



CPPA Newsletter

Presented by MNCC N7

2nd Quarter, 2024

MyNavy Career Center (MNCC) N7 Updates

CPPA Information Sessions

Previous CPPA Information Sessions:

[April](#) | [May](#) | [June](#)

Next CPPA Information Session:

- July 21, 2024

Please check [MyNavy HR](#) for more information about the following guidance, updates on training, and upcoming training dates:

[Phase II CPPA Supervisor Courses:](#)

8-12 Jul 2024 - San Diego
(Registration closed 28 Jun)

22-26 Jul 2024 - Pensacola
29 Jul - 02 Aug - Dam Neck
29 Jul - 02 Aug - Pearl Harbor
19-23 Aug 2024 - Jacksonville
19-23 Aug 2024 - San Diego
26-30 Aug 2024 - Yokosuka
26-30 Aug 2024 - Dam Neck



Meet & Greet: CDR Booth

Greetings CPPAs,

Three months have passed since I came onboard as your N7 Training Officer. During this time, I've had the honor to meet many of you face to face, as the team and I conducted site visits. We heard your concerns and appreciate your feedback. We will continue to work together to exceed the expectations of our Sailors and their family members.

Thank you for your commitment to our Sailors and your continued willingness to be flexible and do whatever it takes to provide exceptional service.

- CDR Carl Booth





Navy Pay and Personnel Support Center (NPPSC) Updates

Please see below a summary of key Ops Alerts and eCRM Case Routing Guidance released this last quarter.

NPPSC Ops Alert 017-24 UPDATE NPPSC FORMS announces the release of 11 newly updated NPPSC forms, to include the Receipts Checklist, the PCS Transfer Checklist, Separations Checklist, and the Fleet Reserve/Retirement Checklist. You may access all NPPSC forms on the [MyNavy HR website > References > Forms > NPPSC Forms](#).

NPPSC Ops Alert 016-24 removes the requirement for CPPAs to be designated as Approving Officials (AO) on the DD Form 577 for Permanent Change of Station (PCS) Travel Claims (DD 1351-2) submitted to Travel Processing Center (TPC) Memphis. The DD 577 requirement remains for Service Members performing duties as AOs in Defense Travel System (DTS) for Temporary Duty (TDY) vouchers. Other (non-PCS travel claim) DD 577 requirements remain unchanged (i.e., MILPAY cases).

NPPSC Ops Alert 012-24 provides CPPAs with procedures for processing reenlistments and extensions in connection with the High Year Tenure Plus program. CPPAs must review member's Estimated Date Loss from the Navy (EDLN) before submitting extension or reenlistment contracts to Transaction Service Center (TSC) Naples. CPPAs must not submit a retention contract for Sailors with an expiration going beyond the approved HYT Plus EDLN date. The following PersPay eCRM Case Routing Guidance have been updated:

- **Gains (Receipts), Losses (Transfers) & A2P/SEM/DMAP Advancements** (1 Apr 2024)
- **Reserve Services** (8 Apr 2024)
- **Retentions (Reenlistments and Extensions)** (1 May 2024)
- **Legal Restricted Cases** (28 May 2024)
- **OCONUS Military Personnel PersPay** (18 Jun 2024)

Find NPPSC Ops Alerts on the [MyNavy HR website > Support & Services > MyNavy Career Center > Pers Pay Support > CPPA Resources > OPS ALERTS / PPIBs / MPAs](#).
Find PersPay eCRM Case Routing Guidance on the [MyNavy HR website > Support & Services > MyNavy Career Center > Pers Pay Support > CPPA Resources > ECRM Library](#).

N7 Training - CPPA Supervisor Phase II Course

The CPPA Supervisor Phase II course has been available since September 2023 and soon we'll graduate our 300th student. The 5-day course was built based on the line items in the Phase II portion of the CPPA Certifying Officer Qualification Card. The schedule of courses is regularly updated on the CPPA Resources page: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>.

Attendees must be able to access MMPA, NSIPS, and eCRM before they are granted a seat in the class. The other prerequisites are listed on the Training page. To request a seat, send an email to MNCC_N7_talent.fct@navy.mil. You should hear back within one business day and receive the forms necessary to request a seat. We have offered to conduct classes at locations other than what are listed on the website if you have an acceptable Level 1 classroom, 10 or more attendees we may be able to bring the class to you. If you prefer to see the entire application process, we have that available at: https://rise.articulate.com/share/l22OoFzPXfSja4jr6rA_3aJHvmUGkzYL

Want to verify the status of a Sailor's pay issue?

Use MMPA; with the standard access you can't make changes to the system, it's Read Only. But before you do all the work to start a case you can quickly check in MMPA and then decide. Getting an account is hopefully easier now as we have just finished the following instructions on gaining access. The link: [CPPA Systems Quick Start: MMPA](#) (also available on the CPPA Resources page).

- CPPA Resources
[CPPA Resource Page](#)
- SOP Library & QRGs
[SOP Library](#)
- DVIDS
[DVIDS Homepage](#)
- RSC Contacts
[RSC Contact Page](#)
- CPPA Facebook
[CPPA Facebook](#)
- MNCC Call Center
1-833-330-MNCC
- Handbooks
[CPPA Handbooks](#)
- CO Guidebook
[CO Guidebook](#)

