A Commanding Officer's Guide to Navy Pay and Personnel Administration

(for TSC-supported activities)

What every CO needs to know to ensure personnel and pay readiness for the Sailors under their command.

- January 2023 -

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Introduction

Every Commanding Officer (CO) wants their Sailors to be paid the right amount, on time, every time. Sailors who aren't worried about their pay, and the impact pay issues can have on them and their families, are better able to focus on the task at hand. Pay impacts readiness. Pay also impacts retention, as Sailors who have persistent pay issues are less likely to Stay Navy.

Taking care of Sailors' pay requires a high-functioning partnership between the command and the supporting Transaction Service Center (TSC) and Regional Support Center (RSC). Your command must provide TSC the documents required to make changes to your Sailors' pay. At the same time, the TSC must efficiently and accurately process entitlements after those documents are received. Getting Sailors paid properly requires effective execution by both TSC and your command.

The Command Pay and Personnel Administrator (CPPA) has primary responsibility for providing TSC the information required to affect changes to Sailor pay. Commands with high performing CPPAs tend to have properly paid Sailors. Experience has shown that **CPPA effectiveness is a <u>direct reflection of the level of command support and oversight provided to their role</u>**. Given the impact pay issues can have on Sailors and their families, the CPPA role should be among the command's top priority jobs within the unit and commands should ensure a top performing individual is allocated for maximum effectiveness within the role.

This guide provides information and tools to help you ensure your command is an effective member of the partnership that takes care of your Sailors' pay and personnel matters.
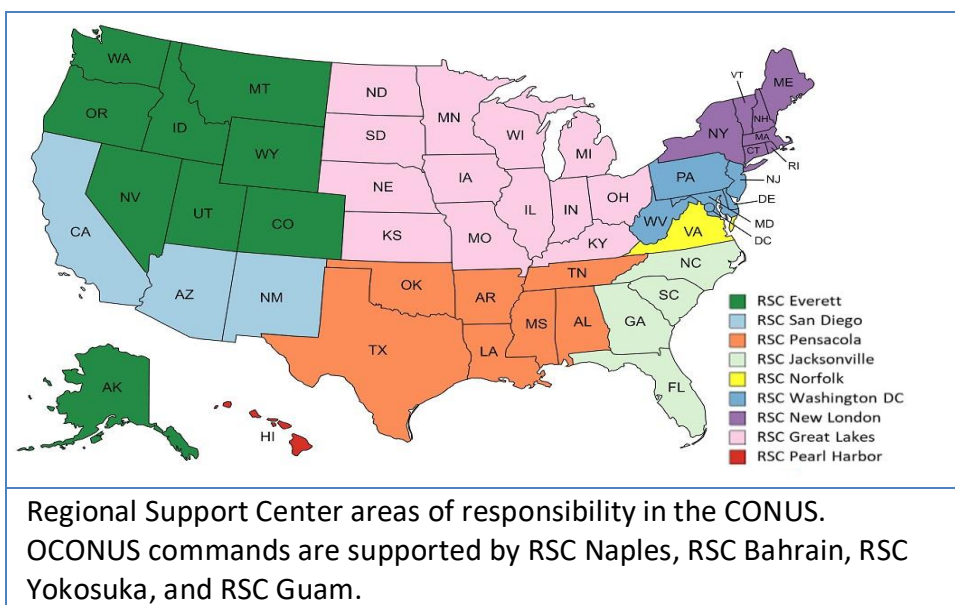
Summary of Roles and Responsibilities

TSC Commanding Officer: Execute pay and personnel transactions quickly and accurately. In addition to military pay/customer service transactions within their area of responsibility (AOR), each TSC is also designated as a Center of Excellence, leading service delivery and standardized procedures for each of the following transaction types:

- TPC[1] Memphis   Travel Processing (Advances and PCS Claims)
- TSC Great Lakes   New Accessions/Students
- TSC Naples   Retentions (Reenlistments and Extensions)
- TSC Norfolk   Reserve Services / Separations and Retirements
- TSC Pensacola   Gains and Losses (East Coast)
- TSC San Diego   Gains and Losses (West Coast, including Alaska and Hawaii)
- TSC Yokosuka   Gains and Losses (OCONUS)

     1. TPC – Travel Processing Center

The Regional Support Center (RSC) - TSC Commanding Officers oversee RSCs, which are each responsible for CPPA training and command engagement in specific geographical areas. RSCs provide CPPA indoctrination and refresher training – training sessions may be in person, virtual, or individualized to a command. When CPPAs are qualified, RSCs provide them access to online systems required to perform their duties (e.g. NSIPS CPPA access). They also notify CPPAs and commands of changes to policies and procedures, scheduled system outages, and other important information. RSCs provide feedback to command leadership when appropriate on CPPA performance, TSC performance, and repeated or significant issues affecting Sailor pay. This feedback may take the form of individualized feedback to specific commands via phone call or email, or more generally through base tenant command meetings and broadcast emails.

Regional Support Center areas of responsibility in the CONUS.
OCONUS commands are supported by RSC Naples, RSC Bahrain, RSC Yokosuka, and RSC Guam.

RSC Contact Information:

RSC	EMAIL	PHONE
BAHRAIN	RSC_BAHRAIN@US.NAVY.MIL	(973) 1785-4369
EVERETT	RSC_EVERETT@US.NAVY.MIL	(425)304-4296
GREAT LAKES	RSC_GREAT_LAKES@US.NAVY.MIL	(847) 688-5550 EXT311
GUAM	RSC_GUAM@US.NAVY.MIL	(671) 339-7311
JACKSONVILLE	RSC_JACKSONVILLE@US.NAVY.MIL	(904) 542-4218
NAPLES	RSC_NAPES@US.NAVY.MIL	39-314-568-5050
NEW LONDON	RSC_NEW_LONDON@US.NAVY.MIL	(860) 694-2725
NORFOLK	RSC_NORFOLK@US.NAVY.MIL	(757) 445-6091
PEARL HARBOR	RSC_PEARL_HARBOR@US.NAVY.MIL	(808) 471-2371
PENSACOLA	RSC_PENSACOLA@US.NAVY.MIL	(850) 452-3448
SAN DIEGO	RSC_SAN_DIEGO@US.NAVY.MIL	(619) 556-1979
WASHINGTON DC	RSC_WASHINGTON_DC@US.NAVY.MIL	(904) 542-3252
YOKOSUKA	RSC_YOKOSUKA@US.NAVY.MIL	(315) 243-5757

Human Resources Service Center (HRSC): Provides 24/7 Sailor and CPPA support. The HRSC is available by calling (833 330-MNCC (6622)) or via email at askmncc@navy.mil. Additionally, CPPAs seeking support with specific transactions or tickets may seek the help of the HRSC's CPPA Pro-to-Pro cell, available 0700-1700 CST by calling the HRSC and selecting option 2. The Pro-toPro cell is composed of Sailors and civilians who specialize in helping CPPAs.

Commanding Officers: Designate capable and motivated personnel to serve as CPPA(s) and oversee their performance; a reasonable ratio is one CPPA for every 200 Sailors (MILPERSMAN 1000-021). Ensure Sailors provide documents required to manage their pay, when required. If concerned about pay or other TSC-type issues, after exhausting all other available methods (CPPA, HRSC, CPPA Pro-to-Pro Cell), COs can address those concerns with the TSC CO (the more specifics you can provide the better) – contact information is available in the NPPSC SharePoint portal: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/ (navigate to "TSC/RSC Contact information").

CPPAs: Serve as the primary customer service link between the command and TSC. They must complete required initial training and participate in scheduled training sessions provided by your RSC to remain effective. They are required to provide SAAR forms and proof of training to gain access to online systems. Their duties include, but are not limited to:

Prepare and submit pay and personnel actions to TSC in a timely manner, following standard operating procedures.

1. Monitor pay and personnel actions until complete.
2. Keep command leadership informed on the status of pay and personnel actions, such as prospective gains and losses, annual Special Duty Assignment Pay recertification, starting and stopping deployment entitlements such as CZTE, basic allowance for housing (BAH) payments, and others.

Command Triad Oversight Methods and Tools

Sailor pay—like material condition and training—is a readiness issue warranting regular attention from command leadership. The following methods have proven effective in ensuring the CPPA program is functioning properly:

Assign a Personnel Officer (PERSO). This will likely be your Administrative Officer, or Executive Officer at a smaller command. While the CPPA may already work for that person, establishing the PERSO role ensures everyone involved understands that the officer reports to the CO for pay and personnel matters. Additionally, the PERSO can provide your CPPA with oversight and forceful backup in attention to detail when completing key supporting documents (KSD) and adhering to best practices including:

> NPPSC checklists to ensure all required documents are submitted with transaction (https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/)

> CPPA Handbook – a great starting reference for CPPAs, covering required procedures for the most common pay and personnel transactions. The CPPA handbook can be found on the MyNavy HR CPPA Resources page (https://www.mynavyhr.navy.mil/SupportServices/Pay-Pers-Support/CPPA-Resources/)

> MNCC Standard Operating Procedures – supplements the CPPA Handbook with over 40 SOPs covering in depth step-by-step directions for processing pay and personnel transactions. SOPs are available on the MyNavy Career Center (MNCC) SharePoint: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/ AllItems.aspx

Personally Review Reports Periodically. Your CPPA has access to various systems that provide reports related to pay and personnel actions. One useful check is to review the print out of current eCRM activity: this will show what actions are pending and who has action, TSC or your CPPA. Many successful commands maintain trackers (typically a command-tailored spreadsheet) to manage and stay on top of pay and personnel actions and transactions, however, MyNavy Career Center (MNCC) has provided a CPPA Dashboard that shows relevant and useful data for command management and oversight.

Available Tools. MNCC has made several applications/reports available at both the CPPA and command triad level for use. These tools allow insight, performance metrics, report generation, and resources. They include:

1. enhanced Unit Commander's Financial Report (Triad only).

   Hosted by: Jupiter/Advana, this application is a powerful tool to look into the financial status of Sailors in a command, it includes tools for monitoring MILPAY summaries, Basic Needs Allowance (BNA), debt management, pending payments, PCS Gains, suspended status, and self-service report generation. Due to the sensitive nature and PII involved in the application the tool will be limited to triads and their designees only. Access can be obtained by following

the instructions contained within the user guide or in the Pay and Personnel Information Bulletin (PPIB) 22-35.

2. CPPA Dashboard (eCRM/Salesforce).

A native dashboard has been created within eCRM that grants commands insight into the status of cases within the application. This is useful to monitor timeliness and age of cases, cases marked as "CPPA Action", case status, and allows higher echelons insight into subordinate command performance and grants increased visibility into many transactional actions. The dashboard can be found within eCRM.

