 New File Naming Convention In Trim Or Local Document Retention System](#)
- [PPIB 17-11 Update To PPIB 17-05](#)
- [NAVADMIN 012/07 \(SGLI Program Changes\)](#)
- [NAVADMIN 122/13 \(Familygram 02-13 Insurance Benefits\)](#)
- [NAVADMIN 085/17 \(Servicemembers' Group Life Insurance Online Enrollment System\)](#)

Document(s) Required

- [SGLI Election & Certificate \(SGLV 8286\)](#)
- Family SGLI Coverage Certificate (SGLV 8286A)
- Forms and directions are also available online at:
<https://www.benefits.va.gov/INSURANCE/resources-forms.asp>

Required Actions - Member

- Verify and update SGLI beneficiary upon marriage, divorce, a child is born/adopted, a family member dies, or when transferring from or reporting to a command.
- Create, decline, or update SGLI and/or FSGLI for coverage and change in beneficiaries by using SGLI SOES. (<https://www.dmdc.osd.mil/milconnect>).
- Utilizing SGLV 8286 or SGLV 8286A pdf versions when SOES cannot be accessed. Turn in a complete SGLV 8286 pdf version to CPPA for OMPF record and deduction adjustment.
- Verify Leave and Earning Statement (LES) accurately reflects the correct deduction amount.
- To request an advance insurance payment for a terminally ill Member or veteran, complete SGLV 8284.
- To request an advance insurance payment for terminally ill spouse, complete SGLV 8284A.
- **NOTE:** The accelerated benefit allows the Member to receive up to 50% under the FSGLI if their spouse has been diagnosed by a physician as being terminally ill (as defined in Public Law 105-368) with nine (9) months or less to live. Only the Member

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can apply for this benefit. To find more information about it and how to submit the claim for Accelerated Benefits, log on to: [Accelerated Benefit Claims - Life Insurance](#).

- For Member married to military (MIL to MIL) on or after January 2, 2013, FSGLI (Spouse) coverage is not automatic. Mil-to-Mil Members may apply for FSGLI Spouse by completing SGLV 8286A via SOES.
 - **NOTE:** Military Members - election to decline SGLI coverage, elect less than \$500,000 SGLI coverage or designate a beneficiary for SGLI other than the lawful spouse or children, the servicing TSC/NRC will mail a notification letter to the Service Member's spouse in accordance with [MPM 1741-020](#) and [NAVADMIN 012/07](#).

Required Actions - CPPA

- Ensure Member is aware of the importance of SGLI beneficiary designations and encourage them to review and update both their SGLI election and Dependency.
- Refer to MILPERSMAN 1741-020 and advise the Member to create/update SGLI via SGLI SOES, which can be accessed via MilConnect: <https://www.dmdc.osd.mil/milconnect>
- If the Member cannot use SOES, advise him/her to use SGLV 8286 pdf version. Submitted complete SGLV 8286 to TSC for OPMF record.
 - **NOTE:** Spousal notification letters are automatically generated through SOES, based on data available in DEERS. Should a Member use SGLV 8286 pdf version, the command must issue the spousal notification letter. A copy of this letter must be also submitted to OPMF.
- The command shall retain a signed SGLV on file for each assigned Member 90 days after transfer and 180 days after Separation/Fleet Reserve.

Required Actions – TSC

- Verify pay system entry to ensure deduction matches requested insurance coverage.
- E-submit SGLV 8286 and SGLV 8286A pdf version to OPMF when requested.
- Refer to the [SGLI](#) and [FSGLI SOPs](#) for TSC internal processes.

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SECTION 19 - Special Duty Assignment Pay (SDAP)

References:

- [DOD FMR, Volume 7A, Chapter 8](#)
- [Navy DJMS PTG Part 1 Chapter 8](#)
- [OPNAVINST 1160.6 Series \(SDAP\)](#)
- [NAVADMIN 239/17 \(SDAP\)](#) (updated annually)

NOTE: SDAP is paid to Enlisted Members (Officers are not eligible for SDAP) performing duties designated by the Secretary of the Navy considered to be extremely difficult to fill or involving an unusual degree of specialized responsibility. The amount of SDAP may not exceed the maximum rate prescribed.

Document(s) Required

- Designation letter signed by the CO
- NAVPERS 1070/613 showing Member's designated Navy Enlisted Classification (NEC)
- Effective date and award level

Required Actions - CPPA

- Verify eligibility against command's Activity Manpower Document (AMD) (OPNAV1000/2) and Enlisted Distribution Verification Report (EDVR).
- Forward required documents (Administrative Remarks/NAVPERS 1070/613 (PG13), and Designation letter signed by CO) to TSC upon receipt of new Members or due to changes based on command annual recertification list.
- Annually review eligibility on Aug 31st and payment authority for each Member receiving SDAP and forward certified copy of the EDVR to BUPERS.
- Verify if SDAP posted in MMPA (FID: 30)

Required Actions – TSC

- Verify entitlement.
- Prepare SDAP document (NSIPS) and Electronic Service Record NAVPERS 1070/613 to initiate or reflect changes to SDAP.
- Verify if SDAP posted in MMPA (FID: 30)

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SECTION 20 - Split Pay Option (SPO)

References:

- [Navy DJMS PTG, Part 4, Chapter 4](#)
- [NAVSUP Publication 727, Navy Cash Financial System SOP](#)
- [NAVSUP Publication 727, Navy Cash Financial System SOP, Chapter 8 - Disbursing](#)

Document(s) Required

- [Split Pay Option \(SPO\) Form](#) is on page 8-219, NAVSUPPUB 727.
- [Disbursing Officer's DD Form 577](#)

Required Actions - CPPA

- SPO capability is authorized for Afloat units and not authorized for shore activities as it is designed for participants who want to receive a set dollar amount via EFT each payday.
- Verify SPO for completeness and accuracy. Ensure Member has enough funds (net pay) for split pay.

Required Actions – TSC

- Verify SPO and process via DMO/NSIPS

Embarked Personnel Procedures

Required Actions – CPPA

- Advise Detachment/Embarked OIC/ Chief Petty Officer in Charge (CPOIC) of SPO Election. Forms must be submitted to the Parent TSC, servicing Pay Accounts for Embarked Members via the CPPA.

Required Actions – Detachment/Embarked OIC/CPOIC

- Ensure CPPAs submit SOP forms in a timely manner.

Required Actions – TSC

- Liaise with the Detachment/Embarked OIC/CPOIC to receive and process all SPO Elections and other required cases.
- Upon receipt of SPO form request, submit LG04 (to change the assigned UIC of the Member to the ship's UIC) ONLY for Members electing to participate in SPO.
- Once LG is posted, submit HM01 (SPO Start FID) to DFAS.
- Upon notification from Command CPPA the Member(s) have returned from deployment/TAD, notify the TSC (Afloat) the Member(s) have returned and LD02 Event is required.
- Submit a LG04 to change the Member's temporarily assigned UIC back to Member's Command UIC.
- Process LD01 case for SPO participants (only) for embarked detachments. The LD01 will be processed to change the servicing ADSN from the Parent TSC to the ADSN (Accounting & Disbursing Station Symbol Number) of the Detachment that will be temporarily servicing the Member's pay account.

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- Upon notification from the CPPA the Member(s) have returned from deployment /TAD, submit LD02 to change the ADSN back to the Parent TSC.

NOTE: It is the responsibility of the Parent TSC to make sure LG04 (returned to Member actual UIC) is submitted upon Member's return from deployment/TAD. For embarked commands with PS support, coordinate with Parent TSC for procedures described above. ALL PAYPERS MUST be coordinated/processed with Parent TSC.

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SECTION 21 - State of Legal Residence Changes

References:

- [DOD FMR, Volume 7A, Chapter 44](#)
- [Navy DJMS PTG, Part 7](#)

Document(s) Required

- [Residence Certificate, State of Legal \(DD Form 2058\)](#)
- [Tax Exemption Test Certificate, State Income \(DD Form 2058-1\)](#)
- [Proof of new Legal Residence](#)

Required Actions - CPPA

- Provide DD Form 2058 to Member upon request. Advise Member to verify changes are reflected on current LES.
- Ensure the form is complete/correct and forward to TSC.

Required Actions – TSC

- Prepare appropriate NSIPS case and submit to DFAS.

SECTION 22 - Thrift Savings Plan (TSP)

Reference(s)

- [TSP Website](#)

NOTE: The TSP is a retirement savings and investment plan for Federal employees and members of the uniformed services, including the Ready Reserve. It offers the same types of savings and tax benefits many private corporations offer their employees under 401(k) plans.

Document(s) Required

- [Election Form \(TSP-U-1\)](#)
 - **NOTE:** This form is also used to stop and change percentage of contributions to TSP when a Member cannot access their MyPay account.
- Additional forms and documents available via [TSP website](#).

Required Actions - CPPA

- Assist Member in establishing myPay account.
- If Member is unable to access myPay account, provide TSP-U-1 Form from TSP website.
- Ensure the form is properly completed.
- Forward TSP-U-1 Form to TSC, with original signature via eCRM or encrypted email.

Required Actions – TSC

- Submit pay system entry to start, stop, change, or cancel a Member's TSP contribution for submission to DFAS.

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SECTION 23 – Change of Citizenship

Reference(s)

- [MILPERSMAN 1070-220](#)
- [MILPERSMAN 5352-010](#)
- [BUPERSINST 1070.27 Series](#)

Document(s) Required

- Photocopy of original U.S. Citizenship Naturalization Certificate
- Photocopies of other verification documents issued by the U.S. Citizenship and Immigration Services
 - **NOTE:** The U.S. Armed Forces are authorized to copy documents used for citizenship eligibility determinations, to include documents which state it is “unlawful to reproduce” or “copying is not authorized.”

Required Actions – Members

- Provide U.S. Citizenship Naturalization Certificate and its copy to CPPA.

Required Actions - CPPA

- Assist Service Member who changes their citizenship from another country to the United States.
- On all photocopies, write or type the statement “ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY” in a conspicuous location, followed by the date, rank or grade, signature, and title of the verifying official. Original documents will be immediately returned to the member.
- Ensure all required documents are properly marked.
- Electronically submit all required documents to the Personnel Office via eCRM .
- Verify if the change of citizenship is correctly posted in NSIPS and LOPG. (Code: CD)

Required Actions – TSC

- Ensure citizenship changes are affected via NSIPS event.
 - Electronically submit a photocopy of the naturalization or citizenship certificate to the OMPF via e-submission application procedures located on the MyNavyHR Web site at: <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/>

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CHAPTER 2 - RECEIPTS (GAINS)

The purpose of the Receipts (Gains) section is to provide standard procedures, common to all CPPA and TSC to follow when a Member reports for duty at the permanent duty station. **NSIPS 1.4.18.0 update released 25 Nov 2019 expanded CPPA Panel 1 capability to include all Accounting Category Codes (ACCs). Previously CPPAs were unable to process the Activity Report (Panel 1) for ACCs other than ACC 100, but now CPPAs can process Panel 1 for all ACCs. CPPAs shall verify and use the correct ACC according to member's orders.**

TSC/RSCs ensure CPPAs are utilizing Activity Report function in NSIPS to process the Activity Report (Panel 1).

Reference(s)

- [DOD FMR, Volume 7A, Chapter 9](#)
- [Navy DJMS PTG](#)
- [JTR](#)
- [MILPERSMAN 1320-140 \(PCS Transfer Order Reporting\)](#)

Document(s) Required

- [NPPSC Receipt Checklist \(NPPSC Form 1300/4\)](#)
- [Travel Voucher or Subvoucher \(DD Form 1351-2\)](#)
- [Travel Voucher or Subvoucher Continuation Sheet \(DD Form 1351-2C\)](#)
- [Direct Deposit Sign-Up Form \(SF 1199A\)](#)
- [Electronic Funds Transfer \(EFT Statement\)](#)
- [SGLI Election and Certificate \(SGLV 8286\)](#)
- [Family Coverage Election \(SGLI\) \(SGLV 8286A\)](#), if applicable

Required Actions – Members

- Provide endorsed PCS order with all its modification(s).
- Review and update old NAVPERS 1070/602 to reflect updated address and dependency status. A Member can use pen to cross old address and hand-write new address. Initial each change.
- Review and update SGLI.
- Sign all applicable NAVPERS 1070/613s and submit them to CPPA

Required Actions – CPPA

- Use NPPSC Receipt Checklist (NPPSC Form 1300/4) to assist Member in receipt process.
- Verify a Member's NAVPERS 1070/602 and SGLI for their completion and accuracy.
- Verify and sign all applicable NAVPERS 1070/613s provided by a Member in witness sections.
- Check for the completeness and accuracy of the receipt package.
- Create transaction in NSIPS when possible.
- Submit the receipt package to TSC via eCRM.
- Refer to the Receipts SOP for a complete detail procedure.

