Phase II
CPPA Supervisor
Course
Registration Process and Overview
### CPPA Phase I & II Differences

<table>
<thead>
<tr>
<th>Phase I: CPPA Roles and Responsibilities</th>
<th>Phase II: CPPA Supervisor Roles and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assist Sailors</strong> with matters beyond self-service capabilities</td>
<td><strong>Approve</strong> Records of Emergency Data/Dependency Applications (RED/DA) as well as legacy Dependency Applications</td>
</tr>
<tr>
<td><strong>Customer service-oriented professionals</strong> trained in basic pay, personnel, passenger transportation, and travel voucher functions associated with Sailor career and life events</td>
<td><strong>Create, verify, and correct</strong> Electronic Service Record entries, to include Address/Phone, Admin Remarks, Certs &amp; Quals, PQS, History of Assignments, Honors and Awards, Education, Citizenship, Warfare Designator, Religion Code, Race/Ethnicity Codes</td>
</tr>
<tr>
<td><strong>Provide input</strong> to their activity heads on issues or concerns related to Navy pay and personnel within the command</td>
<td><strong>Create and release</strong> Sailing Diary per MILPERSMAN 1000-170</td>
</tr>
<tr>
<td><strong>Facilitate</strong> Navy pay and personnel transactions for command personnel on behalf of pay, personnel and passenger transportation supporting organizations</td>
<td><strong>Update</strong> command triad and admin POC info in Unit Administration module and search for this data Navy-wide</td>
</tr>
<tr>
<td><strong>Facilitate</strong> command-level support to billet-based distribution (BBD) processes within the command</td>
<td><strong>Initiate and route 42 transactions</strong> (pay, entitlements, legal, activity loss, etc.) which can then be audited/released by the servicing TSC</td>
</tr>
<tr>
<td><strong>Provide guidance</strong> to command personnel on changes to Navy pay, personnel, and transportation policies and procedures</td>
<td></td>
</tr>
</tbody>
</table>

**CPPA**

**Phase I**  
**Phase II**
Applicants must meet the prerequisites to attend the course.

Those without the prerequisites will be turned away.
### Prerequisites: Experience

<table>
<thead>
<tr>
<th>Military</th>
<th>Civilians</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-6 and above or E-5 * <em>(CO’s verification letter designates exceptional E-5s)</em></td>
<td>GS-05 or above, or Contractor</td>
</tr>
<tr>
<td>CPPA NEC 791F or equivalent</td>
<td>A-500-0035 or equivalent</td>
</tr>
<tr>
<td>6 months <strong>minimum</strong> experience as a CPPA</td>
<td>6 months <strong>minimum</strong> experience as a CPPA</td>
</tr>
</tbody>
</table>
Applicants must be familiar with and have current access to all required systems.

- As a supervisor, you are expected to use each system.
- During the course, you will be using systems as a part of hands-on learning.
- If you show up to the course without access to one of the required systems, you will be rescheduled for another date.
- There are no exceptions.
Prerequisites: Courses

9 Courses on Navy eLearning Requirement

- Separate Courses from “A” and “C” School
- Must be complete prior to attending the course

Receipts
- Career Sea Pay (CSP)/Career Sea Pay Premium (CSPP)
- Record of Data/Dependency Application (RED/DA)

Reenlistments/Extensions
- Family Separation Allowance (FSA)
- Command Responsibility Pay

Basic Allowance Housing (BAH)
- Meal Deductions/Rations in Kind (RIK) Management
- Special Duty Assignment Pay (SDAP)
Dates and Locations

CPPA Resources Page:
Registration closes 1500 CT 10 days before the class starts.

New dates/locations.

You must have confirmed seat to attend.
• MNCC requires a minimum of 10 students in order to hold a convene.

• Classes with less than 10 at the end of registration will be cancelled.

• We will email those who registered to offer alternative dates.
Seat Request Forms

CPPA Phase II Enrollment Certification Letter

To be eligible to attend CPPA Phase II the applicant shall meet the following criteria:

- CPPA Navy Enlisted Classification Code (919) or Civilian: successful completion of A-000-0035 Common Pay and Personnel Administrator or equivalent
- CPPA designation letter for unit identification Codes (UCs)
- E-6/0-05 and above CPPA (By endorsing the form for an ES the CO is stating this is an exception and ready to begin Phase II training as a CPPA Supervisor.)
- Six months experience as the designated CPPA

Completed the following Navy training modules below:

- PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
- PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
- PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
- PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
- PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
- PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
- PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004

Applicant has not been convicted of the following offenses:

- MDP
- MSD
- USN
- MNP

Course Information. Please select one of the options below:

- The applicant has a government issued laptop and will bring it for use during the course.

