



# FACT SHEET

## Navy Personnel and Pay (NP2) System OCTOBER 2020 RELEASE

**BLUF:** MyNavy HR is continually improving and implementing additional enhancements to the overall MyNavy Career Center (MNCC) experience. NAVADMIN 291/20, released Oct. 29, 2020, announced the rollout of three new Navy Personnel and Pay (NP2) system upgrades that provide improved functional capabilities including improved Travel Processing, Reserve Orders, and MySailor Data. NP2 initially launched products via the MyPCS and MyPCS Mobile capabilities in 2019 that included a tailorable PCS checklist for planning, and the ability to view a more user-friendly PCS orders format (as well as the normal PCS orders) and complete a fully electronic travel voucher with a wizard format that includes an electronic signature.

These enhancements are just the latest steps of the MyNavy HR Transformation effort towards fielding a modernized Personnel and Pay process that makes the overall customer experience better for Sailors and their families, and is available 24/7 by computer or mobile devices through MyNavy Portal at <https://my.navy.mil>.

Detailed instructions for completing actions in NP2 will be available on the NP2 main page [via the link on MyNavyPortal](#).

### Improved Travel Processing Capabilities

- New automated wizard-driven travel voucher is more efficient than today's paper-based capability.
- Voucher will be pre-filled with information from Sailors' orders and personnel record, and Sailors can complete their PCS travel claim in NP2.
- Vouchers approved in NP2 will be electronically sent to clerks to process for pay.
- All required approval signatures will be electronic.
- Automation of this process eliminates the need for CPPAs to manually download and retransmit travel vouchers and associated supporting documents and the need for hard copies of travel claims.
- This capability applies to all Active Duty and Full Time Support Sailors traveling on PCS orders and Reservists executing Active Duty for Operational Support (ADOS) and Officer Recall PCS orders.

### Reserve Orders

- The following Reserve Order types are integrated in NP2: Mobilization and Demobilization, Active Duty for Operational Support (ADOS), and Officer Recall.
- This upgrade gives Reserve Sailors the same capability as active duty Sailors to create tailored checklists to use in preparation for a move, as well as the ability to view and print lean orders.
- This feature includes command views into checklists to monitor Sailor readiness and preparedness, as well as the ability for Sailors to opt-in and immediately get on the wait list for government housing and childcare services at their new duty station.
- Sailors can generate their checklist online at any time and tasks are listed chronologically to improve the overall move experience for Sailors and their dependents.
- Only those Reservists with ADOS or Officer Recall PCS orders will have the ability to use NP2 voucher capability in the current release.

### MySailor Data

- This new feature is a display of the human resources data NP2 needs to support personnel and pay transactions for active duty and Reserve Sailors including assignment, service data, and biographical information.
- In the future, MySailor Data will replace the Electronic Service Record (ESR) in the Navy Standard Integrated Personnel System (NSIPS).
- This current release, available on computer and mobile platforms, provides Sailors a "view only" capability. The ability to update data is coming in a future release.
- Continue to coordinate with your Command Pay and Personnel Administrator (CPPA), the MyNavy Career Center, or Navy Reserve Activity (NRA)/Navy Reserve Operational Support Center (NOSC) for updates/corrections to personnel information.

### Questions and Concerns

Contact the MyNavy Career Center (MNCC) Contact Center at 1-833-330-6622 or via email at [askmncc@navy.mil](mailto:askmncc@navy.mil).



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## Command Pay and Personnel Administrator PROGRAM UPDATE

**BLUF:** To improve fleet readiness and warfighting effectiveness, the MyNavy HR team continues to make progress in fielding a modern human resources (HR) services delivery capability to improve all HR functions – especially more timely and accurate pay and personnel transactions. The Command Pay and Personnel Administrator (CPPA) is a vital enabler in the success of this effort. Personal For NAVADMIN 287/20, released Oct. 23, 2020, announced significant changes to the CPPA program including an expansion of the CPPA user role within the Navy Standard Integrated Personnel System (NSIPS); specific timelines for submitting information on newly reporting Sailors; Navy Enlisted Classification (NEC) and billet changes; enhanced workforce development and training information about the replacement for the current transaction system; and a charge to continue close collaboration with all stakeholders. MILPERSMAN 1000-021, Command Pay and Personnel Administrator (CPPA) Program, is being updated and will codify these changes.