Required Actions – TSC

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- Refer to the [Receipts SOP](#) for TSC internal processes.

NP2 is on pause and not being used.

~~NAVADMIN 291/20 announced Navy Personnel and Pay (NP2) system upgrades that improved Travel Processing. Initially via the MyPCS and MyPCS Mobile capabilities included a tailorable PCS checklist for planning and viewing PCS orders in two formats and complete an electronic travel voucher with an electronic signature. The voucher will be pre-filled with information from Sailors' orders and personnel record, and Sailors can complete their PCS travel claim in NP2. Once approved in NP2 will be electronically sent to clerks to process for pay. All required signatures will be electronic eliminating the need to manually download and retransmit travel vouchers and the need for hard copies of travel claims.~~

~~This capability applies to all Active Duty and Training and Administration of the Reserve (TAR) Sailors traveling on PCS orders and Reservists executing Active Duty for Operational Support (ADOS) and Officer Recall PCS orders.~~

~~CPPAs must obtain and use the "CPPA user" role in NSIPS. The role allows for 261 PAYPERS functions, including submitting full activity reporting for all accounting category codes, activity loss, initiate and correct reenlistment contracts and electronically muster Navy Selective Reservists using eMuster.~~

~~All NSIPS Panel 1 events must be submitted/completed by the end of the first business day a Service member reports for duty. Key supporting documents must be submitted by the end of the second business day. Delay in reporting, miscellaneous data, and additional reporting information using NSIPS Panels 2-4 must be completed no later than four business days after the report date.~~

~~Sailor completes Travel Voucher in NP2 (All should be using the GTCC by 1 Jan 2023)~~

2.16 Complete Activity Gain in NSIPS

CPPA completes Activity Gain in NSIPS.

Note: Data required to complete Gain panels vary from Service Member to Service Member. Input information as applicable.

Login to NSIPS:

To complete the Activity Gain, complete Panel 1 (Report tab), Panel 2 (Delay in Reporting tab), Panel 3 (Misc Data tab), and Panel 4 (Additional Reporting tab).

Report tab (Panel 1):

- Action Reason: The Action Reason is updated based on the orders type (Activity, TAD, PEB, TEMDU, etc.) or if the member has not reported to the activity (FTR- Failed to Report).
- UIC Report To: If NSIPS has PCS orders in the system and your command is listed in the orders as the Ultimate

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Duty Station, UIC will automatically populate with your command's UIC otherwise enter UIC of Gaining Command.

- Report Date: Date Reported to Gaining Command (obtain from orders)
- Geographic Duty Location: Auto-populates based upon Gaining Command UIC
- PSI- Projected Rotation Date (PRD): Obtain from orders
- UIC Received From: Update only if required (obtain from orders)

NOTE: If UIC Received From does not match the previous duty station listed on the members PCS Orders, the Sailor may not have been properly reported at the last duty station. This unaccounted-for time must be accounted for on the Additional Reporting tab (Panel 4).

- Loss Date: Update only if required (obtain from orders)
- ACC: Accounting Category Code - Onboard Duty Status. Update if required (obtain from orders)
- ADSN Indicator: ADSN Indicator - auto-populates, correct entry if required

ADSN Indicator is based on whether or not the new command fall under the same ADSN (i.e., whether the Service Member's record will be maintained by the same TSC).

- o No- ADSN is Changing, if the old and new command does not fall under the same ADSN.
- o Yes- ADSN is Not Changing, if the old and new command falls under the same ADSN.

- SDCCD (will gray out if not applicable), only used for sea duty commands (Type 2 and 4):

- o Establishes CSPP date
- o Populates CSPP report

Delay in Reporting tab (Panel 2):

- BAS/Foreign Duty Pay/CSP/Zip Code & BAQ - entries in these blocks will initiate entitlements
- Basic Allowance for Subsistence (BAS)

NOTE: Per DJMS PTG 30102(b), BAS cannot be started or changed for a newly reporting Service Member using this transaction. It must be reported/adjusted in MMPA. For more information, review the BAS Codes, BAS Input documentation, and the Vessel Codes.

- Foreign Duty Pay
- CSP, and Category Vessel Code are based on command type/location. The vessel codes are as follows:

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- o Designated Category A. This is a vessel in an active status, in commission or in service, whose primary mission is accomplished underway.
- o Designated Category B. This is a vessel in an active status, in commission or in service, whose primary mission is accomplished in port.
- o Designated Category C. See OPNAVINST 7220.14 Series for specific types of vessels
- The Zip Code is based on the duty location. This prevents BAH entitlements from terminating when Activity Gain posts.
- BAQ Accom Status and BAQ Type are determined based on data reflected on the Service Member's DA (NAVPERS 1070/602). Verify that the appropriate data fields are completed in the Service Member's Delay in Reporting panel of the Activity Gain – Pending transaction. This information is available on the MPA 43/09.

NOTE: If there's a change in dependency status, change in member's status cannot be done using this transaction. Do not attempt to change member's status using the gain panel, it will not update MMPA.

- * Travel Time, Proceed Time, and Leave Time are determined based on travel mode, distance (based on travel mode) and whether a Service Member is reporting to or from a duty station Outside Continental United States (OCONUS) (see JTR)
- * Leave Type identifies the reason for any delay in reporting to the new command
- * Movement Reason Code is based on the orders type and Date Arrived/Depart CONUS will only be used for a gain where there is a move to or from OCONUS

Misc Data tab (Panel 3):

- Address and Phone/Dependency Data tabs are links to update that data
- Department, Division, and Shop Codes are the specific locations the Service Member will be assigned upon arrival
- FSA Eligibility Indicator is based on dependency data

NOTE: Those drawing BAH based solely on child support payment only are not entitled to FSA.

- For Officers, fill in Billet Sequence Code (BSC) from PCS orders
- Clerk ID is in reference to the clerk who processed the Activity Gain
- Distribution Code
- * Duty Involving Flying, Crewman (DIFCREW) Indicator is based on Service Member's orders, whether or not the Service Member is assigned to an Air Crew with a flying status

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Additional Reporting tab (Panel 4):

- Update as required to identify interim duty stations. Use to report additional elapsed time and additional periods on the orders not updated via an Activity Gain/Loss (i.e., Recruiter Assistance Duty or temporary duty stations not reported via an Activity Gain/Loss).

NOTE: For additional information and specific definitions, please refer to the Receipts SOP.

1. After completing information for panels 1-4, Click the Report tab and select the appropriate Appr Action.
2. Enter comments as necessary.
3. Click Save.
4. Verify/Update the Projected Release Date.
5. Select the appropriate Role User.
6. Click OK to route the Activity Gain – Pending to the Personnel Supervisor for audit and release.

Receipts (Gain) package includes the following documents, as applicable:

- Receipt Checklist, NPPSC 1300/4
- PCS orders appropriately endorsed with all intermediate and gaining commands. Note: Detachment date should match DD1351-2
- Copy of completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable
- NAVPERS 1070/602 (Dependency Application)
 - Verified and signed upon receipt, or
 - With corrections (pen and ink), if applicable
- Supporting documentation (marriage, birth, death, adoption certificates, etc.), if adding or removing dependents
- SGLV 8286 (SGLI Election and Certificate), if applicable
- SGLV 8286A (FSGLI), if applicable
- Signed command memo of any request for special pays/entitlements/ deductions for Service Member, if available when Receipts package is compiled
- Date of Family Care plan election for ESR update, if applicable
- DD2058 State of Legal Residence Form, if applicable
- DD2058-1 State Income Tax Exemption Test Certificate (NJ, NY, and OR), if applicable
- DD1561 (Statement to Substantiate Payment of Family Separation Allowance Form), if applicable
- Temporary Lodging Allowance (TLA) Form, if applicable
- NAVPERS 1070/613 (Administrative Remarks)
 - Recruiting Assistance Program (RAP) with endorsement from applicable Navy Recruiting District per MPM 1050-220
 - Administrative Absence to obtain a Legal Marriage per MPM 1050-440
 - Other applicable NAVPERS 1070/613s generated by transferring/gaining command (e.g., Hazing, Fraternization, etc.)

All TSCs and CPPAs shall process Activity Gains within 4 working days so commands may reflect accurate FIT/FILL readiness reporting requirements immediately. Do not wait for travel claims, RED/DA or Page 2 updates.

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CHAPTER 3 - REENLISTMENT AND EXTENSIONS OF ENLISTMENTS

SECTION 1 - Reenlistment

References:

- [Reenlistment SOP](#)
- [DOD FMR, Volume 7A, Chapter 9](#)
- [OPNAVINST 6110.1 Series \(PRT\)](#)
- [OPNAVINST 1160.8 Series Service Reenlistment Bonus \(SRB\) Program](#)
- [Current NAVADMIN \(SRB\)](#) (refer to current message)
- [Current NAVADMIN \(ESRP\)](#) (refer to current message)
- [CPPA Reenlistment Checklist \(NPPSC Form 1160/2\)](#)
- [MILPERSMAN 7220-340 \(Lump Sum Payment for Accrued Leave\)](#)
- [NPC Reenlistment and Career Information](#)

NOTE 1: The Member researching reenlistment availability options should begin the process no later than 15 months prior to their EAOS.

NOTE 2: Lump Sum Leave sell back must not exceed 60 days for the entire enlisted career. A Member and CPPA must verify their previous sell-back leave before submitting reenlistment request to TSC either in a Member's eLeave account or in MMPA (FID: BL).

Document(s) Required

- CO approved [NAVPERS 1336/3](#)
- Career Waypoint Approval
- Incentive Program Approval
- NAVPERS 1070/613s
- NAVPERS 1070/601 (Reenlistment Contract)

Required Actions - CPPA

- Refer to the [CPPA Reenlistment Checklist \(NPPSC Form 1160/2\)](#)
- Follow the [Reenlistment SOP](#) for CPPA processes.
- Verify reenlistment posted in MMPA and NSIPS.

Required Actions – TSC

- Follow the [Reenlistment SOP](#) for TSC internal processes.
- Verify reenlistment posted in MMPA and NSIPS.

SECTION 2 – Extensions of Enlistment

References:

- [DOD FMR, Volume 7A, Chapter 9](#)
- [OPNAVINST 6110.1 Series \(PRT\)](#)
- [OPNAVINST 1160.8 Series \(SRB Program\)](#)

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- [Current NAVADMIN \(SRB\)](#) (refer to current message)
- [Current NAVADMIN \(ESRP\)](#) (refer to current message)
- [Extensions of Enlistment SOP](#)
- [MILPERSMAN 1160-040 \(Extensions\)](#)
- [MILPERSMAN 7220-340 \(Lump Sum Payment for Accrued Leave\)](#)
- [NPC Reenlistment and Career Information](#)

Document(s) Required

- CO approved [NAVPERS 1336/3](#)
- NAVPERS 1070/621 or 1070/622 (Extension Contract)
- Supporting document for extension (i.e. PCS orders)

NOTE: A MAXIMUM of two extensions per contract is authorized (NAVADMIN 242/09).

Conditional Extensions

- May be executed upon approval regardless of remaining obligated service (OBLISERV).
- Must have reason (e.g. “To await examination results”, “To meet Fleet Reserve Date”, “To match EAOS with PRD”, etc.)

Unconditional Extensions are no longer authorized (NAVADMIN 242/09 refers)

Required Actions - CPPA

- Follow the Extension SOP for CPPA processes.
- Verify work posted in MMPA and NSIPS.

Required Actions – TSC

- Follow the [Extensions of Enlistment SOP](#) for TSC internal processes.
- Verify extension posted in MMPA and NSIPS.

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CHAPTER 4 - Release from Active Duty (RAD)

SECTION 1 - Separations

Separation Authority can be based on various sources depending on the circumstances and nature of the separation and will apply to any of these situations:

- For Officers, the separation authority comes in the form of a set of orders issued by NPC received through NSIPS, downloaded from Bureau of Naval Personnel (BUPERS) On Line (BOL), via Naval message, or received from Customer Command via eCRM .
- For Enlisted Retirements/Transfers to Fleet Reserve; separation authority is received via a Naval message from NPC, downloaded from BOL or received from CPPA via eCRM .
- National Call to Service (NCS)/New Accession Training (NAT) Programs: When processing RAD for Members enlisted in these programs, refer to MPM 1133- 090 respectively regarding issuance of separation orders for transition off active duty.