3. Navy Standard Integrated Personnel System (NSIPS).

Useful reports from NSIPS include:
   Unit Commander Financial Report (UCFR)
   Prospective gains (PG) Report
   Prospective losses (PL) Report
   Career Sea Pay Premium (CSPP) Report
   Pending RED/DA

4. Periodically Assess Your CPPA's Readiness.

In addition to the support from the chain of command, the following factors are essential to CPPA success:
   The ability to generate and review the reports above
   The appropriate system accesses:
      NSIPS (Navy Standard Integrated Personnel System)
      eCRM (Enhanced Customer Relationship Management)
      MMPA (Master Military Pay Account)
      BOL (BUPERS Online)
   The 791F NEC (CPPA, former A16A/95AD NEC) (E4 and above)
   Regular participation in scheduled training provided by your RSC
   A tracking system for pay/personnel actions (typically an Excel spreadsheet)

5. Highlight Pay as a Leadership Issue.

Encourage your department heads and others to maintain awareness of issues their Sailors might have by making it a discussion point at weekly staff meetings, all hands calls, 8 o'clock reports, Division in the Spotlight, etc. Have your senior enlisted leaders conduct LES reviews with Sailors, particularly in the months after the Sailor reports on board (most pay issues happen after a Sailor reports to a new command). LES reviews may also be incorporated into career development boards (CDBs).

6. Communicate with the TSC Commanding Officer/RSC OIC.

Ensure the Commanding Officer is aware of events that will affect Sailor pay, particularly upcoming deployments, detachments, mobilizations, and homeport shifts. If you have a Sailor with an issue, the root cause could lie with your Sailor, your CPPA, or with the TSC. If after exhausting all other available methods (CPPA, HRSC, CPPA Pro-to-Pro Cell), you provide the TSC/RSC the names of Sailors having issues, the type of issue, the date the documents were transmitted to TSC, etc., the CO will provide feedback that may help you manage your CPPA program. As always, the NPPSC Triad is available in case you feel that your issues are at a level above the TSC/RSC's authority. NPPSC Triad contact email:

NPPSC_HQ_TRIAD@us.navy.mil

Continued Improvements

This short guide provides information and tools to help you ensure your command is an effective partner in taking care of your Sailors' pay and personnel matters. We recognize the current processes for doing this work are too complex and cumbersome, and are working hard to make this work easier for everyone.

Instructor-led CPPA Training Course

An in-person, instructor-led CPPA training course is available in Norfolk and San Diego. PSs and YNs who have been detailed to billets assigned the CPPA NEC will be able to get this training enroute. Course is available for designated civilian personnel also.

MNCC HRSC

The MNCC HRSC provides assistance to Sailors with timely, accurate and consistent responses to their personnel and pay questions.

My Navy Portal

Increased self-service capabilities are being added to My Navy Portal and a mobile app to be used without a Common Access Card is in development - bringing Navy personnel and pay services in line with common service technologies we all experience in our daily lives.

MyPCS

The MyPCS website (https://prodhr.np2.navy.mil/) allows Sailors to fill out and submit their paperless PCS travel claims, and upon CPPA review, the claim is submitted to the MNCC Travel Processing Center.

Appendix 1: Sailor Check-In Overview

Many pay-related issues arise from changes in pay and allowances associated with moving from one job and/or location to another job/location. Getting a Sailor checked in quickly and properly will help minimize any problems.

Action	Sailor	Command / CPPA	TSC
Report aboard	X		
Gain member using NSIPS Panels 1 through 4		X	
Produce documents to support travel claim, housing allowances, FSA, etc.	X		
Fill out forms required for travel claim, start allowances, etc.	X	X	
Sign forms	X	X	
QA forms and supporting documents		X	
Submit forms/documents to TSC using eCRM		X	
QA forms and supporting documents (auditable)			X
Pay travel claim			X
Make appropriate changes to pay and allowances			X

Command/CPPA Timelines:

CPPAs must submit gain documents no later than one business day after the Sailor reports. This ensures Sailors are gained to their new command within 4 working days of reporting; the Navy's Standard.

PCS travel claims are to be submitted to TPC within 5 days of checking onboard. Do not delay submission of travel claim (i.e., to await lodging receipts to claim TLE.) A supplemental travel claim can be submitted later.

TSC is to review the travel claim within 7 days of receipt.

TSC will pay the travel claim within 30 days of receipt of required documents/signatures.

Common Documents TSC Needs to Gain Sailors:

Not all documents are required for every Sailor, see the NPPSC Receipts Checklist (NPPSC Form 1300/4)

☐ PCS orders with all endorsements

☐ Updated Page 2 (NAVPERS 1070/602) – member updates via NSIPS Self-Service RED/DA module

☐ Updated/verified SGLI Election (SGLV 8286) – member updates via SGLI Online Enrollment System

☐ Travel Voucher (DD 1351-2) – most members will submit via MyPCS website

☐ All required receipts (for lodging, commercial transportation, rental car and gas for rental car, airline tickets, and any other claims expense over $75)

☐ Approved Single BAH Request Chit

☐ Approved BAS Request Chit (when applicable)

☐ Command Special Pay Memo

☐ FSA Authorization (DD 1561)

☐ OBLISERV Page 13 (CONUS only)

Appendix 2: Sailor Check-Out Overview

PCS Transfer.

Failing to provide transfer packet 30 days or more before the desired transfer date can cause significant issues for the Sailor in route to their new command. NPPSC 1300/3 *PCS Transfer Checklist* provides commands with documents required for a Sailor's PCS transfer.

☐ Approved NPPSC 1300/1 Application for Transfer and Advances - Ensure order compliance items are completed

☐ Ensure Service member updates NAVPERS 1070/602 Dependency Application (Page 2) and DD 93 Record of Emergency Data via NSIPS RED/DA

☐ Ensure Service member updates Service Members' Group Life Insurance (SGLI) beneficiaries via SGLI Online Enrollment System (SOES) ☐ Other items as applicable:

☐ Approved DD 2560 Advance Pay Certification/Authorization

☐ NAVPERS 1070/613 Administrative Remarks (Page 13) for Suitability for Operational Duty

☐ Extension or Reenlistment for OBLISERV

☐ Service member completed NPPSC 4650/1 Passenger Reservation Request

☐ Dependents completed NPPSC 4650/1 Passenger Reservation Request

☐ DD 884 Application For Transportation of Dependents

☐ Prepare permanent/applicable NAVPERS 1070/613 Administrative Remarks

☐ (Page 13s) and submit for verification (CONSUBPAY)

Retirements and Separations.

Complete, actionable separation packages can be submitted to

Transaction Service Center (TSC) Norfolk 5-9 months prior to departure. MILPERSMAN 1900/015 *Separation, Fleet Reserve, and Retirement Document Submission* provides commands with the list of required documents for a Sailor's retirement or separation and the requirement for these documents to be submitted no less than 60 days prior to the start of a Service member's permissive temporary duty (PTDY), separation leave, or separation date, whichever day is earliest.

Timelines.

Meeting the required timelines below will significantly impact whether Sailors receive separation orders, their DD-214, and separation payments on time.

9-5 months prior to separation date: submit KSDs outlined in NPPSC 1800/1 or NPPSC 1900/2 checklist (section I) to obtain separation orders. Permissive Temporary Duty (PTDY)/Terminal Leave dates may be tentative at this time.

<u>9-5 months prior to separation date</u>: submit KSDs outlined in checklist (section I) to begin draft DD-214 for member review. PTDY/Terminal Leave dates may be tentative at this time.

<u>No later than 60 days prior to approved PTDY/Terminal Leave</u>: submit remaining KSDs outlined in NPPSC 1800/1 and 1900/015 to complete separation transaction. If medical endorsement cannot be obtained at 60-day mark, submit all other required documents. Submit final medical endorsement as soon as practicable and prior to member's detachment from command. Delay in submission will significantly impact member's separation, to include DD-214 completion, and may impact retirement benefits.

Appendix 3: Primary References and Links

DoD Financial Management Regulation (DoDFMR), Volumes 5, 7A, 9, and 16
https://comptroller.defense.gov/fmr/

Joint Travel Regulations (JTR) https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf

MILPERSMAN 1000-021: Command Pay and Personnel Administrator (CPPA) Program MILPERSMAN 1000-025: Personnel Transaction Timeliness
https://www.mynavyhr.navy.mil/References/MILPERSMAN/

OPNAVINST 5200.45A: Management and Execution of Navy Pay and Personnel Services
https://www.secnav.navy.mil/doni/Directives/05000%20General%20Management%20Security%20and% 20Safety%20Services/05-

200%20Management%20Program%20and%20Techniques%20Services/5200.45A.pdf

MyNavy HR Command Pay and Personnel Administrator (CPPA) Resources
https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPPA-Resources/

MyNavy Career Center

MyNavy HR website https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/PASS/

SharePoint Portal https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC

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

Navy Pay and Personnel Support Center

SharePoint Portal https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/

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

Forms and Checklists https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/

Appendix 4: CPPA Qualification and Designation Requirements

The following provides a summary of the requirements. Review MILPERSMAN 1000-021 for detailed requirements.

Be capable of performing in a position of trust

Be military; if no eligible military members are available, a government employee; only as an exception, if a unit has no military or Government civilians available, a contractor may be assigned

A PS, YN, or NC (in that order), if any assigned

Designated in writing by CO upon completion of required training

Complete required training

- CPPA "C" School (A-500-0035), or alternative Navy e-Learning courses identified in Pay and Personnel Information Bulletin 21-17
- Continuum Navy e-Learning Courses (within 36 months of assignment) – See MILPERSMAN 1000-021 Exhibit 3 for list of required courses – Recommended Additional Navy e-Learning:
- Department of the Navy (DON) Records Management: Advanced Topics General Forms Management, General Forms User Training

For enlisted CPPAs who have not attended the CPPA C-School, submit NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request to request NEC 791F when all alternative training requirements have been completed

Provide a copy of the notification letter to the supporting RSC after the NSIPS CPPA user role is obtained and NEC 791F is awarded

Maintain familiarization with references and training materials

Attend scheduled CPPA engagements/meetings. If unable to attend, request information provided via alternate means

Obtain and maintain additional access to the systems and software (i.e., eCRM,

MMPA, NSIPS Electronic Service Record (ESR), OMPF, etc.) necessary to complete CPPA duties

Follow MNCC standard operating procedures as primary references

Protect PII in every action. Any time it is suspected that PII has been compromised, report the incident immediately to the unit CO and CO of the servicing TSC

Appendix 5: Common Pays and Allowances (see references for details)

Basic Allowance for Housing (BAH): U.S. based allowance prescribed by geographic duty location, pay grade, and dependency status. It provides Sailors equitable housing compensation based on housing costs in local civilian housing markets within the U.S. when government quarters are not provided.