### CPPA PROGRAM UPDATE - Expanded Roles and Systems

Expanded System Access	Unit Readiness	TOPS Replacement
<ul style="list-style-type: none"> <li>• CPPAs must obtain and use the “CPPA user” role in NSIPS.</li> <li>• The CPPA user role has been expanded and allows for 261 pay and personnel functions.</li> <li>• Among improved functions, CPPAs can submit full activity reporting for all accounting category codes, submit an activity loss, initiate and correct reenlistment contracts and electronically muster Navy Selective Reservists using the eMuster function.</li> </ul>	<ul style="list-style-type: none"> <li>• By November 1, 2020, all commands supported by a Transaction Service Center (TSC) or Personnel Support Detachment (PSD) (some commands perform all pay functions, e.g., a CVN) must have at least two CPPAs who access and actively use the NSIPS CPPA user role.</li> <li>• Use of the CPPA user role activity report to gain Service members is mandatory.</li> <li>• All NSIPS Panel 1 events must be submitted/ completed by the end of the first business day a Service member reports for duty.</li> <li>• Key supporting documents must be submitted by the end of the second business day.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• The Transaction Online Processing System (TOPS) replacement, Salesforce CRM, is coming soon. This will be the primary means for the CPPA to route information and documents to the supporting TSC/ PSD and monitor workflow status.</li> <li>• Commands must provide CPPA contact information and TOPS or NSIPS SAAR-N form to their TSC/PSD.</li> <li>• Several training products will be released over the next year.</li> <li>• The entire MNCC network, including CPPAs, should be fully transitioned by March 2021.</li> </ul>

### CPPA PROGRAM UPDATE - NP2, Training and NECs

NP2 Transition	NSIPS and NP2 Training	NEC and Billet Changes	Aligned PQS
<ul style="list-style-type: none"> <li>• The Navy Pay and Personnel (NP2) System is the modern integrated pay and personnel system that initially rolled out in 2019 with the launch of MyPCS Mobile.</li> <li>• NP2 implementation continues with new releases in fall 2020 including new travel processing capabilities, access to all types of Reserve orders, a view of MySailor Data and the ability to create and route a system access request.</li> <li>• New capabilities will deploy to Sailors and the Navy HR workforce quarterly.</li> </ul>	<ul style="list-style-type: none"> <li>• Over the next four months, there will be major updates to the NSIPS User Productivity Kits (UPK) and Job Performance Aids as current content is pulled offline, updated, and relaunched.</li> <li>• The October 2020 release of NP2 further expands PCS capabilities, allowing CPPAs to view pending and completed travel vouchers under the Travel Voucher Wizard.</li> <li>• For NP2, MyPCS training material can be found under the MyPCS UPK on MyNavy Portal or on the NP2 website.</li> </ul>	<ul style="list-style-type: none"> <li>• The coding of PS, YN, and YNS sea duty billets with the A16A CPPA NEC will be completed this year. Shore duty billet changes will be phased over the next two years.</li> <li>• CPPA work will no longer be a collateral duty and Sailors with the A16A CPPA NEC will be distributed to A16A coded billets.</li> <li>• There are currently more than 7,800 Sailors holding the A16A CPPA NEC, plenty to meet the goal of supporting the Fleet.</li> <li>• The legacy CPPA Training Course will be retired in late FY-21 and all future CPPA NECs will be obtained through CPPA C-School.</li> </ul>	<ul style="list-style-type: none"> <li>• CPPA Personnel Qualification Standard (PQS) is aligned with eLearning.</li> <li>• CPPAs must complete 24 eLearning courses with related PQS line items within 36 months of being assigned.</li> <li>• The eLearning and PQS line items will be accomplished in three 12-month phases based on the CPPA’s assignment date.</li> <li>• The supporting PSD or TSC CPPA Coordinator will monitor progress.</li> </ul>