References:

- [OPNAVINST 1900.2 Series \(TAP\)](#)
- [BUPERSINST 1900.8 Series \(Certificate of Release or Discharge From Active Duty\)](#)
- [MILPERSMAN 7220-340 \(Lump Sum Payment for Accrued Leave\)](#)
- [MILPERSMAN 1900-1999 \(Separation\)](#)
- [MILPERSMAN 1320-308 \(PCS Transfer Order Execution\)](#)
- [Separations SOP](#)
- [Enlisted Separation PERS-832 Website](#)
- [NPPSC 1900/2 \(NPPSC Separations Checklist\)](#)
- [NAVPERS 7041/1 \(PCS Travel\)](#)

Required Actions - CPPA

- Utilize NPPSC Separations Checklist to ensure all required documents are complete.
- Follow the Separations SOP.
 - NOTE 1: DD-214 is mandated to be completed electronically via Retirement and Separation process (RnS) in NSIPS. A Member and CPPA must ensure all service record entries and awards are posted in MMPA and NSIPS to ensure smooth and timely process. Paper DD-214s are generated where RnS is not available.
 - NOTE 2: Per BUPERSINST 1900.8 Series, DD-214 must be completed before a separating Member can go on leave.

Required Actions – TSC

- Follow the [Separations SOP](#) for TSC internal processes.
- Verify separation posted in MMPA and NSIPS.

SECTION 2 – Fleet Reserve and Retirement

References:

- [MILPERSMAN 1800-1899 \(Retirement\)](#)
- [MILPERSMAN 1320-308 \(PCS Transfer Order Execution\)](#)
- [NAVPERS 7041/1 \(PCS Travel\)](#)

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- [NPPSC 1800/1 \(NPPSC Fleet Reserve/Retirement Checklist\)](#)

Required Actions - CPPA

- Refer to the [NPPSC Fleet Reserve/Retirement Checklist \(NPPSC 1800/1\)](#).

Required Actions – TSC

- Follow the Fleet Reserves/Retirements SOP for TSC internal processes.

Section 3 – Blended Retirement System

For those eligible to opt-into BRS, OSD BRS page has a DFAS video on how to opt-in via MyPay <http://militarypay.defense.gov/BlendedRetirement/>.

Reference(s)

- [NAVADMIN 133/17](#) (Notification of Availability of the Blended Retirement System Opt-In Comparison Calculator)
- [NAVADMIN 217/16](#) (Announcement of the Blended Retirement System for the Uniformed Services)
- [NAVADMIN 259/16](#) (Notification of Eligibility to Opt-In to the Blended Retirement System)
- [PPIB 16-12](#) Update Email Address and Contact Information in NSIPS
- [MILPERSMAN 1810-080](#) (Enrollment in the Blended Retirement System)
- [MILPERSMAN 1810-081](#) (Continuation Pay for Members Enrolled in the Blended Retirement System)
- National Defense Authorization Act (NDAA) Sections 631-635
- [NAVPERS 1070/613](#) (Administrative Remarks)
- [Blended Retirement System PowerPoint](#)

Required Actions - CPPA

- Refer to the [NPPSC Fleet Reserve/Retirement Checklist \(NPPSC 1800/1\)](#).

Required Actions – TSC

- Follow the [Fleet Reserves/Retirements SOP](#) for TSC internal processes.

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CHAPTER 5 - Permanent Change of Station (PCS) TRANSFER

- Directives (orders) may be received from NPC via NSIPS; downloaded from BOL; Naval Message, or received from the Command Career Counselor, etc.
- Directives can also be generated locally on a Standard Transfer Order (STO) based on 24 local/broad authority for transfers to Transient Personnel Units (TPU) as in the case of Pregnancy, Medical Treatment, temporary duty for separation, etc.
- For the purpose of this handbook, the term “orders” applies to both NPC and locally generated NSIPS transfer directives.

References:

- [Transfers SOP](#)
- [MILPERSMAN 1300 – 1399 \(Assignment and Distribution\)](#)
- [DOD Foreign Clearance Guide](#)
- [NPC Dependent Entry Approval Info](#)
- [OPNAVINST 4650.15 Series \(Navy Passenger Travel\)](#)
- [MILPERSMAN 1320-300 \(Types of Orders\)](#)
- [JTR](#)
- [OPNAVINST 1300.14 Series \(Suitability Screening for Overseas and Remote Duty Assignment\)](#)
- [NPPSCINST 4650.8 Series \(NPPSC Passenger Reservation Request\)](#)
- [MILPERSMAN 1320-308 – Permanent Change of Station \(PCS\) Transfer Order Execution](#)
- [NAVPERS 7041/1 – PCS Travel](#)
- [MILPERSMAN 1320-326 Personnel Support Functions for NATO Southern Region](#)
- [NAVADMIN 176/20 – Government Travel Charge Card \(GTCC\) for PCS Travel](#)

Document(s) Required

- [NPPSC PCS Transfer Checklist \(NPPSC 1300/3\)](#)
- [Application for Transfer and Advances \(NPPSC 1300/1\)](#)
- [Report of Suitability for Overseas Assignment NAVPERS 1300/16](#)
- [DEERS Enrollment](#)
- [NPPSC 4650.8, Passenger Reservation Request](#)
- [DD Form 1056 – Authorization to APPLY for “No-Fee” Passport and/or Request for Visa](#)
- [Instructions to obtain an official no-fee passport \(MILPERSMAN 4650-020\)](#)
- [NATO Travel Order](#)
- [Advance Pay Certification/Authorization \(DD Form 2560\)](#)
- [Temporary Lodging Expense \(TLE\) Allowance Certification \(NPPSC 7220/2\)](#)
- [Application for Transfer and Advances \(NPPSC 1300/1\)](#)
- [NAVPERS 5520/6 \(Request for Security Access\)](#)
- [NAVPERS 1740/6](#) and [1740/7](#) (Department of the Navy Family Care Plan Certificate and Arrangements), as applicable
- [DS-11](#) (Application for Passport)
- [DS-82](#) (Application for Passport: Renewals Only)

Required Actions – CPPA

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- Closely follow the [NPPSC PCS Transfer Checklist \(NPPSC 1300/3\)](#)
- Comply with the [Transfers SOP](#)

Required Actions – TSC

- Follow the [Transfers SOP](#) for TSC internal processes.

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CHAPTER 6 – Navy Enlisted Advancement

The purpose of the Navy Advancement section is to provide standard procedures, for all CPPAs and TSCs to follow during preparation and administration of U.S. Navy-wide advancement examinations (NWAE).

References:

- [Navy Enlisted Advancement Exam SOP](#)
- [OPNAVINST 3120.32 Series \(Navy SORM\)](#)
- [OPNAVINST 6110.1 Series \(PRT\)](#)
- [BUPERSINST 1430.16 Series \(Advancement Manual\)](#)
- [BUPERSINST 1610.10 Series \(Navy Performance EVAL and Counseling System\)](#)
- [MILPERSMAN 1070-030 \(Creating the Officer Permanent Personnel Record\)](#)
- [MILPERSMAN 1430-010 \(Accelerated Advancement of Recruit Training, Class "A" School Graduates, and Ceremonial Guard\)](#)
- [MILPERSMAN 1510-030 \(Advanced Electronics Field, Advanced Technical Field, and Nuclear Field Programs\)](#)
- [MILPERSMAN 1160-100 \(Selective Training and Reenlistment \(STAR\) Program\)](#)

Section 1 – Navy-Wide Advancement Exam

E-1 to E-2 and E-2 to E-3 advancements are automatic, unless the Command states otherwise, in writing.

Although examination results make an E-7 eligible for advancement, final advancement to E7 (as with E8/9) is determined by selection board action.

NOTE: Non-examination advancement programs include Accelerated Advancement Program (AAP), Advanced Electronics/Advanced Technical/Nuclear Field (AEF/ATF/NF) Programs, STAR Program, MAP, the Recruiter Excellence Incentive Program, etc. A complete listing of non-examination advancement programs is contained in BUPERSINST 1430.16 (Series). Refer also to NAVADMIN 114/14 Advancement Policy Update, NAVADMIN 089/16 Meritorious Advancement Program Update, NAVADMIN 141/15 Meritorious Advancement Program and NAVADMIN 079/17, FY-17 Meritorious Advancement Program (or current FY MAP NAVADMIN), as required.

Section 2 – Advancement Exam Lessons Learned

- TIR listings were not submitted on time.
- Only the front page or back pages of evaluations were forwarded.
- Ships underway (during exam day): Notify TSC of TAD personnel who will be in-port to take the test. Forward examination and worksheet to servicing TSC and direct Member to report to servicing TSC.

NOTE: Missing evaluations is the most significant concern/issue preventing completion of worksheets

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on time.

Section 3 – Exam Discrepancies

- Insufficient TIR: Candidate was not identified in the transmittal letter for “TIR waiver for EP candidate” or Member does not have sufficient TIR. Servicing Personnel Office/TSC must submit proper documentation to Naval Education and Training Professional Development Center (NETPDC) to clear discrepancy.
- Performance Mark Average Error: PMA block was not filled out or improperly filled out. Servicing Personnel Office/TSC must submit proper documentation to NETPDC to clear discrepancy.
- Wrong path of advancement example PRATE IS2/ERATE DC1. Conversion must be approved and completed in NSIPS prior to exam participation.

Required Actions – TSC

- Follow the [Navy Enlisted Advancement SOP](#) for TSC internal processes.

SECTION 4 – Accelerated Advancement of Recruit Training and Class “A” School Graduates

Document(s) Required

- CO Approved [NAVPERS 1336/3](#)
- Administrative Remarks NAVPERS 1070/613 (PG13) authority
- Extension of Enlistment
- Professional Military Knowledge Eligibility Exam (PMK-EE) certificate for next paygrade
- Proof of Security Clearance, if applicable

Required Actions – CPPA

- Forward CO approved Special Request/Authorization and other documents required, listed above.

Required Actions – TSC

- Follow the [Navy Enlisted Advancement SOP](#) for TSC internal processes.

SECTION 5 – Advanced Electronics Field, Advanced Technical Field and Nuclear Fields Programs

Document(s) Required

- CO Approved [NAVPERS 1336/3](#)
- DD 1966 and Annex (Contract) authority
- Extension of Enlistment
- Professional Military Knowledge Eligibility Exam (PMK-EE) certificate for next paygrade
- Proof of Security Clearance, if required

Required Actions – CPPA

- Forward CO approved Special Request/Authorization and other documents required, listed above.

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Required Actions – TSC

- Follow the [Navy Enlisted Advancement SOP](#) for TSC internal processes.

SECTION 6 – Selective Training and Reenlistment (STAR) Program**Document(s) Required**

- Approved [NAVPERS 1336/3](#)
- Copy of STAR Approval Message

Required Actions – CPPA

- Forward CO approved Special Request/Authorization and other documents required, listed above.
- If Member has completed approved “C” school and has sufficient TIR, Member is advanced upon Reenlistment.
- If Member has not completed “C” school or has insufficient TIR, CPPA must notify TSC upon completion of requirement.

Required Actions – TSC

- Follow the [Navy Enlisted Advancement SOP](#) for TSC internal processes.

SECTION 7 – Meritorious Advancement Program (MAP)**Document(s) Required**

- Professional Military Knowledge Eligibility Exam (PMK-EE) certificate for next paygrade
- Advancement Appointment Letter
- NAVPERS 1070/613

Required Actions – CPPA

- Verify advancement posted in MMPA and NSIPS once CO approves the MAP in NSIPS.
- Counsel Member to updated ID card with new paygrade

Required Actions – TSC

- Follow the [Navy Enlisted Advancement SOP](#) for TSC internal processes.

SECTION 8 – Officer Commissioning Programs**Document(s) Required**

- Officer Appointment Acceptance and Oath of Office (NAVCRUIT 1000/4)
- Newly Commissioned Officer Guide

NOTE: The parent command of Member being commissioned must ensure all requirements and documents are submitted to TSC at least two weeks prior to administering the oath.