Basic Allowance for Subsistence (BAS): an allowance intended to offset the costs of meals. There is a single rate payable to all officers on active duty; enlisted members are authorized BAS at a different rate, except when provided meals by the government (e.g., assigned to a ship with an operating galley).

Career Sea Pay (CSP): a special pay for recognition of the greater than normal rigors of assignment to sea duty. Sailors on continuous sea duty for more than 36 consecutive months are entitled to a CSP Premium (CSP-P).

Combat Zone Tax Exclusion (CZTE): authorized when a member performs active service in a combat zone designated area outlined in the DODFMR. CZTE excludes all compensation of enlisted and warrant officers from taxes during a month in which they performed active duty in a CZ. For commissioned officers, no more than the maximum enlisted basic pay, plus the amount of hostile fire/imminent danger pay, may be excluded. CZTE applies to the entire month's compensation regardless of the length of time actually served in the qualifying combat zone.

Cost of Living Allowance (COLA): OCONUS COLA is a nontaxable allowance that offsets the higher prices of goods and services, excluding housing, in foreign countries, U.S. territories, Alaska, and Hawaii. In some areas, COLA may apply in CONUS areas where a Sailor's cost of living is at least 8% higher than the average cost of living in the CONUS.

Dislocation Allowance (DLA): partially reimburses a Sailor for expenses incurred in moving a household. The household move must be required by a PCS, ordered for the Government's convenience, required due to an evacuation, or otherwise authorized in JTR section 0505. A DLA is a flat amount and may be paid as a primary DLA, a secondary DLA, or a partial DLA, depending upon the circumstances of the household move.

Family Separation Allowance (FSA): an allowance authorized when a Sailor reports to a command on unaccompanied orders (FSA-R), onboard a ship for more than 30 days and the dependents reside in the vicinity of the homeport (FSA-S), or member is TAD from homeport for more than 30 days and dependents reside in the vicinity of the homeport. The rate of FSA is $250.00.
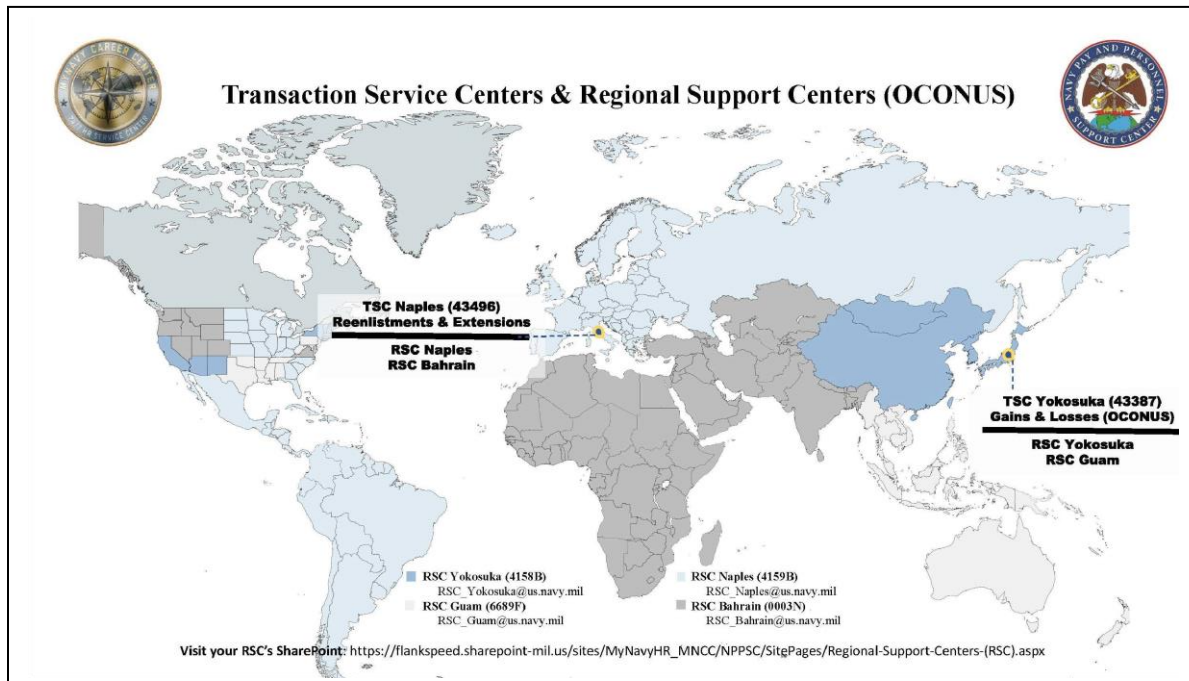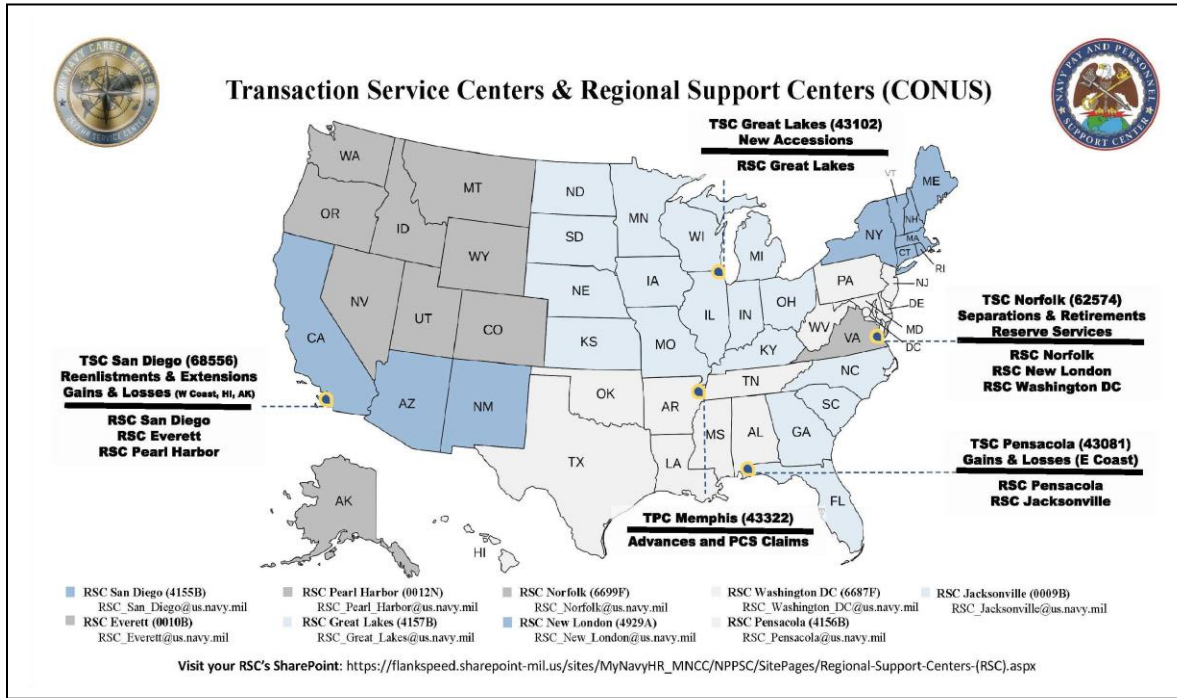
Overseas Housing Allowance (OHA): similar to BAH, an allowance to assist Sailor's in defraying costs when assigned to a duty station outside the U.S. OHA usually entails a Move in Housing Allowance (MIHA) to offset move in costs.

Special Duty Assignment Pay (SDAP): a monthly pay used to help obtain high quality personnel for designated Special Duty Assignments (SDAs) and sustain adequate manning levels.

Temporary Lodging Allowance (TLA): an allowance that partially offsets the cost of lodging and meals and incidental expenses incurred while occupying temporary lodgings OCONUS.

Temporary Lodging Expense (TLE): an allowance designed to partially reimburse a Service member for the cost of lodging and meals when he or she or a dependent occupies temporary lodging in CONUS during a PCS move.

Appendix 6: Transaction Service Centers & Regional Support Centers Distribution Map

Transaction Service Centers & Regional Support Centers (CONUS)

TSC Great Lakes (43102)
New Accessions

RSC Great Lakes

TSC Norfolk (62574)
Separations & Retirements
Reserve Services

RSC Norfolk
RSC New London
RSC Washington DC

TSC San Diego (68556)
Reenlistments & Extensions
Gains & Losses (W Coast, HI, AK)

RSC San Diego
RSC Everett
RSC Pearl Harbor

TSC Pensacola (43081)
Gains & Losses (E Coast)

RSC Pensacola
RSC Jacksonville

TPC Memphis (43322)
Advances and PCS Claims

RSC San Diego (4155B)
RSC_San_Diego@us.navy.mil
RSC Everett (0010B)
RSC_Everett@us.navy.mil

RSC Pearl Harbor (0012N)
RSC_Pearl_Harbor@us.navy.mil
RSC Great Lakes (4157B)
RSC_Great_Lakes@us.navy.mil

RSC Norfolk (6699F)
RSC_Norfolk@us.navy.mil
RSC New London (4929A)
RSC_New_London@us.navy.mil

RSC Washington DC (6687F)
RSC_Washington_DC@us.navy.mil
RSC Pensacola (4156B)
RSC_Pensacola@us.navy.mil

RSC Jacksonville (0009B)
RSC_Jacksonville@us.navy.mil

Visit your RSC's SharePoint: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/SitePages/Regional-Support-Centers-(RSC).aspx

Transaction Service Centers & Regional Support Centers (OCONUS)

TSC Naples (43496)
Reenlistments & Extensions

RSC Naples
RSC Bahrain

TSC Yokosuka (43387)
Gains & Losses (OCONUS)

RSC Yokosuka
RSC Guam

RSC Yokosuka (4158B)
RSC_Yokosuka@us.navy.mil
RSC Guam (6689F)
RSC_Guam@us.navy.mil

RSC Naples (4159B)
RSC_Naples@us.navy.mil
RSC Bahrain (0003N)
RSC_Bahrain@us.navy.mil

Visit your RSC's SharePoint: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/SitePages/Regional-Support-Centers-(RSC).aspx

Appendix 7: Command Pay and Personnel Ready Reference Guide

Last revised January 30, 2023

This is a living document that contains hyperlinks to multiple websites and online resources, and is best viewed in electronic form.