- The applicant does not have access to a government issued laptop and will require IT support.

By signing this form, the applicant acknowledges that if prerequisites have been falsely verified, the applicant will be removed from the course and their command will be notified.

(CPPA CAC or Wet Signature) Last Name, First Name, MI Date (YYYY/MM/DD)

Commanding Officer/OC (CAC or Wet Signature) Last Name, First Name, MI Date (YYYY/MM/DD)

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Phase II CPPA Supervisor Training Seat Request

To Whom It May Concern,

I am requesting a seat quota for an upcoming Phase II CPPA Supervisor Training Course. By submitting this request, I verify the following:

1. I have held the position of a CPPA for at least 6 months and have a designation in the position from the current CO of my command.
2. I am j30-05 and above E-6 and above or E-5 with Command’s Recommendations.
3. I have NIPRP CPPA access, E-10 (also Includes) Access, J-38 access, and a general level of proficiency with these systems.
4. I have completed the following online courses in process for this training:
   a. PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
   b. PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
   c. PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
   d. PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
   e. PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
   f. PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
   g. PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
   h. PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
   i. PER22-PAY-PYERS-001/PYERS-002/PYERS-003/PYERS-004
5. I have a Verification I release my Commanding Officer that I will attach with this request.
6. No information for the course:
   a. Name Last, First.
   b. Rank or OCS Level.
   c. E-mail
   d. Cell phone
   e. Date
   f. BSS
   g. Tracked to J-38
   h. Requested by:
   i. Request Location:
   j. Requested Course Date:
   k. Requested Course Location:
   l. Application has been fully verified and any prerequisites I will be removed from the course any command will be notified.

Sincerely,

Signature
Phase II CPPA Sup Course

You have a seat. Now what?

Approximately one week before the course, you will be emailed a welcome packet with:

- Course locations/directions
- Instructor Contact information
- Electronic copy of Student Guide Via DoD SAFE
- Phase II CPPA Qual Card
- Uniform Of the Day
Phase II CPPA Sup Course

Course Overview

- 5 day course
- 0800 – 1600
- Do not schedule appointments during the course
- Pre-test
- Post-test
- Course Survey

- Computer provided
- Electronic access to the student guide

Course Content:

- Module 1: MMPA Refresher
- Module 2: Activity Gains and RED/DA
- Module 3: PCS Entitlements
- Module 4: Electronic Service Record (ESR)
- Module 5: Reenlistment and Extension Contracts and Leave
- Module 6: NSIPS Reports
Phase II CPPA Sup Course

- Lots of information
- Fast-paced
- Calculations
- Scenarios
- Hands-on practice

Be prepared so that you aren’t overwhelmed.
Final course test:
- 2 attempts
- 80% or higher to pass

Those who fail may take an oral test with an instructor within one week for another chance to pass the course.
Level II NSIPS Access

Your RSC will be informed of your successful completion of the Phase II CPPA Supervisor Course and will grant you Level II NSIPS access.
Post-course Responsibilities

1. Make contact with your RSC.
2. Use your course knowledge as a launch point to complete your Qual Card.
3. Attend RSC training.
4. Schedule Qual-card sign off sessions with enough time to ensure card completion.
5. Ask your RSC for help with sections you are struggling with. They are there to provide you with the training you need, so utilize their services.

***

Complete the Phase II portion of the Qual Card within 6 months of your Phase II CPPA Course Certificate date.

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Phase II CPPA Supervisor

Qualification Card Signature Process

**ATTEND COURSE**
- You must pass the course post-test with an 80% or higher to receive your certificate.
- Work together with your RSC to get your signatures on the Qual Card.

**POST-COURSE**
- Your RSC starts your level II NSIPS access.
- Finish all Phase II items on your Qual Card within 6 months of course attendance to keep your level II NSIPS access.

**QUAL CARD: PHASE II COMPLETE**

**FIRST STEPS**
- Meet Prerequisites to attend course.
- Apply and receive confirmation of seat reservation.
Questions?