Required Actions – CPPA

- Assist a Member during application process.
- Assist a Selectee in completing DD-214 with TSC.
- Counsel Member to get updated ID card with new paygrade

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CHAPTER 7 – Permanent Change of Station (PCS) TRAVEL PROCESS

Reference(s)

- [DOD FMR, Volume 9, Chapter 8](#)
- [JTR, Volume 1](#)
- [PPIB 1909](#) (AO signature for CPPA)
- [PCS Travel Entitlements Calculator](#)

Required Actions – TSC

- [PPIB 19-02](#) Windows Integrated Automated Travel System (WINIATS) System Access Procedures

SECTION 1 – Travel Claim Settlements

Document(s) Required

- NOTE: No page 2 as KSD to TSC.
- NOTE: Effective 1 April 2019, Dislocation Allowance (DLA) Statement (NPPSC 7720-1) and Traveler Checklist (NPPSC 1300/2) are no longer required to submit a travel claim to the Travel Processing Center (TPC). All the required information from the DLA form must be listed on the 1351-2. Block 5 marked DLA and/or Dependents. License Plate numbers were used previously to verify usage of multiple POV's. Effective 07/19/2019 travel claims no longer require license plate numbers to be listed in any of the blocks of 1351-2 and/or supporting documentation. If two vehicles were driven during the PCS process, it must be annotated on the 1351-2 in block 10d (Computation). (More than two vehicles for PCS travel must include authorization from N130). CPPAs are highly encouraged to continue utilizing Traveler Checklist for the accuracy and completeness of the travel claim package.
- [APPOINTMENT/TERMINATION RECORD – AUTHORIZED SIGNATURE \(DD-577\)](#)
 - A Standardized Responsibility Statement, which you will use across the network, can be found in [Appendix F](#).
- Travel Voucher or Sub voucher (DD Form 1351-2 and 1351-2C when applicable), completed and signed by a Member and CPPA.
- EFT Information (SF 1199A) when applicable.
- All endorsed orders to include modifications when applicable.
 - NOTE: When there is an intermediate stop (TDY), endorsed orders must indicate the availability of lodging and meals. If the information is not available in the order, a Member must provide sufficient supporting documents for their entitlement of TDY per diem.
- Itemized lodging receipt(s) for intermediate stop(s) with zero balance.
- Temporary Lodging Expense (TLE) Allowance Certification (NPPSC 7220/2) if applicable.
- Itemized lodging receipt for TLE with zero balance.
- Miscellaneous expense receipt(s) (for expenses over \$75.00).
 - NOTE: Refer to the JTR Table 2-24 for a complete list of miscellaneous reimbursable

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expenses. Refer to JTR paragraph 020102 for a complete list of incidental expenses. Incidental expenses are not reimbursable.

- Flight itinerary if a Member selected air travel.
 - SATO is the primary authority and source for air travel. If a Member purchased commercial flight ticket(s), the Member must provide SATO authorization to do so.
- Rental car receipt if applicable

NOTE: Authorization of rental car must be indicated in PCS orders. Ensure that receipt is zero balanced and does not show “estimated charges”.

Required Actions - CPPA

- CPPA will assist and verify completeness and forward travel claim package, by utilizing [Traveler Checklist \(NPPSC 1300/2\)](#), via eCRM to TSC travel section.
- Processing evacuation claim settlements, refer to [Appendix A11](#):
 - If the DA/RED (Pg. 2/DD93) have not been updated due to forced evacuation. Due to the circumstances, we have worked with OPNAV N130 on obtaining permission to utilize the attached letterhead as an intermediate Pg. 2 update for processing of Hurricane evacuation claims **ONLY**.
 - This letter should be filled out with all information and signed by the **CO ONLY**. By Direction is not authorized. It should be attached with an official, most recent updated Pg. 2. This letter will accompany the travel claim and other supporting documentation in its submission for processing.
 - If a Sailor has a correct, up to date NAVPERS 1070/602 (Page 2), the letter is not required.
- IMPORTANT CHANGE: Effectively immediately, CPPA shall sign in block 21 of DD Form 1351-2 as the Approving Official. DD-577 for the Approving Official must be included in the travel claim package.
- DD 577, Block 7 must contain **Standardized Responsibility Statement**, which you will use across the network, can be found in [Appendix F](#).

Required Actions – TPC

- Travel Section will verify completeness, accuracy and compute/settle the travel claim if equipped to process the claim. Otherwise, forward complete package via eCRM for processing at TSC (Jacksonville, FL or Millington, TN).
- Follow the [Travel SOP](#) for TPC internal processes.

SECTION 2 - PCS Travel Advances

References:

- [Travel Advance SOP](#)

Document(s) Required

- Application for Transfer and Advances (ATA) (NPPSC 1300-1)
- All forms pertaining types of travel advances. Refer to approved ATA for member's specific request(s).

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- PCS order.

Required Actions – Members

- Turn in approved ATA (NPPSC 1300/1) to CPPA
- Turn in applicable substantial documents for types of travel advance request to CPPA.

Required Actions – CPPA

- Utilize PCS Transfer Checklist to verify whether all documents provided are correct and adequate.
- Submit the advance travel package to Travel Processing Center (TPC).
 - NOTE 1: Advance payments will not be made earlier than 30 days prior to detach date.
 - NOTE 2: Indicate “ADV” before the Member’s name when initiating the eCRM request.

Required Actions – TPC

- Travel Section will verify completeness, accuracy, and if capable, process the advance request for payment. Otherwise, forward the package thru eCRM for processing.
- Follow the [Travel Advance SOP](#) for TPC internal processes.

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CHAPTER 8 - LEGAL PROCESSING

References:

- [BUPERSINST 1430.16 Series \(Advancement Manual\)](#)
- [Navy DJMS PTG](#)
- [DOD FMR, Volume 7A, Chapter 48](#)
- [JAG 5800.7F CH-1 \(Manual of the Judge Advocate General \(JAGMAN\)\)](#)
- [MILPERSMAN 1070-300, 1070-310, 1070-320, 1600-010, 1600-020, 1600-030, 1600-040, 1600-050, 1600-060, 1600-070, 1626-020, 1616-010](#)
- [CPPA Task - Support Legal Processes](#)

Document(s) Required

- [NAVPERS 1070/606 \(Record of Unauthorized Absence\)](#)
- [NAVPERS 1070/607 \(Court Memorandum\)](#)
- [NAVPERS 1070/613 \(Administrative Remarks\)](#)
- [NAVPERS 1626/7 \(Report and Disposition of Offense\(s\)\)](#)
- [DD Form 553 \(Declaration of Deserter\)](#)
- [DD Form 616 \(Report of Return of Absentee\)](#)

Required Actions – CPPA

- Submit daily muster reports to TSC via eCRM if command reports member in a UA/Deserter status. Construct a memo to record Unauthorized Absence(s), send to TSC along with muster report.
- If Member is UA less than 24 hours: UA is reported on a NAVPERS 1070/613. CPPA should submit a copy to TSC for ESR verification and submission to OMPF.
- If Member is UA for more than 24 hours: CPPA generates memo to initiate NAVPERS 1070/606 by TSC. After 5 days of absence, CPPA submits memo to TSC to stop pay and allowances. Upon return of Member, CPPA advises Member to re-start all allotments, especially dental insurance, as appropriate. If Absence is determined unavoidable, days absent will be charged as leave through E-Leave reflecting dates of absence.
- If the Member is UA for more than 30 days: CPPA to submit DD 553 to NACIC, Deserter message and copy TSC for processing of NAVPERS 1070/606. Upon Members return or surrender from UA: CPPA MUST submit a closed out NAVPERS 1070/606 reflecting entire period of UA, to TSC for processing.
- When Member is apprehended or surrendered from Deserter Status: CPPA will send out DD 616 to NACIC, Return to Military Control (RMC) Message. Copy TSC and include memo as to any punishment(s) awarded by Command. Submit completed NAVPERS 1626/7 and NAVPERS 1070/613 recording CO's NJP results.
- CPPA ensures NAVPERS 1070/607 (Court Memorandum) is completed if applicable, forward to TSC for processing. Inform TSC via memo as to punishment awarded by command for UA and submit court martial documents.

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- If Member is awarded forfeiture of pay or punishment of more than 30 days of military Brig confinement: submit memo to transfer Member to nearest TPU.
- If Service Member is incarcerated by civilian authority: submit PCSTO to transfer Member to nearest TPU where member is confined. For E-6 to E-9, report incident to Pers 832. If Commissioned Officer, report incident to Pers 834.

NOTE: If there is no reduction in rate (RIR) or forfeiture of pay (FOP) then only an NAVPERS 1070/613 is required.

Required Actions – TSC

- Verify Muster Report daily. If no UA is reported, it will be marked completed. State in the Remarks block as “Muster Report verified. (Clerk’s initials).”
- If a Member is UA less than 24 hours: make permanent NAVPERS 1070/613 entry, verify and e-Sub.
- If Member is UA for more than 24 hours: create NAVPERS 1070/606 in NSIPS, after 5 days of UA submit UA FID to stop pay.
- If Member is UA for more than 24 hours, less than 29 days: Update and close NAVPERS 1070/606 and submit US FID to re-start pay. CPPA and Member is advised to re-start all allotments, especially dental insurance. Verify positing of Lost Time in LOPG and MMPA, if absence is not excused. GCA re-start date. If absence is excused, submit SB03 to charge as annual leave.
- After 30 days of UA: start NAVPERS 1070/606 Declared Deserter and created UA FID for Deserter.
- If Deserter is returned: NACIC reflects Member at parent command and ACC: 100. Modify NAVPERS 1070/606 to reflect returned to duty and full unauthorized days charged, submit GCA re-start date (date following return from latest UA) Electronic submission (Esub) NAVPERS 1070/606 to OMPF upon completion.
- If Member awarded CO’s NJP: create NAVPERS 1070/607 to OMPF, re-start GCA on date following latest offense (not date of NJP or Court Martial).
- If Member Awarded Court Martial: create NAVPERS 1070/607, submit GCA restart date for date following latest offense. Esub NAVPERS 1070/607 to OMPF.
- If CO’s NJP or Court Martial does not affect pay: Create permanent NAVPERS 1070/613 and Esub to OMPF. Re-start GCA date appropriately.
- If Member to be transferred to TPU due to civilian incarceration, Transfers and Receipts section will process orders.

NOTE: Refer to Regional Legal Service Office (RLSO) or Naval Legal Service Office (NLSO) for all legal advice.

Lessons Learned

- Incorrect FOP. (Whether or not the RIR is suspended, use the lowest pay grade to determine the maximum amount the CO can take from the Member).
- Incorrect RIR. (CO can only reduce Member down one pay grade. When Member is frocked, use the current rank for RIR).
- Incorrect Dates on NAVPERS 1070/607, Block 7 (Date of Action) and Block 15 (TIR).
- Blank Court Memorandum, NAVPERS 1070/607, Block 42, Synopsis block.

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CHAPTER 9 – SAAR Requirements for CPPA Websites and Account Restoration

There is a new streamlined System Authorization Access Request (SAAR) form requirements and process for eCRM , NSIPS and MMPA access CPPAs need in order to carry out their daily admin responsibilities and functions. This new process, which allows CPPAs to submit only one SAAR form for access to the eCRM and NSIPS systems, significantly reducing excessive administrative burdens.

Currently CPPA eCRM accounts are suspended after 30 days of inactivity and deleted after 60 days of inactivity. The permanent fix requires policy relief from the U.S. Cyber Command, which we are working. Shorter term, we have a workaround in place the CPPA simply needs to notify MNCC or the servicing TSC that they need to place their accounts in a hold state and upon return it is an automatic restoral no suspension, deletion or need for SAAR forms to restore. A simple phone call or email will do it. Leave out the specifics, just say Place it in hold and Restore.

SAAR Streamlined

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Appendix A-1

CPPA Designation Letters

Command Letterhead

From: Commanding Officer, [COMMAND NAME]

To: [CPPA rank/rate/title, first, MI, last name]

Subj: DESIGNATION AS COMMAND PAY AND PERSONNEL ADMINISTRATOR

Ref: (a) OPNAVINST 5200.45 Series

(b) NAVPERS 1556 Series, Navy Personnel Manual (MILPERSMAN)

1. You are hereby designated as Command Pay and Personnel Administrator (CPPA) for COMMAND NAME (UIC XXXXX). You should familiarize yourself with reference (a) and (b) to prepare you for your duties.
2. You are being placed in a position of trust, with access to the personnel records, data, and documents pertaining to command personnel. In this assignment, you are accountable for compliance with privacy protection requirements associated with the collection, use, dissemination, and maintenance of Personally Identifiable Information (PII). At all times, you must protect PII and prevent unauthorized access or loss.
3. Specific duties and responsibilities include:
 - a. Completion of annual PII training and familiarity with the practices and procedures required by the Department of the Navy Privacy Program.
 - b. Serve as the primary customer service link between command personnel and the servicing Transaction Service Centers (TSC), including receipt, examination, and timely transmission of documents and information between command members and the TSC.
 - c. Escalate issues to appropriate leadership levels of the command and or TSC should problems occur you cannot resolve.
4. Remember, this position of trust requires your active and vigilant protection of personal information. If, for any reason, you are unable to perform your assigned CPPA duties, you are required to immediately inform your chain of command.