Submit feedback and recommendations to NPPSC_HQ_TRIAD@us.navy.mil

A Commanding Officer's Guide to Navy Pay and Personnel Administration

Introduction

Every Commanding Officer (CO) wants their Sailors to be paid the right amount, on time, every payday. Sailors who aren't worried about their pay, and the impact pay issues can have on them and their families, are better able to focus on the task at hand. Pay impacts readiness. Pay also impacts retention, as Sailors who have persistent pay issues are less likely to Stay Navy. This quick reference guide explains the personnel and pay processes required to be completed by Command Pay and Personnel Administrators (CPPA). Within your command, your CPPA has primary responsibility for the timely and accurate changes to your Sailor's pay. Commands with high performing CPPAs tend to have properly paid Sailors. Experience has shown that CPPA effectiveness is a direct reflection of the level of command support and oversight provided to their role. This guide provides information and tools to help you and your CPPA to ensure your command is an effective member of the partnership that takes care of your Sailors' pay and personnel matters.

The information provided is compiled from the following resources available to CPPAs:

CPPA Handbook - available to ensure all CPPAs understand how to process transactions that may be required of them. This is an in-depth working document and is consistently updated based on changing requirements. CPPAs should use this handbook while conducting all transactions submitted to Transaction Support Center (TSC) for processing to ensure accurate and timely completion. The electronic version of this handbook is accessed via MyNavyHR and provides links to all references and documents that will be required for each transaction. Recommend printing the CPPA Handbook to PDF from the MyNavy HR website as a ready resource and prior to each underway to have the reference available offline.

MNCC Standard Operating Procedures – a link is available at www.my.navy.mil/quick-links.html that shows from start to finish the steps to be taken for each type of transaction your admin team will be asked to create. It also shows the responsibilities of each member in the process from Service Member, CPPA, Personnel Clerk, Personnel Supervisor and Command Triad and it shows step by step what role each member plays to process each transaction. Figure 1-1 below shows where to access CPPA Resources. Figure 1-2 shows available CPPA resources.

Best Practice(s)/Recommendation(s):

Saving the link to this page as a desktop shortcut or to favorites.

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

Downloading the Military Pay Announcements (MPA)/Pay and Personnel Information Bulletins (PPIB) (right side of site under, "MyNavy HR Web Resources) monthly to stay up to date on pay/personnel changes.

> These are typically released via message traffic but are often overlooked or not received on units underway in a timely manner; therefore, this would be a way to ensure commands stay up-to-date with changes.

Accesses Required by CPPA

Official Military Personnel File (OMPF) – Command View

Access via BUPERS Online (BOL) www.bol.navy.mil

Electronic Service Record (ESR) Administrative View and CPPA access – access via Navy Standard Integrated Processing System (NSIPS) required for CPPA to view enlisted service records and administrative data, and process transactions inside of NSIPS.

www.nsips.navy.mil

Salesforce is the replacement for TOPS where all pay and personnel transactions are generated.

https://navynpc.my.salesforce.mil/

Fleet Training Management and Planning System (FLTMPS)

https://ntmpsweb.dc3n.navy.mil/Fltmps/DoDBanner.aspx?utm_source=mnp%20public

Master Military Pay Account (MMPA) View Only Access - access via Multi Host Internet Access Portal (MIAP) is used for the CPPA to track any pay modifications or indebtedness' assigned to a Service Member.

https://miap.csd.disa.mil

Accessed Required by CPPA (and Admin Officer/Admin LCPO/LPO)

PERSTEMPO – access via BOL

      https://www.bol.navy.mil/BAM/menu.aspx

      https://www.mynavyhr.navy.mil/support-services/perstempo

PERSTEMPO

> **CO Best Practices:** Review PERSTEMPO monthly. Ensure those that have
> returned from TAD are annotated and transactions are submitted to adjust pay
> and entitlements. Pay particular attention when deployment starts and ends.

- **References**:

    a. OPNAVINST 3000.13 (series)

- **Current Policy:**

    1. In accordance with Legislation, DoD, and DoN Policy, deployment of all Service Members (Officers and Enlisted, Active and Reserve) are required to be tracked on an individual basis (Personnel Tempo-PERSTEMPO).

    2. PERSTEMPO tracks and reports days a Sailor is away from their homeport, permanent duty station or assigned unit. All commands and activities are required to report PERSTEMPO events for all assigned Sailors per OPNAVINST 3000.13 (series). No command or activity is exempt from this requirement.

- **Significance of PERSTEMPO Events.**

    1. PERSTEMPO data can be used to assist in the assignment process for both Permanent Change of Station (PCS) and Individual Augmented (IA) orders, answer queries (by Congress, Department of Defense and other agencies such as the Veterans Administration) and document deployment of IAs and Corpsmen attached to Fleet Marine Force units (ensuring they receive proper credit for their important contributions).

    2. **We need your help.** PERSTEMPO data accuracy can be greatly enhanced by closing expired events. Numerous PERSTEMPO events are opened and never closed. Expired events are triggered as projected end dates occur in the past and are identified by reports made available to each command via the BUPERS On-Line (BOL) Control "D" mailboxes (I-EXPIRED EVENTS). The PERSTEMPO Help-Desk can help with questions in closing these expired events.

- Comments from the Chief of Navy Personnel.

    1. The PERSTEMPO program is not only a Legislative requirement, but is the right thing to do for our Sailors. It is impossible for OPNAV or BUPERS PERSTEMPO managers to know the deployment schedule of every unit or individual in the Navy; the responsibility and requirement to report PERSTEMPO for Sailors must appropriately rest with the Commanding Officer.

XO oversight is needed to ensure that designated PERSTEMPO coordinators are opening an event prior to the start of deployment and closing the event upon return.

Points of Contact.

For general PERSTEMPO questions or help with event processing call the PERSTEMPO Data Team Customer Service at Comm: 901-874-4717, Option 1; DSN: 882-4717 (option one) or Email: perstempohd@navy.mil

Personnel and Administrative Oversight

CO Best Practices: Discuss outstanding personnel pay issues with Admin Officer and CPPA. Review Unified Command Financial Report (UCFR).

- Daily
  1. Meeting with Admin Officer/Admin LCPO/LPO/CPPA to discuss outstanding personnel issues.
- Weekly
  1. Review print out of Unit Commander's Financial Report
  2. Print and review Salesforce report.
     o Click drop down tab and select reports.
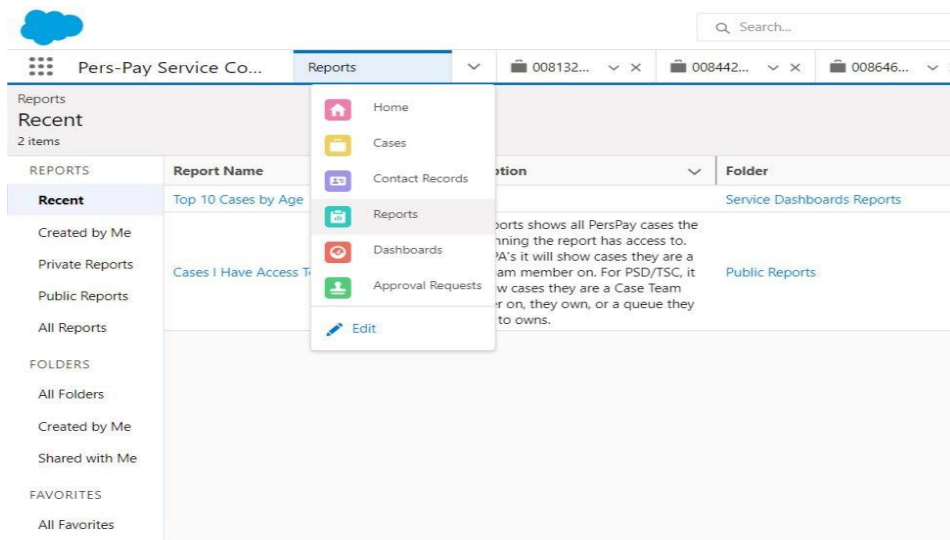
     o Click "public reports" to the left.

     o Select "Cases I have access to."

  o The following is an example of the excel report that will be generated.

- At Department Head / Department Chief Meeting, review all pay problems, PG/PL list, and discuss manning issues.
- Ensure Sponsors are assigned, contact is being made, and sponsors are using a script to ensure all pertinent data is addressed. The CO is ultimately responsible for the Command Sponsor and Indoctrination Program but the XO needs to be routinely involved and support the CO.
- Review My Navy Assignment. (Discussed in Manning section).

- Monthly
  1. Have Admin Officer/Admin LCPO/LPO/CPPA print out and route to CO the Unit Commanders Financial Report (UCFR) from NSIPS, MNA listing, Projected Loss Report,

Prospective Gains Report, Family Care Plan Report and Awards Eligibility Report (Good Conduct Tracker). All of these reports are available via NSIPS Reports shown in Figure 1-3.
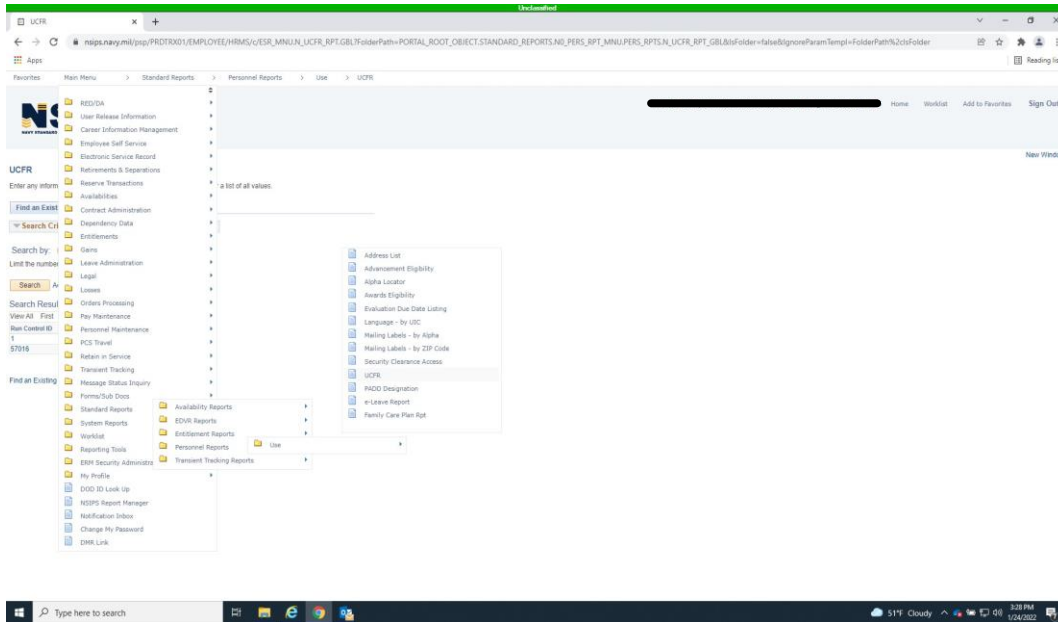

Figure 1-3

Follow this path to retrieve your commands Unit Commanders Financial Report. **Main Menu>Standard Reports>Personnel Reports>Use>UCFR.**

CPPA Daily / Weekly / Monthly To Do List

Daily

Login into Salesforce and verify all transactions and provide feedback to your Sailors. (This daily interaction with Salesforce and Sailors is vital in keeping on top of your Sailors pay.)

Review your upcoming transfers and verify that all documents are submitted to TSC for action.

For all transfers ensure that Service Member departs with a copy of Loss Document, Record of Emergency Data, SGLI, and Flight Itinerary (if applicable).

Review message traffic for orders, screenings, and for other pay and personnel messages (NAVADMINS, Military Pay Announcements (MPAs) and Pay and Personnel Information Bulletin).

Review and submit separation packages within 60 days of separation or terminal leave date. (*If Service Member is under PCS orders please ensure you cancel PCS orders before requesting Separation orders.*) **As a CPPA you need to coordinate with your CLA/TSC to ensure that all leave is posted prior to their departure. **

Monthly

Verify and review your FSA/HDIP/IDP and any other for those that are in a TAD/TDY status for accuracy and to ensure entitlements are started and stopped in a timely manner.

Review your PERSTEMPO. Ensure those that have returned from TAD are annotated and Salesforce transactions are submitted to adjust pay and entitlements.

Review your CSPP tickler and submit Salesforce transactions for those that are entitled to CSPP.

Attend CPPA training provided by TSC.

Annually

Ensure command reviews and submits annual SDAP recertification prior to deadline given in NAVADMIN.

Page 2 Verification

Validate / Verify RED/DA annually, prior to PCS Transfer, upon reporting to new PDS, and prior to deployment.

Weekly

Review current and upcoming reenlistments. Verify that you have received pending contracts and submitted signed contracts via Salesforce (*within 24 hours of reenlistment, unless reenlistment takes place over a weekend then submit on the next working day*). **It is vitally important to communicate with the CCC on upcoming reenlistments, extensions, separations, and retirements. **

Review the status of Travel Claims submitted via Salesforce.

Send out reminders to those that have pending items that need to be turned into you.

Review your PG's and PL's and notify Chain of Command and TSC of any delays in reporting.

Monthly Reports to be Used

RED/DA
Prospective Gain and Loss report
FSA Report (*Family Separation Allowance*).
DN Report (COMRATS).
Good Conduct Report

CSPP Report (*Career Sea Pay Premium*).
eUCFR (*Enhanced Unit Commander's Financial Report*) - PPIB 22-35

CPPA Dashboard in Salesforce - PPIB 22-32

Basic Allowance for Housing (BAH)

> **CO Best Practices:** Confirm items 1-5 below in "BAH Process" are complete and accurate before approving the request chit. Follow-up by reviewing the UCFR or MMPA.

Link to Interactive SOP:

> https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/DispForm.aspx?ID=50&e=RPYAo8

- **References**:

  a. Department of Defense Financial Management Regulation (DoDFMR), Volume 7A, Chapter 26, 2605

  b. OPNAVINST 7220.12 (series)

  c. Current Military Pay Advisories (MPAs)

- **BAH Key Supporting Documents (KSDs)**:

  1. RED/DA if there is a change of dependency status

  2. Approved NAVPERS 1331/7 Special Request Chit

  3. Lease

  - **NOTE 1:** Central Billeting/Combined Bachelor Housing (CBH) has final approval authority on requests for Single BAH. The Central Billeting/CBH approval date must match the Commanding Officer's approval date to avoid BAH underpayment. If the Service Member's request is placed on hold due to waiting list or occupancy requirements, start date to be used is the CBH approval date. If the Service Member is currently residing in CBH and checks-out from the Central Billeting/CBH after the CO's approval date, the effective date is the Central Billeting/CBH check-out date.

  - **NOTE 2:** A Service Member who was previously married and then divorced is NOT automatically entitled to Single-BAH. The Service Member must have Command and Central Billeting/CBH approval to receive single-BAH.

- **BAH Process**: Provided as an example, always refer to SOP

  1. Single shipboard Sailors must be paid as E5 or be an E4 with over 4 years of active duty service. Frocked E5s with less than 4 years of active duty service will not be eligible for single BAH until he/she receives E5 pay. See Enclosure 2 of OPNAVINST 7220.12. Single shore Sailors are governed by local base instruction.

  2. Married Service Members need to update RED/DA. (No chit required).

  3. Chit approved through CoC. Route to the base Central Billeting Office (CBO).

  4. When received from CBO, CPPA will review entire package for accuracy.

  5. (Single) CPPA submits approved request chit, lease, and frocking letter or LES to verify Service Member paid E5 or E4 over four years.

  6. (Married) CPPA submits updated RED/DA.

- **Timeliness**:

  1. Usually takes two pay cycles to process. CPPA continues to track through MMPA until completion.

- **BAH Common problems**:

  1. Incorrect Key Supporting Documents (KSDs)

  2. Not submitted in a timely fashion

  3. Not following the SOP provided in link above

     4. Over or under payment due to PCS

Meal Deductions

> **CO Best Practices:** Confirm items 1-2 below in "Meal Deduction Process" are complete and accurate before signing approval memorandum. Follow-up by reviewing the UCFR.

Link to Interactive SOP:

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP

%20PDFs/DispForm.aspx?ID=61&e=3UcG5T

- **References**:

  1. DOD FMR Vol. 7A Chapter 25

  2. BUPERSINST 5210.8 (Series)

  3. MILPERSMAN 1746-010 - Procedures when Government Messing is not available

  4. MILPERSMAN 1746-020 - Procedures when Authorized to Mess Separately

  5. MILPERSMAN 1746-030 - Meal Passes for Enlisted Personnel

  6. MILPERSMAN 7220-150 - Basic Allowance for Subsistence (BAS) – Specialized Terms

  7. MILPERSMAN 7220-160 - Basic Allowance for Subsistence (BAS) – General Policies

  8. MILPERSMAN 7220-180 - Basic Allowance for Subsistence (BAS) – Procedures for Service Members on Sea Duty

  9. MILPERSMAN 7220-182 - Basic Allowance for Subsistence (BAS) II

- **Meal Deduction Key Supporting Documents (KSDs)**:

  1. Permanent Change of Station (PCS) orders endorsed with all intermediate and gaining commands.

  2. Temporary Additional Duty (TAD) orders and endorsements.

  3. Locally generated command memorandum with Ship/Unit sailing list signed by appropriate authority certifying entitlement to Rations In Kind (RIK) or BAS, as appropriate.

  4. NAVPERS 1070/602 (particularly to document status changes).

  5. Approved individual requests to discontinue RIK and start BAS.

- **Meal Deduction process**: Provided as an example, always refer to SOP

  1. Create memorandum from CO to appropriate Transaction Support Center (TSC), starting or stopping Meal Deduction.
  2. Review TAD orders for accuracy. Ensure the orders are endorsed by the temporary command/activity (check-in and check-out dates). CPPA will review documents for

accuracy and submit memorandum to start or stop meal deduction or credit missed meals with TAD orders.

- **Timeliness**:

    1. Usually takes two pay cycles to process. CPPA continues to track until completion.

Sea Duty Incentive Pay (SDIP)

> **CO Best Practices:** Review SDIP approval message, confirm the correct SDIP request is being submitted, is within required timelines, and the Page 13 generated aligns with the approval message to include required verbiage. Follow-up by reviewing UCFR.

Link for information on SDIP:

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

- **SDIP Key Supporting Documents (KSDs)**:

    1. SDIP approval message SDIP NAVPERS 1070/13

- **SDIP Requests**:

    1. SDIP requests are submitted to your specific Rating Detailer using a NAVPERS 1306/7, with command endorsement.

        - SDIP-E requests (submitted 14-16 months prior to PRD) must state that you request to extend at-sea with SDIP for a specific period of time, i.e., 12 months, 17 months, 24 months, etc.

        - SDIP-B requests (submitted 14-16 months prior to PRD) must state that you are requesting a back-to-back sea tour with SDIP for a specific period.

        - SDIP-C requests (submitted six months prior to desire detach date) must state that you desire to curtail shore duty indicating the specific month and year you are requesting to detach your current command with SDIP benefits.

    2. Requests MUST NOT contain statements indicating assignment to specific commands or geographic locations as these are grounds for disapproval.

    3. SDIP requests are required to be submitted prior to Service Member entering their orders negotiating window.

- **SDIP Approved Requests**:

    1. Following receipt of approval message by the command, Service Member's current command is responsible for preparing and having the Service Member sign and date an Administrative Remarks (NAVPERS 1070/613), as instructed in the approval message, retaining a copy in the Service Member's service record. Forward scanned copy to PERS40DD via email to MILL_SDIP@navy.mil or fax to (901) 874-2647 or DSN 882-2647, **not to the rating detailer**. Payment will not be processed if PERS-40DD does not receive the

        NAVPERS 1070/613. Entering the SDIP NAVPERS 1070/613 into the Navy Standard Integrated Personnel System (NSIPS) does not satisfy the requirement of providing a scanned copy to PERS-40DD

- **SDIP Timeliness**:

1. SDIP-B or SDIP-C payments are made within two pay periods of the Sailor having been properly gained on board the sea duty command for which SDIP was approved if the SDIP Page 13 has been received.

2. SDIP-E payments are made in one lump-sum within two pay periods of the extension effective date which begins one month after the Sailor's original PRD.

3. SDIP payment transactions are forwarded to DFAS on the first-of-the-month and mid-month only.

o Payments will normally reflect in the Sailor's Financial Institution within two pay periods of being forwarded to DFAS.

o Payments do not follow normal payday dates and will not appear on the LES until after payment has been made. If the Page 13 is not received pursuant to policy and the original SDIP Payment Date has passed, the new payment date will be set for two pay periods after the Page 13 is received.

- **SDIP FAQs**:

  https://www.mynavyhr.navy.mil/Portals/55/Reference/PayandBenefits/Do cuments/SDIP%20Frequently%20Asked%20Questions.pdf?ver=gqMz5G ceIU84NcsGLz0Wlg%3d%3d

- **SDIP Common problems**:

  1. NAVPERS 1070/13 not generated by command upon receipt of approval message.

     o Note: The approval message will have the required text for NAVPERS 1070/13 or it can be found in the link provided above.

Special Duty Assignment Pay (SDAP)

> **CO Best Practices:** Review annual SDAP message, review FLTMPS or Electronic Training Jacket to verify correct rate and NEC for entitlement, verify correct start and stop dates, and sign SDAP memorandum. Follow up by reviewing the UCFR or MMPA to verify start/stop of SDAP.