[TYPED NAME / COMMANDING OFFICER'S SIGNATURE]

Copy to:

Supporting TSC (w/PII and Records Management Training Certificates)

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Appendix A-1 (Continued)

CPPA Notification Letter

1000
Ser XX/XX
(Date)

From: (Activity Head), _____

To: Director/Officer in Charge, _____

Subj: COMMAND PAY AND PERSONNEL ADMINISTRATOR NOTIFICATION

Ref: (a) OPNAVINST 5200.45 Series

(b) [NAVPERS 15560](#) Series, Navy Military Personnel Manual (MILPERSMAN)

1. Per reference (a) and reference (b), [MILPERSMAN 1000-021](#), the following information is provided for the command's command pay and personnel administrator (CPPA):

a. Primary CPPA

(1) Contact phone:

(a) Comm:

(b) DSN: (if applicable)

(2) Official e-mail address:

(3) Personal data (**for military CPPAs only**)

(a) Projected rotation date (PRD):

(b) Expiration of active obligated service (EAOS):

(c) Date Navy enlisted classification (NEC) code 791F awarded: (for E4 and above) E3 and below may serve as CPPA but cannot hold NEC 791f

(For civilian contractor): Projected contract end date

(For civilian GS employee): Disregard this item (3)

(4) Department of Defense identification (DoDID): _____

(5) Sample signature: _____

b. Secondary CPPA: (If more than one secondary CPPA is assigned, add additional personnel info below as needed)

(1) Contact Phone:

(a) Comm:

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(b) DSN: (if applicable)

(2) Official e-mail address:

(3) Personal data (**For military CPPA only**)

(a) PRD:

(b) EAOS:

(c) Date NEC 791F awarded: (for E4 and above)

(For civilian contractor): Projected contract end date

(For civilian GS employee): Disregard this item (3)

(4) DoDID: _____

(5) Sample signature: _____

(TYPED NAME/SIGNATURE)

Copy to:
Designated CPPA(s)

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Appendix A-2

Request to Start/Stop HFP/CZTE Letter

***Command Letterhead**

From: Commanding Officer, USS UNDERWAY (DDG 00)

To: Officer in Charge, TSC XXXX

Subj: HOSTILE FIRE PAY/COMBAT ZONE EXCLUSION

Ref: (a) DOD FMR Volume 7A, Chapter 10

1. Per reference (a), request start/stop Hazardous Duty Pay/Combat Zone Tax Exclusion for the attached list of personnel effective DD MMM YY.
2. Any further information regarding this matter may be addressed to _____, via email.

SIGNATURE

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Appendix A-3

VBSS Request Letter

*Command Letterhead

From: Commanding Officer, USS NEVERSAIL (MCM 00)

To: Officer in Charge, TSC XXXX

Subj: HAZARDOUS DUTY INCENTIVE PAY (HDIP) FOR VISIT, BOARD, SEARCH,
AND SEIZURE (VBSS)

Ref: (1) CNO MEMO 3 Nov 03

Encl: (1) VBSS HDIP List

1. Per reference (a), all personnel in enclosure (1) are entitled for VBSS HDIP for the month of _____, 201X.

SIGNATURE

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Appendix A-4

FDHDIP Request Letter

*Command Letterhead

From: Commanding Officer, USS NEVERSAIL (MCM 00)

To: Officer in Charge, TSC XXXX

Subj: SUBMISSION OF PERSONNEL AUTHORIZED TO RECEIVE FLIGHT DECK HAZARDOUS
DUTY PAY FOR _____(MONTH), _____ (YEAR)

Encl: (1) Command Members authorized to receive Flight Deck Hazardous Duty Pay

1. Credit Flight Deck Hazardous Duty Pay for the listed personnel from _____to _____.

SIGNATURE

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Appendix A-5

RATSSEP Request Letter

*Command Letterhead

From: Commanding Officer, USS NEVERSAIL (MCM 00)

To: Officer in Charge, TSC XXXX

Subj: AUTHORIZATION FOR SEPARATE RATIONS (SEPRATS)

Ref: (1) USS UNDERWAY (LPD 00), ltr 1000 Ser 08/89 of 5 Jan 10

1. In response to reference (a), USS NEVERSAIL is authorized to grant enlisted personnel SEPRATS. This Authorization is effective 01~~(Month)~~201X to 30~~(Month)~~201X.

2. USS NEVERSAIL will provide two Culinary Specialists and two Food Service Attendants (one each per watch section) throughout the period of messing support at Naval Base Galley (at homeport). Hot meals will be prepared to support ship's duty sections and restricted personnel, if any, and will be transported to the ship via designated personnel. Additional Culinary Specialists will be required if actual number of personnel subsisting exceeds 25.

3. Questions concerning this authorization may be directed to the Food Service Officer, NAME at PHONE.

SIGNATURE

Copy to:

NAVBASE Food Service Officer (FSO)

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Appendix A-6

**Sea Duty Counter
Administrative Remarks NAVPERS 1070/613 (PG13)**

Ship or Station: USS UNDERWAY (DD XXX)

_____: Sea Duty Counter this date. Total cumulative sea time is determined to be _____ days.

Witness Signature/Date (BYDIR)

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Appendix A-7

Servicemembers' Group Life Insurance Election and Certificate (SGLV - 8286)

SOES is the online replacement for the paper form SGLI Election and Certificate, SGLV 8286. It allows active duty and eligible reserve and National Guard members to review their group and family coverage online. The new system eliminates unclear designations and missing or incomplete forms and ensures all insurance holders receive the latest information about changes affecting their coverage.

While the SOES enables active duty and eligible reserve members to manage their group and family coverage online, there are some Sailors who shouldn't use the system. Sailors who already have a testamentary trust or a testamentary custodial account created by a Regional Legal Service Office (RLSO) attorney should not use SOES to update their SGLI designations. Sailors with a testamentary trust or a testamentary custodial account who have registered with SOES should see their RLSO to reinstate their trust and/or account. Sailors interested in creating a testamentary trust or a testamentary custodial account should also see their RLSO and not use the SOES.

To input beneficiary information in SOES:

1. Visit www.dmdc.osd.mil/milconnect.
2. Sign into milConnect on this page with your Common Access Card (CAC). The green button is located in the upper right corner.
3. After signing in, you will be sent back to the milConnect front page. The menu bar will now display multiple options, one of which is 'BENEFITS.'
4. Click on the 'BENEFITS' drop-down menu and click on 'LIFE INSURANCE (SOES-SGLI Online Enrollment System).'
5. On the following page, scroll down to the blue continue button and click it (you may have to do so twice).
6. The following page provides you with your current DEERS information that must be verified. When finished reviewing, click continue.
7. The following page is where you can make your beneficiary selections. If this is your first time logging in, you will not see any beneficiary information listed. This does not mean you are not covered. You remain covered if you have previously filled out and signed an SGLI paper form. Please input your beneficiary selections into SOES.
8. After making your selections, click on the 'YOUR COVERAGE' tab and select the blue 'CONFIRM AND CERTIFY' button in the bottom right.
9. The next screen will ask you to make some legal declarations. Review and check the appropriate boxes and click 'CONTINUE.'
10. You will be asked if you want to print a preview of the document. This is an uncertified copy for review. A certified copy is available at the end of the process. Click to continue.
11. Next, you will be asked for an electronic signature. Provide your full name and email address and click to continue.
12. The system will provide you an effective date for your SGLI election.
13. Print or email your certified document by navigating to the "Print/Save Certificate" tab.

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For more information, take the online training course available at:
www.benefits.va.gov/INSURANCE/training/SOES/SOES.htm

More information about SGLI can be found at the following links:
<https://www.mynavyhr.navy.mil/References/Pay-Benefits/>

<https://www.mynavyhr.navy.mil/References/Pay-Benefits/>

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Appendix A-8

Command Responsibility Pay

*Command Letterhead

From: Commanding Officer, USS NEVERSAIL (MCM 00)

To: Officer in Charge, TSC XXXX

Subj: COMMAND RESPONSIBILITY PAY

1. As of (date), (RANK/FULL NAME), XXXX (SSN/Last 4), relieves (RANK/FULL NAME) of previous CO, XXXX (SSN/last 4), as CO of USS XXXXXXXXX.
2. Request stop Command Responsibility Pay for detaching CO as of: (DDMMYY).
3. Request start Command Responsibility Pay for reporting CO as of: (DDMMYY).
4. For questions or concerns, please contact (Name/Phone/email).

Authorized Signature

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30-Day Letter

**5000
Ser N00/454
26 Nov 18**

**From: Commanding Officer, Navy Pay and Personnel Support Center
To: Officers in Charge and Directors, Transaction Service Center**

**Subj: 30 DAY LATE LETTER FOR PAY AND PERSONNEL TRANSACTIONS
CANCELLATION**

Ref: (a) CO, NPPSC ltr 5000 Ser 00/434 of 25 Oct 17

- 1. Reference (a), which requires Command Pay and Personnel Administrators (CPPAs) to include a 30-day late letter with untimely submissions, is cancelled.**
- 2. While late letters are no longer required, you should take every opportunity to remind Commanding Officers and CPPAs that swift and accurate execution of Sailor pay and personnel actions depends on timely and complete command input.**
- 3. Your point of contact for this matter is (fill in information)**

Typed name and signature

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Hurricane Letter

Command Letterhead

1000
Ser 00/

From: Commanding Officer, **(Command)**
To: Commanding Officer, Navy Pay and Personnel Support Center

Subj: HURRICANE **(Name of Hurricane)** EVACUATION CLAIM SETTLEMENT -
DEPENDENT ADDRESS VERIFICATION

Encl: (1) NAVPERS 1070/602/RED DA

1. This letter is to certify that **(Sailor's Name)** dependent(s) resided in the evacuation area at **(Insert Full Mailing Address, City, State, Zip)** prior to issuance of the authorization to evacuate. However, **(Sailor's Name)** had not updated their NAVPERS 1070/602 prior to the evacuation incident. The NAVPERS 1070/602 was not updated due to **(Explain Reasoning)**. Encl (1) provides the last updated NAVPERS 1070/602.
2. My point of contact for this matter is XXXX who can be reached at email address or phone number.

F. M. LAST

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Appendix A-11

Request for Name Change

XX APR 18

From: HM1 xxxxx x. xxxxxx, USN
To: Commanding Officer, Space and Naval Warfare Systems Center Atlantic
New Orleans Office, 2251 Lakeshore Drive, Building 3, Attn: CDM
New Orleans, LA 70122-3533
Via: Commanding Officer, **YOUR COMMAND**

Subj: REQUEST FOR NAME CHANGE
Ref: (a) MILPERSMAN 1000-130
Encl: (1) Copy of Social Security Card

1. I respectfully request my name be changed from **XXXXXX XXXXXX XXXXXXXX** to **XXXXXX XXXXXX XXXXXXXXXX**. Enclosure (1) is submitted per reference (a) as supporting documentation.
2. Your assistance will be greatly appreciated.

Respectfully,

XXXXXX X. XXXXXXXX

See next page...