Link to Interactive SOP:

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP

%20PDFs/DispForm.aspx?ID=90&e=jRKXbQ

- **References**:

  a. DOD FMR, Volume 7A, Chapter 8

  b. Navy DJMS PTG Part 1 Chapter 8

  c. OPNAVINST 1160.6 (series) (SDAP)

  d. NAVADMIN (SDAP) (updated annually)

- **SDAP Key Supporting Documents (KSDs)**:

  1. Designation of SDAP memorandum signed by the CO (cannot be signed by direction)

  2. NAVPERS 1070/613 showing Service Member's designated NEC effective date and award level

- **Service Members entitled to SDAP at the command**:

  1. The list of SDAP-eligible billets and levels is updated regularly. The current version can be found on the MyNavy HR wesite at https://www.mynavyhr.navy.mil/Career-

     Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/.

- **SDAP Process**: Provided as an example, always refer to SOP

  1. **Start**: Upon reporting/relief of SDAP eligible Service Member.

     o Verify correct rate for Service Member via SDAP eligibility chart (updated annually).

     o Prepare Command memorandum with start date signed by CO.

     o Print Service Member's NEC from FLTMPS, Electronic Training Jacket has ServiceMember's eligibility date for nuclear trained personnel.

     o Submit KSDs to Transaction Support Center (TSC) for processing.

  2. **Stop**: Upon being relieved as EDMC/ANAV/MDR/COB/CCC/3MC. Create memorandum with effective date to stop entitlement. Submit to TSC for processing.

     o Prepare Command memorandum with stop date (day of relief) signed by CO.

     o SDAP for all other nuclear trained personnel will be stopped by TSC on the effective loss date.

     o Submit KSDs to TSC for processing.

- **SDAP Timeliness**:

   Usually takes two pay cycles to process. CPPA continues to track until completion.

- **SDAP Common Problems**:

   1. Memorandum not signed by CO, if signed by direction, the document is kicked back for correction.

   2. Wrong start/stop dates used.

   3. Improper NEC used on memorandum.

Family Separation Allowance (FSA)

> **CO Best Practices:** Verify dependency status by reviewing RED/DA, sign certification memorandum that provides deployment dates or review PCS/TAD orders, and ensure DD 1561 is accurate before signing it. Follow up by reviewing the UCFR or MMPA to verify start/stop of SDAP.

Link to Interactive SOP:

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP

%20PDFs/DispForm.aspx?ID=57&e=ODjhUe

- **References**:

  a. DOD FMR, Volume 7A, Chapter 27
  b. MILPERSMAN 7220-120

- **FSA Key Supporting Documents (KSDs)**:

  1. DD1561 - Statement to Substantiate Payment of Family Separation Allowance (FSA)

  2. NAVPERS 1070/602 (RED/DA)

  3. PCS/TAD Orders or Memorandum to Certify Service Member's eligibility

- **FSA Eligibility Criteria**:

  1. Married Service Members with civilian spouse.

  2. Military to Military Service Members who were residing together prior to separation by military orders. Generally, only one Service Member is entitled to FSA at a time. Dual FSA entitlements only exist when Service Members reside together with their dependent(s) immediately before being simultaneously assigned to duty assignments away from each other and their dependents.

  3. Single Service Members, who have physical and/or legal custody of the child(ren) for at least 14 days each month. Court order must explicitly award the physical and legal custody to the Service Member. NAVPERS 1070/602 (Page 2) must document the Service Member's rights in the remark sections.

     o NOTE: FSA will become effective on the 31st day of separation; retroactive to the first day Service Member was separated from family.

- **FSA Process**: Provided as an example, always refer to SOP

  1. CPPA will verify eligibility of all Sailors at the command. Distribute DD 1561 to eligible Service Members.

  2. Sailors will fill out blocks 1-9 of DD1561 turn into CPPA.

3.   CPPA complete blocks 10-15 on DD1561 route to Certifying Officer for signature.

4.   When signed, CPPA submits DD1561, RED/DA, and either the Deployment or TAD Orders into

Salesforce.

- o NOTE: Deployment orders can be a memorandum signed by the CO stating that the USS SHIPNAME was sent on deployment on DD MMM YYYY.

- **FSA Timeliness**:

  ➢ Please allow two pay cycles to process. CPPA continues to track until completion.

- **FSA Common problems**:

  ➢ Form filled out incorrectly.

  ➢ RED/DA not provided with forms to prove dependency data.

➢ Missing Key Supporting Documents (KSDs) when submitting to Transaction Support Center (TSC).

➢ Not crediting FSA-R for Service Members who acquired dependent(s) after the effective date of orders, whose dependents are not residing in the vicinity of the current duty station and transportation of dependent(s) is not authorized at government expense.

Activity Gains

> **Best Practices: Review activity manning monthly to verify Service Member(s) are gained to the UIC. The unit's Activity Manning Manager can provide a printout of Service Members gained onboard to include Prospective Gains. FLTMPS is another option.**

Link to Interactive SOP:

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP

%20PDFs/DispForm.aspx?ID=77&e=r8gWuP

- **References**:

    a. DOD FMR, Volume7A, Chapter 9

    b. Navy DJMS PTG

    c. Joint Travel Regulations

    d. MILPERSMAN 1320-140

- **Receipts Key Supporting Documents (KSDs)**:

    1. NPPSC Receipt Checklist (NPPSC Form 1300/4).

    2. Travel Voucher or Subvoucher (DD Form 1351-2).

    3. Travel Voucher or Subvoucher Continuation Sheet (DD Form 1351-2C).

    4. Direct Deposit Sign-Up Form (SF 1199A).

    5. Electronic Funds Transfer (EFT Statement).

    6. SGLI Election and Certificate (SGLV 8286).

    7. Family Coverage Election (SGLI) (SGLV 8286A), if applicable. Activity Loss Document.

- **Receipts Process**: Provided as an example, always refer to SOP Service Member:

    1. Provide endorsed PCS order with all its modification(s).

    2. Review and update RED/DA.

    3. Review and update SGLI.

    4. Sign all applicable NAVPERS 1070/613s and turn them into CPPA.

- CPPA:

1. Using the NPPSC Receipt Checklist (NPPSC Form 1300/4) to assist a Service Member in completing receipt process.

NPPSC RECEIPTS CHECKLIST	PREVIOUS EDITIONS OBSOLETE
NPPSC 1300/4 (Rev. 01-2020)	Supporting Directive NPPSCINST 5213.1B

1. Date Reported Onboard	2. Name *(Last, First, MI)*	3. Telephone Number

4. Command	5. Receipt Clerk	6. TOPS Number

7. Basic Allowance for Housing (BAH) Entitlement Type

☐ Single ☐ Dependent ☐ BAH-Diff ☐ With Child ☐ Other: _____

8. BAH Zip Code _____	9. Meal Deduction ☐ Yes ☐ No	10. CPPA completed NSIPS Activity Report? ☐ Yes ☐ No

SAMPLE

2. Verify a Service Member's NAVPERS 1070/602 and SGLI for their completion and accuracy.

I. ACTIONS
Required Items from CPPA
☐ PCS orders with endorsements
☐ Ensure Service member updates NAVPERS 1070/602 Dependency Application *(Page 2)* and DD 93 Record of Emergency Data via NSIPS RED/DA
☐ Ensure Service member updates Servicemembers' Group Life Insurance (SGLI) via SGLI Online Enrollment System (SOES)
Submit Items (Only If Applicable)
☐ Copy of DD 1351-2 Travel Voucher or Subvoucher
☐ NAVPERS 1070/613 Administrative Remarks *(Page 13)* BAH Statement of Understanding
☐ Approved request chit for single BAH from the BEQ manager, CO of the base, or designee, who owns the barracks
☐ Approved request chit for BAS from the food service officer, CO of the base, or designee, who owns the galley
☐ NAVPERS 1070/613 Administrative Remarks *(Page 13)* OHARP/RAP Duty
☐ Command special pay(s) memo
☐ DD 1561 Statement to Substantiate Payment of Family Separation Allowance (FSA)
☐ NAVPERS 1070/613 Administrative Remarks *(Page 13)* OBLISERV *(CONUS only)*
☐ Award citation *(flag letter of commendation and below)*
☐ Record entries (e.g., PQS, off/on duty courses) that are not in the ESR or in the OMPF

3. Verify and sign all applicable NAVPERS 1070/613s provided by a Service Member in witness sections.

4. Check for the completeness and accuracy of the receipt package. Create a gain Panel 1 transaction in NSIPS.

5. Submit the receipt package to TSC via Salesforce.

• **CPPA**:

Review MNA weekly to ensure newly reporting Sailors post to UIC.

- **Receipts Timeliness**:

  1. Panel 4 Gains should be submitted within 5 days of a Service Member reporting to a command.
  2. Service Members should post to new UIC within 30 days of reporting.

- **Receipts Common Problems**:

  1. Service Member is not detached from previous command.
  2. Missing additional required forms (TLE/TLA/FSA) and itemized lodging receipts.
  3. Endorsements not provided on orders.
  4. Receipts Checklist not completed in its entirety.
  5. RED/DA or Legacy Page 2s are not updated/provided.

Activity Losses

> **Best Practices:** Review transfer package and NPPSC Form 1300/1 for accuracy before signing. Review MyNavy Assignment or FLTMPS to ensure Service Member is a loss to the unit.

Link to Interactive SOP:

> https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP
>
> %20PDFs/DispForm.aspx?ID=93&e=Z4Pn7S

- **References**:

  a. MILPERSMAN 1320-300

  b. MILPERSMAN 1320-308

  c. JTR

  d. NAVADMIN 176/20

- **Transfer Key Supporting Documents (KSDs)**:

  1. PCS Orders

  2. NPPSC Transfer Checklist (NPPSC Form 1300/3)

  3. Application for Transfer and Advances (NPPSC Form 1300/1)

  4. Medical memorandum ensuring all screenings are complete and Service Member is suitable

  5. Passenger Reservation Request (if Service Member is transferring to USS or overseas)

  6. DD 1056 Authorization to apply for no fee passport (if required)

  7. TLE allowance Certification (NPPSC 7220/2) (if required)

- **Transfer Process**: Provided as an example, always refer to SOP

  1. Service Member will receive PCS orders through message traffic or via NSIPS.

  2. Service Member's DLCPO and LCPO will review Service Member's PCS orders with them in their entirety to ensure the Service Member understands any special requirements that need to be completed to execute orders.

  3. CPPA initiates NPPSC Form 1300/3 and also ensures Service Member is on PG/PL tracker.

APPLICATION FOR TRANSFER AND ADVANCES
NPPSC 1300/1 (Rev. 04-2020)

Supporting Directive NPPSCINST 5213.1B

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8013, Secretary of the Navy; E.O. 9397 (SSN), as amended.
PURPOSES: To help the command pay and personnel administrator (CPPA) and supporting personnel support detachment (PSD)/transfer office simplify and explain permanent change of station (PCS) entitlements by advising Service members of available travel options and also to ensure compliance with the directives contained in PCS orders.
ROUTINE USES: Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. This routine use applies to Department of Defense (DoD) and Department of the Navy (DON) personnel who facilitate PCS transfers and advances for Service members.
DISCLOSURE: Mandatory. Failure to provide required information may inhibit timely PCS transfer of Service members.

General Information (to be completed by CPPA)

1. Rate/Rank:	2. Name (Last, First, MI):		3. SSN (Full):	4. Date:
5. 1st Intermediate Activity (TAD/TDY) UIC:	6. Rpt NET Date:	7. Rpt NLT Date:	8. Ultimate Duty Station UIC:	9. Rpt NLT Date:
10. Authorized Leave Days:	11. Authorized Proceed Time:	12. Authorized Travel Days:	Privately Owned Vehicle (POV): AIR:	

4. Service Member completes all required medical and administrative screenings.

Service Member turns in all required documentation with completed NPPSC Form 1300/1.

Service Member PCS Information (to be completed by Service member)

13. Requested Transfer Date:	14. Estimated Date of Travel:
15. Personal Phone Number:	16. Personal E-mail Address:

17. Physical Mailing Address:
(P.O. Box Not Authorized)

Dependent Information (Additional dependent information may be provided on page 3)

18. Dependency Status (select one):

☐ Single, No Dependents   ☐ Single, With Dependents   ☐ Married, with Dependents   ☐ Married, Military to Military

a. Dependents Location (City & State):   b. Dependents Relocation (City & State):

c. Dependent Name (Last, First, MI)	Relationship	Date of Marriage/Birth	Date of Travel

Travel Plans (to be completed by Service member)

19. I intend to travel by (select all that apply):	20. My dependent(s) intend to travel by (select all that apply):
☐ Privately Owned Automobile/Motorcycle	☐ Privately Owned Automobile/Motorcycle
☐ Government Provided Air Travel	☐ Government Provided Air Travel
☐ Commercial Air Travel (Reimbursement not to exceed Government rate)	☐ Commercial Air Travel (Reimbursement not to exceed Government rate)
☐ Other (Please specify):	☐ Other (Please specify):

If Government Provided Air Travel is elected or directed the Service member must complete **NPPSC 4650/1 Passenger Reservation Request (PRR)** and **DD 884 Application for Transportation for Dependents** for applicable dependents.
Service members and dependents stationed OCONUS perform transoceanic travel in execution of PCS orders and Government Air/ Government Procured Air is directed. Self-procurement Service members must state authorized vice directed for reimbursement purposes.

21. POV Information (select one):

☐	No POV	I do not intent to drive a POV to my next duty station.
☐	1 POV	Service member is authorized mileage rates for utilizing his or her own POV.
☐	2 POV	Service member authorized travel for his or her dependent(s) can be reimbursed for the use of two POVS.
☐	3 or more POVs	More than two POVs used for permanent duty travel, within the same household, may be authorized or approved by submitting a request to OPNAV (N130) via e-mail at NXAG_N130C@navy.mil. **Reference JTR 050203**.

POV Shipment: Shipment of one POV is authorized in conjunction with the PCS and Service member will only be provided transportation to pick up one POV shipped at Government expense.

22. Sponsorship

☐ I have contacted my sponsor about my PCS move and to assist me with making a final decision on my request for advances.

23. Registration Fees

☐ My orders require a registration fee for a conference, class, etc.

1. Page 2 of the NPPSC Form 1300/1 has the Sailor's request for pay and travel advances. Both shall be submitted NLT 30 days but NTE 60 days prior to transfer.

2. CPPA routes NPPSC Form 1300/1 through the Chain of Command for signature by the Commanding Officer or a designated representative.

3. CPPA initiates transaction in Salesforce.

4. Transaction Support Center (TSC) Clerk verifies the following is complete from NPPSC 1300/3.

5. CPPA continues to monitor MyNavy Assignment to ensure Service Member is detached from UIC.

- **Transfer Timeliness**:

    1. Transfer Package **should be submitted NLT 30 days prior to transfer**.

- **Transfer Common Problems**:

    1. Missing documentation or unsigned documentation.

    2. Transfer Package not submitted back to CPPA by date set.

    3. Transfer Package not sent to TSC.

4. Incorrect information inputted in Salesforce (wrong dates, ie: date of transfer vs flight date)

   o **NOTE: Transfers that are not handled correctly result in the Sailor not being transferred from current commands billet structure, they will then show up as expired gains for their prospective commands, and depending on location they can be overpaid or underpaid until the issue is fully resolved. This also creates more work for the gaining command as they have to work with My Navy Career Center (MNCC) to get the Service Member properly detached from the losing command so the Service Member can be gained. This is not a short process and results in pay problems for Sailors.**

   o Transaction Support Centers are aware that sometimes orders are short fused. Call MNCC and inform them of the Salesforce reference number and they will ensure your transactions are prioritized.

Sub Pay

> **D Best Practices: Review PCS/TAD orders for entitlement before signing command memorandum to start Sub Pay. Monitor UCFR and/or MMPA to ensure transaction is processed.**

Link to Interactive SOP:

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/DispForm.aspx?ID=64&e=lhTXhO

- **References**:

  a. DoD FMR Vol. 7A Chapter 23

  b. OPNAVINST 7220.15 (Series) - Submarine Duty Incentive Pay Program

- **Sub Pay Key Supporting Documents (KSDs)**:

  1. Original PCS orders endorsed with all intermediate and gaining commands.

  2. Temporary Additional Duty (TAD) Orders and endorsements.

  3. Locally generated memorandum signed by appropriate authority certifying or recertifying eligibility for Operational Submarine Duty Incentive Pay (OPSUBPAY) entitlement.

  4. Locally generated memorandum signed by appropriate authority citing a lapse in Submarine Underway Ride Time criteria.

  5. Submarine Underway Ride Time documentation (as applicable).

- **Sub Pay Process**: Provided as an example, always refer to SOP

  1. Prepare Command memorandum (can be signed By direction) to start Sub Pay.
  2. Submit KSDs to Transaction Support Center (TSC) for processing.
  3. Monitor Master Military Pay Account to ensure transaction is complete. (FID Code: 17).

- **Sub Pay Timeliness**:

  1. Allow two pay cycles to process.

- **Sub Pay Common problems**:

  Fleet Reserve Requests are approved and no documentation is submitted for Sailor to receive OPSUBPAY vice Continuous Submarine Duty Incentive Pay (CONSUBPAY).

  - **NOTE: Most Sailors attached will be receiving CONSUBPAY.**

- N133D: Sub Pay Manager: nxag_n133d@navy.mil, Sub Pay Monitor: nxag_n133d3@navy.mil, Assistant Sub Pay Monitor: nxag_n133d3@navy.mil.

Career Sea Pay and Career Sea Pay Premium

CO Best Practices: Review CSP and CSPP tracker. Monitor UCFR and/or MMPA to ensure transaction is processed.

Link to Interactive SOP:

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP

%20PDFs/DispForm.aspx?ID=52&e=3JymCG

- **References**:

    a. DOD FMR, Volume 7A, Chapter 18

    b. Navy DJMS PTG, Part 1, Chap 7

    c. OPNAVINST 7220.14 (CSP and CSPP)

    d. NAVADMIN 319/18

- **Sea Pay Key Supporting Documents (KSDs)**:

    1. Endorsed PCS orders upon receipt to Afloat unit.

    2. Copies of endorsed TAD/TDY orders or memorandum notifying of a Service Member's return to an Afloat unit.

    3. Memorandum from the CO or By direction with alpha roster for attaching units i.e.

    4. squadrons or special units to ships.

    5. Copies of endorsed TAD/TDY order(s) for personnel who are under TAD/TDY onboard to ship.

- **Sea Pay Process**: Provided as an example, always refer to SOP

    1. Monitor eligibility of CSP for permanently and TDY personnel attached to command based on Sea Duty Commencement Date (SDCD), adjusted for periods of TAD.

    2. Compile and review supporting documentation, submit to Transaction Support Center (TSC).

    3. Verify if the transactions are correctly posted in MMPA (FID: 27 for CSP, 37 for CSPP).

- **Sea Pay Timeliness**:

    Usually takes two pay cycles to process. CPPA continues to track until completion.

- **Sea Pay Common problems:**

    1. Commands do not have a CSPP tracker.

    2. Documents not submitted to TSC.

Reenlistment

> **Best Practices:** Review NAVPERS 1336/3 or locally prepared reenlistment request form for accuracy. Monitor MyNavy Assignment to ensure Service Member's EAOS updated.

Link to Interactive SOP:

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP

%20PDFs/DispForm.aspx?ID=79&e=uihqiY

- **References**:

    a. DOD FMR, Volume 7A, Chapter 9

    b. OPNAVINST 6110.1J (PRT)

    c. OPNAVINST 1160.8B (SRB Program)

    d. Current NAVADMIN (SRB) (refer to current message)

    e. Current NAVADMIN (ESRP) (refer to current message)

    f. CPPA Reenlistment Checklist (NPPSC Form 1160/2)

    g. MILPERSMAN 7220-340 (Lump Sum Payment for Accrued Leave)

    h. NPC Reenlistment and Career Information

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

        ii. **NOTE 2:** Lump Sum Leave sell back must not exceed 60 days for the entire enlisted career. A Service Member and CPPA must verify his/her previous sell-back leave before submitting reenlistment request to PSD either in a Service Member's eLeave account or in Master Military Pay Account (MMPA) (FID: BL).

- **Reenlistment Key Supporting Documents (KSDs)**:

    1. CO approved NAVPERS 1336/3 or locally prepared Command Reenlistment Request form.

    2. Career Waypoint Approval (CWAY).

    3. Incentive Program Approval (SRB/STAR).

    4. NAVPERS 1070/613s.

    5. NAVPERS 1070/601 (Reenlistment Contract).

- **Reenlistment Process**: (directly from CPPA reenlistment checklist). Provided as an example, always refer to SOP

- **Reenlistment Common problems**:

    1. Documentation not submitted within 24 hours of reenlistment, or not submitted at all.

    2. CWAY not approved in the system.

    3. SRB not paid due to late submission.

o **NOTE**: If Service Members are reenlisting within 3 months of their EAOS or close to their original EAOS, have the CPPA inform TSC so they can extend the Service Member on the pay side (TU04) which helps prevent pay and entitlement pause that can lead to financial burden

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I. CPPA ACTION ITEMS

Inform service member of the following:

☐ Member must review ESR 6-8 months prior to reenlistment for accuracy; unverified or missing entries must be brought to the attention of the CPPA and PSD.