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COMMAND LETTERHEAD

1000
Ser XXXXX
XX APR 18

FIRST ENDORSEMENT on Request for Name Change ICO HM1 xxxxx x. xxxxxx, USN,
ltr of **XX Apr 18**

From: Commanding Officer, **YOUR COMMAND**

To: Commanding Officer, Space and Naval Warfare Systems Center Atlantic
New Orleans Office, 2251 Lakeshore Drive, Building 3, Attn: CDM
New Orleans, LA 70122-3533

Subj: REQUEST FOR NAME CHANGE

1. Forwarded, recommending approval. HM1 XXXXX's Social Security Card has been verified.
2. Our command POC is **XXXXXXXXXX**, **Email: XXXXXXXXXX** **Tel: XXXXXXXXXX**

Typed name and signature

Copy to:
HM1 xxxxx

Appendix B

CPA Checklists Link

NPPSC Forms link:

<https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>

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Appendix C

Forms

URL

Description

URL	Description
DD 93	Record of Emergency Data
DD1056	Authorization to Apply for "No-Fee" Passport and/or Request for Visa
DD1131	Cash Collection Voucher
DD1172-2	Application for DoD Common Access Card - DEERS Enrollment
DD1351-2	Travel Voucher or Sub voucher
DD1351-2C	Travel Voucher or Sub voucher (Continuation Sheet)
DD137-3	Dependency Statement - Parent
DD137-3	Dependency Statement - Parent
DD137-5	Dependency Statement - Incapacitated Child Over Age 21
DD137-6	Dependency Statement - Full Time Student 21 - 22 Years Of Age
DD137-7	Dependency Statement - Ward of a Court
DD139	Pay Adjustment Authorization
DD1561	Statement to Substantiate Payment of Family Separation Allowance (FSA)
DD2058	State of Legal Residence Certificate
DD2058-1	Tax Exemption Test Certificate, State Income
DD214	Certificate of Uniformed Service
DD214WS	Certificate of Uniformed Service (Worksheet)
DD215	Correction to DD Form 214 , Certificate of Uniformed Service
DD2278	Application for Do It Yourself Move and Counseling Checklist
DD2367	Individual Overseas Housing Allowance (OHA) Report
DD2481	Request for Recovery of Debt Due the United States by Salary Offset
DD2556	Move-In Housing Allowance Claim
DD2560	Advance Pay Certification/Authorization
DD2586	Verification of Military Experience and Training
DD2648	SERVICE MEMBER PRE-SEPARATION/TRANSITION COUNSELING AND CAREER READINESS STANDARDS EFORM FOR SERVICE MEMBERS SEPARATING, RETIRING, RELEASED FROM ACTIVE DUTY (REFRAD)
DD2656	Data for Payment of Retired Personnel
DD2656-1	Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage
DD2656-10	Survivor Benefit Plan (SBP) / Reserve Component (RC) SBP Request for Deemed Election
DD2656-2	Survivor Benefit Plan (SBP) Termination Request

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DD2656-5	Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate
DD2656-7	Verification for Survivor Annuity
DD2656-8	Survivor Benefit Plan (SBP) Automatic Coverage Fact Sheet
DD2657	Daily Statement of Accountability
DD2659	Voucher Control Log
DD2697	Report of Medical Assessment
DD2789	Waiver/Remission of Indebtedness Application
DD2792-1	Special Education/Early Intervention Summary
DD2796	Post-Deployment Health Assessment (PDHA)
DD2808	Report of Medical Examination
DD2900	Post-Deployment Health Re-Assessment (PDHRA)
DD2963	Service Treatment Record (STR) Certification Deleted from SOP: changes to the separations SOP due to the new processing of STRs
DD577	Appointment/Termination Record - Authorized Signature
DD884	Application For Transportation of Dependents
DD93	Record of Emergency Data
DS11	Application for U.S. Passport
Memorandum	Memorandum Spouse Licensure Reimbursement Request
SECNAV 7000/8T	Leave Request/Authorization
NAVMED 1300/1	Medical, Dental and Educational Suitability Screening for Service and Family Members
NAVMED 1300/10	Individual Augmentee (IA) And Support Assignments To Overseas Contingency Operations (OCO) Specific Requirements For West Pacific & Okinawa (With Extended Field Exposure) Area Of Responsibility (AOR)
NAVMED 1300/11	Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for United Nations Missions Area of Responsibility (AOR)
NAVMED 1300/13	Redeployment/Demobilization Medical and Dental Screening for Individual Augmentee (IA) Returning from Overseas Contingency Operations Support Assignments (OSA)
NAVMED 1300/2	Medical, Dental and Educational Suitability Screening Checklist and Worksheet
NAVMED 1300/3	Medical Assignment Screening
NAVMED 1300/4	Expeditionary Medical and Dental Screening for Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO)
NAVMED 1300/5	Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Pacific Command (PACOM) Area of Responsibility (AOR)

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NAVMED 1300/6	Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Korean Peninsula Area of Responsibility (AOR)
NAVMED 1300/7	Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for European Command (EUCOM) Area of Responsibility (AOR)
NAVMED 1300/8	Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Africa Command (AFRICOM) Area of Responsibility (AOR)
NAVMED 1300/9	Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Joint Task Force (JTF) Guantanamo Bay (GTMO) Area of Responsibility (AOR)
NAVMED 6100/5	Abbreviated Medical Evaluation Board Report
NAVMED 6100/6	Return of a Patient to Medically Unrestricted Duty from Limited Duty
NAVPERS 1070/601	Immediate Reenlistment Agreement
NAVPERS 1070/613	Administrative Remarks
NAVPERS 1070/621	Agreement to Extend Enlistment
NAVPERS 1070/622	Agreement to Recall or Extend Active Duty
NAVPERS 1070/887	Sex Offense Accountability Record (SOAR)
NAVPERS 1300/16	Report of Suitability for Overseas Assignment
NAVPERS 1300/18	New Construction Screening Form
NAVPERS 1300/21	Medical Suitability Certification
NAVPERS 1300/22	Expeditionary Screening Checklist
NAVPERS 1300/23	Redeployment and Demobilization Administrative Screening Checklist
NAVPERS 1300/26	Coastal Riverine Screening
NAVPERS 1300/27	Personnel Reliability Program (PRP) Suitability Preliminary Screening
NAVPERS 1301/85	Officer Personnel Action Request
NAVPERS 1306/7	Electronic Personnel Action Request
NAVPERS 1306/92	Special Program Screening Form
NAVPERS 1306/93	Recruiting Duty Screening
NAVPERS 1306/94	Littoral Combat Ship (LCS) Screening Form
NAVPERS 1306/97	Reserve Affiliation Screening Checklist and Contact Information Sheet
NAVPERS 1336/3	Special Request/Authorization
NAVPERS 1430/32	Certificate of Appointment (E7-E9) USN
NAVPERS 1430/33	Certificate of Appointment (E7-E9) USNR
NAVPERS 1430/7	Certificate of Appointment (E4-E6) USN
NAVPERS 1430/8	Certificate of Appointment (E4-E6) USNR
NAVPERS 1626/7	Report and Disposition of Offense(s)
NAVPERS 1740/6	Department of the Navy Family Care Plan Certificate

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NAVPERS 1740/7	Family Care Plan Arrangements
NAVPERS 5000/64	Records Transmittal
NAVPERS 6110/3	Physical Activity Risk Factor Questionnaire (PARFQ)
NAVPERS 7041/1	PCS Travel
NETPDTC 1430/3	Advancement in Rate or Change of Rating Worksheet (Obtained in NSIPS)
NPPSC 1160/1	Command Career Request
NPPSC 1160/2	CPPA Reenlistment Checklist
NPPSC 1300/1	Application for Transfer and Advances
NPPSC 1300/2	Traveler Checklist
NPPSC 1300/3	NPPSC PCS Transfer Checklist-Although the PCS checklist is not a KSD, it is a good tool for CPPA and travel office to use as a guide for required documents for processing travel claims.
NPPSC 1300/4	NPPSC Receipt Checklist
NPPSC 1571/1	NPPSC Annual Training/Active Duty Training (AT/ADT) Checklist
NPPSC 1800/1	NPPSC Flee Reserve (FLTRES) / Retirement Checklist
NPPSC 1900/1	NPPSC 1900/1 NPPSC Separations Questionnaire. Replaces NPPSC 1320.1B_13
NPPSC 1900/2	NPPSC Separation Checklist
NPPSC 3060/1	NPPSC Mobilization/Demobilization Checklist
NPPSC 4650/1	Passenger Reservation Request (PRR)
NPPSC 7000/1	NPPSC Travel Electronic Funds Transfer (EFT) Information
NPPSC 7000/2	Advance BAH Request
NPPSC 7220/1	Dislocation Allowance (DLA) Statement. Effective 1 April 2019, the DLA statement and travel checklist are no longer required as a KSD
NPPSC 7220/2	Temporary Lodging Expense (TLE) Allowance Certification
NPPSC 7220/4	Career Sea Pay Tracker
NPPSC 7220/5	Temporary Lodging Allowance (TLA) Worksheet
OF-1164	(Optional) Claim for Reimbursement for Expenditures on Official Business
OPNAV 5511/14	Security Termination Statement
SF 1164	Claim for Reimbursement for Expenditures on Official Business
SF 1199A	Direct Deposit Sign-Up Form
SGLV 8286	Servicemembers' Group Life Insurance Election and Certificate
SGLV 8286A	Family Coverage Election and Certificate
SGLV 8286S	Servicemembers' Group Life Insurance Supplemental SGLI Beneficiary Form
W-4	Employee's Withholding Allowance Certificate

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Appendix D

Acronyms

AAP	Accelerated Advancement Program
ACC	Accounting Category Code
ACH	Automatic Clearing House
ADSD	Active Duty Service Date
ADSN	Accounting & Disbursing Station Symbol Number
ADSW	Active Duty for Special Work
ADT	Active Duty for Training
AEL	Advancement Eligibility Listing
AMD	Activity Manning Document
AoE	Advice of Errors
AOR	Area of Responsibility
ARIS	Automated Readiness Information System
ASVAB	Armed Services Vocational Aptitude Battery
AT	Annual Training
ATA	Application for Transfer and Advances
BAH	Basic Allowance for Housing
BAH-D	Basic Allowance for Housing with Dependent(s)
BAS	Basic Allowance for Subsistence
BBD	Billet Based Distribution
BOL	BUPERS Online
BRS	Blended Retirement System
BSC	Billet Sequence Code
BUPERS	Bureau of Naval Personnel
CAC	Common Access Card
CBH	Central Billeting/Combined Bachelor Housing
CIMS	Career Information Management
CO	Commanding Officer
COLA	Cost of Living Allowance
CONUS	Continental United States
CPPA	Command Pay/Personnel Administrator
CSP	Career Sea Pay
CSPP	Career Sea Pay Premium
C-WAY	Career Waypoints
CZTE	Combat Zone Tax Exclusion
DA	Dependency Application
DEERS	Defense Enrollment Eligibility Reporting System
DFAS	Defense Finance and Accounting Service
DFAS-IN	Defense Finance and Accounting Service – Indianapolis
DJMS	Defense Joint Military Pay System
DLA	Dislocation Allowance
DMO	Defense Military Office
DOD FMR	Department of Defense Financial Management Regulations
DON CIO	Department of the Navy Chief Information Officer

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EDVR	Enlisted Distribution Verification Report
EFT	Electronic Funds Transfer
EOM	End of the Month
ESR	Electronic Service Record
Esub	Electronic submission
FDHDIP	Flight Deck Hazardous Duty Incentive Pay
FEG	Field Examination Group
FID	Format Identifier
FLTRES	Fleet Reserve
FMS	Final Multiple Score
FOP	Forfeiture of Pay
FSA	Family Separation Allowance
FSGLI	Family Servicemember's Group Life Insurance
FSH	Family Separation for Housing
GCA	Good Conduct Award
HDIP	Hazardous Duty Incentive Pay
HF	Hostile Fire
IA	Individual Augmentee
IDP	Imminent Danger Pay
ISIC	Immediate Superior in Command
IRR	Individual Ready Reserve
JTR	Joint Travel Regulations
LES	Leave and Earning Statement
LIMDU	Limited Duty
MAP	Meritorious Advancement Program
MIHA	Move-In Housing Allowance
MILPERSMAN	Military Personnel Manual
MNCC	My Navy Career Center
MNP	My Navy Portal
MPA	Military Pay Advisory
MMPA	Master Military Pay Account
NAT	New Accession Training
NAVADMIN	Naval Administrative (Message)
NCS	National Call to Service
NEAS-OS	Navy Enlisted Advancement System Ordering System
NEC	Navy Enlisted Classification
NETPDC	Naval Education and Training Professional Development Center
NPC	Navy Personnel Command
NPPSC	Navy Pay and Personnel Support Center
NRC	Navy Reserve Center
NSIPS	Navy Standard Integrated Personnel System
NWAE	Navy-Wide Advancement Exam
OBLISERV	Obligated Service
OCONUS	Outside Continental United States
OHA	Overseas Housing Allowance
OIC	Officer in Charge
CPOIC	Chief Petty Officer in Charge
OMPF	Official Military Personnel File

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PAYPERS	Pay and Personnel
PCS	Permanent Change of Station
PG	Prospective Gain
PII	Personally Identifiable Information
PPIB	Pay and Personnel Information Bulletin
PQS	Personal Qualification Standards
PRD	Projected Rotation Date
PRR	Passenger Reservation Request
TSC/RSC	Transaction Service Centers/Regional Support Centers
PTG	Procedures Training Guide
RAD	Release from Active Duty
RAPIDS	Real-Time Automated Personnel Identification System
RED	Record of Emergency Data
RIR	Reduction in Rate
SBP	Survivor's Benefit Plan
SDAP	Special Duty Assignment Pay
SDCD	Sea Duty Commencement Date
SGLI	Servicemember's Group Life Insurance
SOP	Standard Operating Procedure
SRB	Service Reenlistment Bonus
SSN	Social Security Number
SPO	Split Pay Option
STAR	Selective Training and Reenlistment
TAD	Temporary Additional Duty
TAR	Training and Administration of the Reserves
TAP	Transition Assistance Program
TDRL	Temporary Disability Retirement List
TDY/ TEMDU	Temporary Duty
TED	Terminal Eligibility Date
TEMADD	Temporary Additional Duty
TEMDUINS	Temporary Duty Under Instruction
TIR	Time in Rate
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
eCRM	Personnel and Pay enterprise Customer Relationship Management
TSP	Thrift Savings Plan
TPU	Transient Personnel Units
UIC	Unit Identification Code
ULDUSTA	Ultimate Duty Station
VBSS	Visit Board Search and Seizure
WinIATS	Windows Integrated Automated Travel System

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Appendix E

CPPA Daily / Weekly / Monthly To Do List

<p style="text-align: center;"><u>Daily</u></p> <ul style="list-style-type: none"> ✓ Log into PERSPAY eCRM and verify all cases and provide feedback to your Sailors. (This <i>daily</i> interaction with eCRM is vital to ensuring your Sailors cases are handled as quickly as possible.) ✓ Review upcoming transfers and verify all documents are submitted for action. ✓ Ensure all transferring Sailors depart with a copy of their: Loss Document, Record of Emergency Data, SGLI, and Flight Itinerary ✓ Review message traffic for orders, screenings, and any other pay / personnel messages (NAVADMINS, MPAs, & PPIBs). ✓ Review and submit separation packages within 45 days of separation or terminal leave date. ✓ If member is under PCS orders ensure you cancel the PCS orders before requesting separation orders. ✓ As a CPPA remember to coordinate with your CLA/PSD/TSC to ensure all leave is posted prior to your Sailor's departure. 	<p style="text-align: center;"><u>Monthly</u></p> <ul style="list-style-type: none"> ✓ Verify and review FSA/HDIP/IDP and other special pays for all your Sailors (even TAD/TDY). Ensure entitlements are started and stopped in a timely manner. ✓ Review PERSTEMPO via BOL. ✓ Annotate Sailors return from TAD and ensure cases are submitted on eCRM to adjust pay and entitlements. ✓ Review CSPP tickler and submit eCRM cases for Sailors entitled to CSPP. ✓ Attend CPPA training in person.
<p style="text-align: center;"><u>Weekly</u></p> <ul style="list-style-type: none"> ✓ Review current and upcoming reenlistments. ✓ Verify you have received pending contracts and submitted signed contracts via eCRM, within 3 days of reenlistment. ✓ Vitally important to communicate with the CCC on upcoming reenlistments. ✓ Review the status of Travel Claims. ✓ Send reminders to Sailors with pending cases in need of their documents or info. ✓ Review Perspective Gains and Losses and inform Chain of Command of any delay in reporting. 	<p style="text-align: center;"><u>Annually</u></p> <ul style="list-style-type: none"> ✓ Ensure command reviews and submits SDAP recertification. <p style="text-align: center;"><u>Page 2 Verification</u></p> <ul style="list-style-type: none"> ✓ Validate / Verify Page 2s Annually, upon PCS Transfer, prior to deployment, and those reporting to new PDS. <p style="text-align: center;"><u>Monthly Reports to be Used</u></p> <ul style="list-style-type: none"> ✓ Record of Emergency Data (<i>out of date</i>) ✓ Prospective Gain & Loss Report ✓ FSA Report (<i>Family Separation Allowance</i>) ✓ DN Report (<i>COMRATS</i>) ✓ Good Conduct Report ✓ CSPP Report (<i>Career Sea Pay Premium</i>)

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Quick Links

CPPA Resources: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>

MPAs / PPIBs: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/>

Reference Library: <https://www.mynavyhr.navy.mil/References/>

Forms: <https://www.mynavyhr.navy.mil/References/Forms/>

Appendix F

DD 577 Standardized Responsibility Statement

“You are appointed as an Approving Official for MILPCS travel claims. Serving as the Approving Official, you are to verify the completeness and correctness of MILPCS/MILPCA claims. The DAO are those individuals, military or civilian, who are designated to provide source information and/or service on which a certifying officer relies on when certifying vouchers as correct and proper for payment. You will also be responsible for submitting documents affecting MILPAY including but not limited to BAH, BAS, CSP, and other pay and allowances as required. “

You will be familiar with all aspects of the CPPA role as it relates to PAYPERS functions IAW MILPERSMAN 1000-021.

Other Required training: Travel Pay:

<https://rise.articulate.com/share/16QKSioeYigAXoBTsCjy7t8sFo-0VJNG> and

Military Pay:

<https://rise.articulate.com/share/ckrZIIjuU9WLRKMqOol e82r7qr0quNMp>

CPPA AO - DD577 Template

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CPPA Training Courses

CPPA courses are live now on eLearning site.

Click on <https://www.mnp.navy.mil/>

Select DOD Email certificate

Type in PIN

Click “I Agree”

Go to the top banner and click on Quick Links

Click on Navy eLearning

Select a CAC Certificate

After reading the DOD Notice and Consent Banner, click on “I Agree”

Click on “Login With CAC”

Click on “Continue to enter system”

Click on Course Catalog

Above the Title section, type “CPPA” and “Apply Filters”

Select the appropriate course and click “Enroll”

Earlier this year the CPPA Overview Course was pulled down due to Adobe Flash issues and we took that opportunity to take a hard look at the content. Although we are working as quickly as we can to update content on the CPPA Overview Course to align with the actual CPPA C-School, we need to move forward with an interim solution for the OJT/non C-School option for awarding the NEC. In accordance with MILPERSMAN 1000-021; CPPAs must be designated in writing, complete the CPPA C-School or CPPA Overview course, complete 2 TWMS eLearning courses on PII and Records Management, and submit a NAVPERS 1221/6 to PERS-4013. The current change is for CPPAs who cannot attend the CPPA C-School and require the NEC, completion of the required PII and Records Management courses in addition to the following 25 Navy eLearning courses in lieu of the CPPA Overview Course are provided below:

Admin

PAYPERS CLERK PPIB MPA NAVADMIN MESSAGES AWARENESS - MNCC-PAYPERS-CLERK-PPIBMPANAVADMINAWAR

PAYPERS CLERK SOPS - MNCC-PAYPERS-CLERK-NSIPSSOPS

PAYPERS CLERK EXPIRED PG/PL NSIPS REPORTS - MNCC-PAYPERS-CLERK-NSIPSEXPPGPLRPTS

PAYPERS CLERK NSIPS PANEL NAVIGATION - MNCC-PAYPERS-CLERK-NSIPSPANELNAV

PAYPERS CLERK NSIPS JOB PERFORMANCE AIDS (JPAS) - MNCC-PAYPERS-CLERK-

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NSIPSPAS

Personnel

PAYPERS CLERK TRANSFERS PROCEDURES - MNCC-PAYPERS-CLERK-TRANSFERSPROC
PAYPERS CLERK RECEIPTS PROCEDURES - MNCC-PAYPERS-CLERK-RECEIPTSPROC
PAYPERS CLERK REENLISTMENTS/EXTENSIONS PROCEDURES - MNCC-PAYPERS-CLERK-REENLEXTPROC
PAYPERS CLERK SEPARATIONS PROCEDURES - MNCC-PAYPERS-CLERK-SEPS
PAYPERS CLERK FLEET RESERVE RETIREMENTS PROCEDURES - MNCC-PAYPERS-CLERK-FLTRESRETPROC

Pay

PAYPERS CLERK DISLOCATION ALLOWANCES AND TEMPORARY LODGING EXPENSE PROCEDURES - MNCC-PAYPERS-CLERK-DLAANDTLEPROC
PAYPERS CLERK OHA MIHA PROCEDURES - MNCC-PAYPERS-CLERK-OHAMIHAPROC
PAYPERS CLERK CONUS COLA PROCEDURES - MNCC-PAYPERS-CLERK-CONUSCOLA
PAYPERS CLERK CSP AND CSPP PROCEDURES - MNCC-PAYPERS-CLERK-CSPANDCSPP
PAYPERS CLERK OCONUS COLA PROCEDURES - MNCCPAYPERS-CLERK-OCONUSCOLAPROC
PAYPERS CLERK BAH PROCEDURES - MNCC-PAYPERS-CLERK-BAHPROC
PAYPERS CLERK FAMILY SEPARATION ALLOWANCE (FSA) PROCEDURES - MNCC-PAYPERS-CLERK-FSAPROC
PAYPERS CLERK COMMAND RESPONSIBILITY PAY PROCEDURES - MNCC-PAYPERS-CLERK-COMRESPAYPROC
PAYPERS CLERK DIVING PAY PROCEDURES - MNCC-PAYPERS-CLERK-DIVINGPAYPROC
PAYPERS CLERK HARDSHIP DUTY PAY PROCEDURES - MNCC-PAYPERS-CLERK-HARDSHIPDUTYPAY
PAYPERS CLERK HOSTILE FIRE IMMINENT DANGER PAY COMBAT ZONE TAX EXCLUSION PROCEDURES - MNCC-PAYPERS-CLERK-HFIDPCTZEPROC
PAYPERS CLERK SPECIAL DUTY ASSIGNMENT PAY (SDAP) PROCEDURES - MNCC-PAYPERS-CLERK-SDAPPROC
PAYPERS CLERK MISSED MEAL CREDIT UNDER TEMPORARY DUTY (BAS) PROCEDURES - MNCC-PAYPERS-CLERK-MISSEDMEALCRED

Travel

PAYPERS CLERK TRAVEL ENTITLEMENTS AND SETTLEMENTS PROCEDURES - MNCC-PAYPERS-CLERK-TVLENTANDSETPROC

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Legal

PAYPERS CLERK BASIC MILITARY LEGAL PROCESSING PROCEDURES - MNCC-PAYPERS-
CLERK-MILLEGALPROC

If questions come up regarding this interim solution, please contact MNCC CPPA Workforce
Development at MNCC_N7_talent.fct@navy.mil

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CPPA COMMUNICATIONS - FREQUENTLY ASKED QUESTIONS

What is MyPCS Mobile and, what is it used for?

My PCS Mobile provides Sailors on Active Duty PCS orders a single place to access information, resources and actions. It allows Sailors access to view and print “full” and “lean” orders and provides the capability for Sailors to upload receipts, complete a PCS travel voucher that has been prepopulated with basic information, and electronically sign and submit to their CPPA for review and payment by the Travel Processing Center.

Who is eligible to use the Government Travel Charge Card (GTCC) for PCS Travel? (ref: [NAVADMIN 176/20](#))

Active Duty Navy personnel who meet the below requirements are eligible to use their GTCC for PCS travel:

- a. Existing GTCC cardholders
- b. CONUS or OCONUS PCS moves
- c. Single or traveling concurrently or non-concurrently with dependents
- d. 45 days or less TEMDUINS en route in addition to normal travel, leave, and proceed time

NOTE: For Sailors choosing to use the GTCC for PCS travel and traveling non- currently with dependents, it is recommended the Sailor use the GTCC and request a travel advance for dependent travel via the existing process. When traveling non-concurrently, the GTCC may only be used by the Sailor and not their dependents.

NOTE: Eligibility will continue to expand, refer to new NAVADMINS as they are released.

What expenses are authorized with the use of the GTCC? (ref: [NAVADMIN 176/20](#))

Use of the GTCC is authorized for the following travel expenses:

- (1) Temporary Lodging Expense at the old or new permanent duty station (PDS)
- (2) Fuel for a Privately Owned Vehicle (POV), when POV is the authorized mode of transportation
- (3) Lodging and meals en route
- (4) DLA related expenses normally used to establish a household
- (5) Automatic Teller Machine (ATM) withdrawals. Note: ATM fees are not a separately reimbursable expense

GTCC use is not authorized in the following cases:

- (1) GTCC use cannot be combined with an EFT/DD travel advance (e.g. advanced DLA and per diem)
- (2) Personally procured moves (PPM), formerly known as do- it-yourself (DITY) moves
- (3) Commercial airfare for PCS travel. Commercial airfare will continue to be booked by the Navy Passenger Transportation Office (NAVPTO) and paid for by a centrally billed account
- (4) Personal travel arrangements incurred during leave in conjunction with orders.
- (5) Medical expenses

NOTE: Use of the GTCC will continue to expand, refer to new NAVADMINS as they are release.

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Where can I find the latest updates to policies and procedures?

The following link provides unified and consistent procedures, standards of service, practices and funding to manage and oversee support functions via PPIBs and/or MPAs):

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/>

Whom can I call for assistance with clarifying pay issues?

MNCC provides a dedicated staff of agents prepared to assist with a wide variety of PAYPERS issues. They can be contacted via telephone at 1-833-330-MNCC or by email at askmncc.fct@navy.mil

Where can I find a list of the documents required to send to Transaction Service Centers (TSCs) to update a member's pay or personnel record?

The CPPA Handbook provides amplifying information, supporting references, and documents required for various cases you normally would send to TSC. It is located on the CPPA Resources page on NPC's website:

<https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPPA-Resources/>.

How do I unlock my eCRM account?

Send the following information to the MPS eCRM Helpdesk (MPSTOPS@navy.mil) from your official email address.

- a. Email Subject line: **eCRM UNLOCK Request**
- b. eCRM **Login ID** for the eCRM Account that needs to be unlocked

What is the proper naming convention for attachments in eCRM cases? (ref: PPIB 17-05)

CPPAs shall use the following naming conventions for attachments in eCRM in accordance with BUPERS Document Retention Requirements and Methodology Guidance:

- (1) LAST NAME (full last name)
- (2) FIRST NAME (full first name)
- (3) DoD-Identification (DoD-ID) number (10 digits)
- (4) DOCUMENT NAME (free text)

Example:

Last name First name DoD-ID number PCS, Last name First name DoD-ID number BAH, Last name First name DoD-ID number ADV, etc.

Where can I find a POC for a specific section within TSC?

Every TSC/RSC is required to publish contact information for the various sections to its customers.

What are common reasons for a PCS Travel case in eCRM to be returned?

If travel claims are not submitted in a condition that allows it to be processed, TPC Memphis/Jacksonville have been directed to delete the transaction. Some common errors for deletion include:

- Missing AO signature and/or accompanying DD Form 577
- Block 5, 13, 15, and/or 16 incomplete
- Block 15 itinerary not matching ordered travel

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- Supplemental claims missing initial claim package
- Missing \$0 balance receipts for lodging at intermediate activity
- Missing or corrupted attachments

How do I find the nearest ID card office/lab?

The RAPIDS website, <https://www.dmdc.osd.mil/rsl/appj/site?execution-e3s1>, provides the nearest ID card office/lab based upon location information you provide.

When can a member expect to see their pay updated for a case submitted to TSC?

Certain transactions must be completed prior to specific cut-off dates provided in MPAs in order to reflect on a member's End of Month or Mid-Month pay period. MPAs are located:

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/>

Ex. BAH transaction completed by TSC between 26 Nov 19 and 05 Dec 19 will reflect on a member's 15 Dec 19 pay period.

Pay inquiries can be answered by MNCC via telephone at 1-833-330-MNCC or by email at askmncc.fct@navy.mil

Where can I get training on NSIPS?

Detailed system step-by-step navigation instructions can be found in NSIPS Job Performance Aids (JPAs) accessed on the NSIPS Homepage under the Training Section.

Where does a command mail performance evaluation reports?

Mail summary letter with report(s) to:

COMMANDER NAVY PERSONNEL COMMAND
PERS-32
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3201

NAVFIT 98 will not print the information listed below. Ensure the Summary Letter includes the following typed or handwritten entries:

Reporting Senior's e-mail address
Command telephone number

Ensure your admin personnel make command file copies of reports prior to mailing them to PERS-32. PERS-32 is not authorized to mail or fax copies of reports back to the command. If the command fails to make required copies or the member misplaces their copy, a replacement report can be obtained per MILPERSMAN 1070150.

Where can I access step-by-step procedures on processing various cases for TSC?

Your primary reference when performing CPPA tasks are the Pay/Personnel/Travel SOPs. They are located on the CPPA Resources page on NPC's website: <https://mynavyhr.navy.afpims.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/SOP-Library/>

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Why am I unable to log in or digitally sign documents in my self-service RED/DA account?

Follow the below instructions for setting up Internet Explorer and Adobe prior to beginning your RED/DA verification/update:

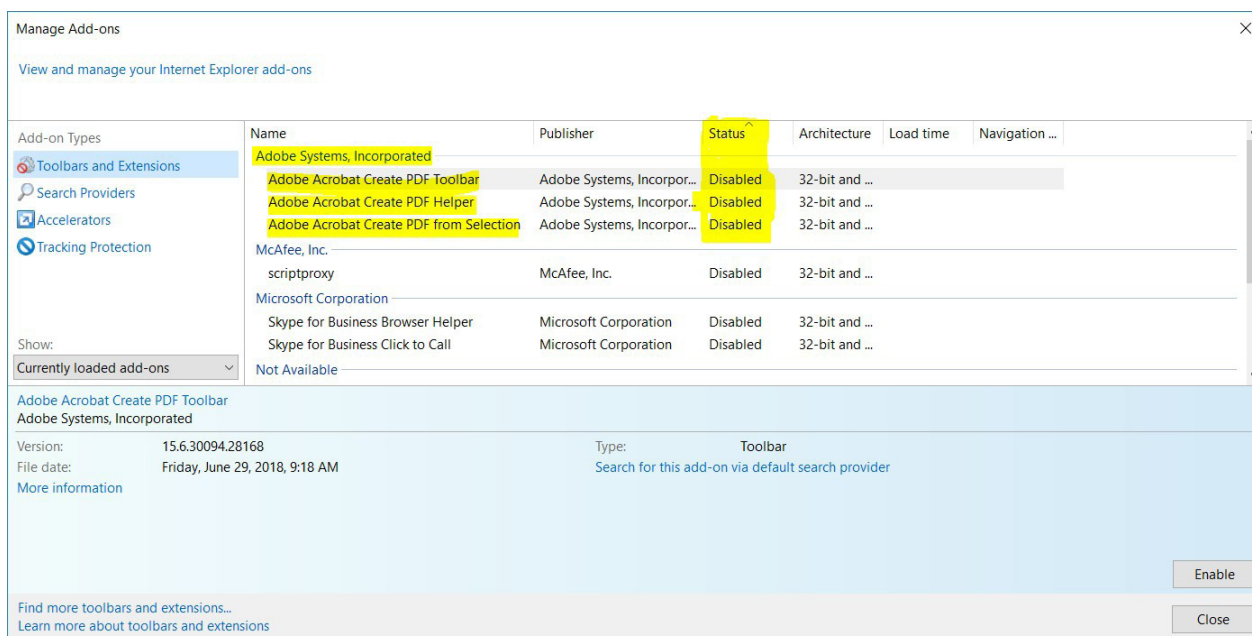
Internet Explorer Pre-Setting Workstation to perform with customer:

1. Tools:
2. Compatibility View Settings:
 - a. Click Tools or Gear Wheel
 - b. Click Compatibility View Settings
 - c. Type in "Add This Website": navy.mil Click Add
 - d. Uncheck any boxes that are checked
 - e. Click Closed
3. Click Tools again
4. Click Internet Options. (Note: You will work from General Tab to Advanced Tab to complete all the below changes")
 - a. On General Tab
 - b. Click Delete
 - c. Check All Boxes not Check and Click Delete
 - d. Now Click Settings
 - e. Click View Files
 - f. New Window Opens
 - g. Click ctrl + A key
 - h. Click Delete on keyboard
 - i. Click Yes to delete cookies
 - j. Click X to close open window
 - k. Click Ok once
5. Click Privacy Tab
 - a. Click Sites
 - b. Address of Website
 - c. Type navy.mil
 - d. Click Allow
 - e. Click Ok
 - f. Location: Show NOT be check
 - g. Click Clear Sites
 - h. Pop-up Blocker
 - i. Ensure it is UNCHECKED
6. Click Content Tab
 - a. Click Clear SSL state
7. Click Programs Tab
 - a. Click Manage add-ons
 - b. Under "Adobe Systems, Incorporated" the Toolbar, Helper and from Selection should **ALL** be Disabled (Right-click -> Disable). If you disable the top one the other two will also disable. Note: Not everyone will see Adobe Systems, Incorporated

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This document contains hyperlinks to websites and online resources and is continually updated; do not print.

C.



- d. Click Closed
8. Click Advance Tab
 - a. Ensure all TLS 1.0 – 1.2 are checked
 - b. Click Apply
 - c. Click Ok

Adobe Pre-Setting Workstation to perform with customer:

1: Control Panel -> Programs -> Programs and Features

Right-click on Adobe Acrobat Reader DC (2015) MUI -> Change

On the popup window select Next (Repair installation errors in the program. This option fixes missing or corrupt files, shortcuts, and registry entries. Should ONLY be checked.)

It will run for a couple of minutes then you'll get the "Setup Completed" screen - click Finish.

2: In Adobe go to Edit/Preferences/General/Verification Click More

Ensure Top Box Verify Signatures When the Document is Opened

Bottom Two Boxes are Checked:

Validating Signatures

Validating Certified Documents

Click Ok and Click Ok again

3: Right click on a PDF file and then click Properties

In Properties dialog box, click Change (If you do not see the change button that means your service provider control this administrative function and you will need to contact them)

Choose Adobe Acrobat Reader DC or Adobe Acrobat Click Ok

In the Properties dialog box, Click Ok, Click Apply and Click Ok

Now reboot your computer and then log back into RED/DA and finish your transactions. Open forms and digitally sign and submit them. If you have any problems or errors are still occurring, you will have to perform an Option #7 cancel you existing RED/DA and clear your cookie in the instruction above. Then reboot your computer again.

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Log into RED/DA and start a new transaction. The above recommendation usually work 98-99 percent of the time but every now and then you may have to send the NSIPS helpdesk an email providing screenshot of the application errors so a technical team at NSIPS can look at your account and fix the glitch in your self-service user role.

NSIPS helpdesk contact information: email: nsipshelpdesk@navy.mil

Please provide your name and self-service UserID and screenshot of the problems you are experiencing in the application. Also provide ways to contact you via email and phone contact. NSIPS phone contact is: Toll Free: 877-589-5991 or Comm: 504-697-5442 or DSN: 312-647-5442

I am still unable to log in or digitally sign documents in my self-service RED/DA account after following the pre-setting instructions.

If the pre-setting instructions and user guide does not remedy your workstation problems, then you will have to open a trouble ticket with the NSIPS help desk at: nsipshelpdesk@navy.mil or call the helpdesk directly. *Do not select RED/DA option when calling the NSIPS helpdesk or you call will be forwarded to MNCC who cannot remedy this issue.

Why is my Approved/Completed Page 2 not being uploaded into my OMPF?

Recent NSIPS update has caused system interface issues with BOL and will require a software fix. ETA on software fix is currently TBD. Service Member will need to call MNCC via telephone at 1-833-330-MNCC or 901-874-MNCC and request to speak to PERS-313 to request a completed copy of their Page 2.

How can I update my Page 2 on RED/DA with no computer account?

Your Command Admin office or CPPA can connect a separate CAC reader or additional keyboard to their account to allow the Service Member the ability to log in to NSIPS to update/verify their Page 2.

Why was my RED/DA update/verification returned/rejected?

To read comments when a case is returned from the servicing TSC or the Customer provided feedback comments in a RED/DA transaction, you will need to follow these steps:

1. Log in to RED/DA
2. When you see Options 1-7, click the Continue button at the bottom of the page
3. Click Continue on RED/DA summary
4. Click Continue on My Personal Data
5. Click Continue on Attachment and Remarks
6. Click Continue on Wills, Life Insurance and Other Valuable Papers
7. On the Verification page, scroll down to the bottom of the page
8. Above the NAVPERS 1070/602 button, click on the triangle next to Comments
9. Click on the Subject link to open and read the comments

Do RED/DA changes automatically update pay transactions? (ref: RED/DA and BAH SOPs)

No. RED/DA updates are submitted and completed within NSIPS. A separate case must be submitted via eCRM for TSC to be notified of any dependency changes due to CPPAs capability to approve RED/DA changes within NSIPS.

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