☐ Initiate NPPSC 1160/1 Command Career Request in time to allow for approval of all programs.
Member may be eligible for waivers, SRB bonuses, and special incentives may take longer than 90 days for approval - be sure to submit it early.

☐ Check with the CCC to schedule Career Development Boards and ensure NPPSC 1160/1 Command Career Request is initiated a minimum of 30 days

☐ Member must verify/update NAVPERS 1740/6 Department of the Navy Family Care Plan Certificate prior to reenlistment *(as applicable)*.

☐ Failure to return NAVPERS 1070/601 Immediate Reenlistment Contract on the day of reenlistment may result in a pay stoppage.

☐ Member should verify OMPF 30 days after reenlistment for reenlistment and ESR close-out documentation.

Gather reenlistment supporting documentation for submission to PSD/CSD via TOPS, as applicable:

☐ Approved NPPSC 1160/1 Command Career Request; must include the Medical, Dental, and Command Fitness Leader (CFL) Physical Fitness Assessment signatures before the reenlistment can be processed.

☐ Career Waypoint *(C-Way - Reen)* approval letter.

☐ Reenlistment incentive program approval.

☐ Appropriate NAVPERS 1070/613 Administrative Remarks *(Page 13s)*; these may be compiled and held until submission of signed NAVPERS 1070/601 Immediate Reenlistment Contract

II. VERIFY RECEIPT OF APPLICABLE DOCUMENTS

☐ NAVPERS 1070/601 Immediate Reenlistment Contract

☐ DD 1172 Application for Uniformed Services Identification Card - DEERS Enrollment *(ID Card Application)*

☐ NAVPERS 1070/613 Administrative Remarks *(Page 13)* as applicable:

☐ UCMJ Article 137, as required by MILPERSMAN 1160-031

☐ Leave Sell Back (LSL) payment, MILPERSMAN 7220-340

☐ Selective Reenlistment Bonus (SRB)

☐ Enlisted Supervisor Retention Pay (ESRP)

☐ High Year Tenure Approved Waiver, per MILPERSMAN 1160/120

> Leave Sell Back (LSL) payment, MILPERSMAN 7220-340

III. COMPLETED ITEMS TO BE RETAINED BY CPPA AND, OR SUBMITTED TO PSD *(AS APPLICABLE)*

Prior to Reenlistment:

☐ Submit unverified ESR documentation to PSD prior to reenlistment

☐ NPPSC 1160/2 CPPA Reenlistment Checklist *(this checklist)*

☐ Career Waypoint *(C-Way - Reen)* approval letter

☐ Approved NPPSC 1160/1 Command Career Request; must include the Medical, Dental, and Command Fitness Leader (CFL) Physical Fitness Assessment signatures before the reenlistment can be processed.

☐ Reenlistment Incentive Program approval* *(SRB/HYT/GUARD 2000/STAR)*

No Later than the Next Work Day, After Reenlistment:

☐ Signed NAVPERS 1070/601 Immediate Reenlistment Contract*

☐ NAVPERS 1070/613 Administrative Remarks *(Page 13)** as applicable:

☐ UCMJ Article 137, as required by MILPERSMAN 1160-031   ☐ Selective Reenlistment Bonus (SRB)

☐ Leave Sell Back (LSL) payment, MILPERSMAN 7220-340   ☐ Enlisted Supervisor Retention Pay (ESRP)

☐ High Year Tenure Approved Waiver, per MILPERSMAN 1160/120

NOTE: Items above marked with an "*" should be maintained at the Command until posted to member's OMPF/pay record.

I certify that I have reviewed all required actions on this checklist and reenlistment package is complete.

CPPA Name	CPPA Signature	Date

Personnel Manning

> **Best Practices:** Review personnel manning, both authorizations and requirements, with the unit's Admin Officer on a monthly basis. Submit PERSMARS and/or Crew Stabilization Letters in preparation for deployments. Monitor MyNavy Assignment for PRD management. Refer to OPNAVINST 1300.21 for Enlisted Manning Policies and Procedures which provides helpful guidance when experiencing manning shortfalls and actions to take to resolve them

References:

  a. BUPERSINST 1080.54

  b. MILPERSMAN 1306-104

  c. COMFLTFORCOM/COMNAVPERSCOMINST 1300.1 (series)

  d. SUBPERSMAN 1306.1 (series)

- **Projected Rotation Date (PRD) Management**:

  - **PRD Initial Establishment**:

    o Assigned by NPC Detailer per Sea-Shore Flow/Rotation when writing Permanent Change of Station (PCS) orders.

    o PRD will not normally be changed once established, unless there is a change made to the sea/shore tour length for an entire community.

    o All PRDs are based upon distribution rates/Navy Enlisted Classifications (NECs), except for overseas areas, which are based on DoD requirements, and spouse collocation assignments.

    o PRD is determined without regard to Obligated Service (OBLISERV), except for an overseas tour.

    o Estimated Date of Loss Navy (EDLN date will override the PRD).

  - **Manning Milestones**:

    o **Nuclear Commands Specific**: Crew Stabilization Letter (CSL). This provides PERS403 with a request for Projected Rotation Date (PRD) adjustments to support the Ship's Operational Schedule.

    o Contact detailing ship, PERS-403 prior to submittal of CSL, (901) 874-3626. This discussion tends to eliminate roadblocks and results in favorable PERS actions.

  - **PRD Adjustments**:

    o PERS 4013 Placement Coordinators will adjust PRDs when:

      ▪ Adjustment is required to maintain command readiness (usually during Personnel Manning Report (PERSMAR) cycle).

      ▪ Discrepancies are identified by the Placement coordinator during conduct of the Enlisted Distribution and Verification Process (EDVP).

- A Service Member's separation intentions are validated in Career Navigator.

  o PERS 40 Detailers adjudicate PRD adjustment requests submitted via NAVPERS 1306/7.

  o PRD discussed in depth in MILPERSMAN 1306-104.

- **Examples of these additional PRD adjustments are**:

  o Service Members with the intent to separate whose PRD is greater that End of Active Obligated Service (EAOS).

  o PRDs that occur during operation periods causing Operational Holds (OPHOLDs).

  o Service Members that have less than 60 months at sea and no relief identified. (If a Service Member is close to or at 60 months at sea, a NAVERS 1306/7 is required with the Service Member's signature, agreeing to surpass 60 months.)

- **Rating Alignments**:

➢ This action is performed to ensure all personnel in any particular rating are aligned to the correct paygrade

or aligned in a manner to support new accession assignments.

➢ The below graphic shows a STS2 billet that is open, and a STS2 in an STS3 billet, the correct action is to contact placement, have the STS2 moved up to the STS2 billet to create accession for the new STSSN to report.

ST DIVISION

Funded	00600	STSCS	T42A T46A	Q	SONAR SUPV				0		ACTIVE	2	Soft	STSC
Funded	00610	STS1	T46A 840A (CR, FL)	Q	ADV SONAR OPER	N	N	VIEWONLY	0		ACTIVE	1	Soft	STSC
Funded	00620	STS1	T46A	Q	ADV SONAR OPER	N	N	VIEWONLY	0		ACTIVE	1	Soft	STS1
Funded	00630	STS2	T46A 840A (CR, FL)	Q	ADV SONAR OPER			UNADVERTISED	1		ACTIVE			
Funded	00640	STS2	T46A	Q	ADV SONAR OPER				0		ACTIVE	1	Soft	STS2
Funded	00650	STS3		Q	BAS SONAR OPER	Y	Y		0		ACTIVE	1	Soft	STS3
Funded	00660	STS3		Q	BAS SONAR OPER	Y	Y		0		ACTIVE	4	None	STS2
Funded	00670	STS3		Q	BAS SONAR OPER	Y	Y		0		ACTIVE	1	Soft	STS3
Funded	00680	STS3		Q	BAS SONAR OPER	Y	Y	UNADVERTISED	1		ACTIVE	1	Soft	STS3
Funded	00690	STS3		Q	BAS SONAR OPER	Y	Y	VIEWONLY	0		ACTIVE	1	Soft	STS3
Funded	00700	STS3		Q	BAS SONAR OPER	Y	Y		0		ACTIVE	2	Soft	STSSN
Funded	00710	STS3		Q	BAS SONAR OPER	Y	Y		0		ACTIVE	2	Soft	STS3
Funded	00720	STSSN		Q	BAS SONAR OPER	Y	Y	VIEWONLY	0		ACTIVE	2	Soft	STS3
Funded	00730	STSSN		Q	BAS SONAR OPER	Y	Y	UNADVERTISED	1		ACTIVE	2	Soft	STS3
Funded	00740	STSSN		Q	BAS SONAR OPER	Y	Y		0		ACTIVE	1	Soft	STSSA

WEAPONS DIVISION

- **My Navy Assignment (MNA)**:

1. Displays an accurate picture of the Ship's manning for readiness. Manning shortfalls will reflect the need for actions required to maintain personnel readiness while providing an accurate picture are: o Career Development Boards (CDBs) details Sailor's commitment and intentions. o Career counseling to understand the needs and ultimate desires of the Sailor.

   o Request billet advertisement to servicing Submarine Readiness Squadron/TYCOM via ISIC.

- Common Problems:

  1. **Nuclear Personnel Specific**: The misunderstanding that Nuclear Personnel are aligned to

  2. Paygrade. All Nuclear trained personnel other than the EDMC are either Operators or Supervisors, regardless of pay grade. If your MMN2 has a supervisory NEC Service Member needs to be aligned to the billet associated with that specific NEC.

  3. Personnel within divisions are misaligned, suppressing paygrade balance.

4. Prevention of the distribution system to identify the need for replacements causing gapped billets.

5. Failing to request PRD adjustment prior to Sailor entering PRD windows.

6. Failing to Realign Sailors after advancement cycles.

7. Failing to match PRD to EAOS between 13 and 12 months of EAOS. Earlier realignment requires submittal of NAVPERS 1306/7.

8. Failing to submit CSL at least 12 months prior to event, (Deployment / Change of Homeport)

9. Failing to submit PERSMAR

- Best Practices:

1. Early and often communication with ISIC/TYCOM and NPC Placement Coordinators to discuss manning concerns.

2. Communicate and discuss NEC and Manning Deficiencies and execute mitigation plans to prevent future gaps during Department Head meeting and PB4T.

Record of Emergency Data / Dependency Application (RED/DA)

> **⊙ Best Practices: During check-in and check-out process, remind Service Member of the importance of updating RED/DA information. Retain a copy of RED/DA in command files while assigned and 90 days after transfer and 180 days after separation/retirement**

Link to Interactive SOP:

https://flankspeed.sharepoint-
mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/DispForm.aspx?ID=79&e=uihqiY

- **References**:

    a. MILPERSMAN 1070-270 (Page 2)

    b. MILPERSMAN 1070-271 (RED)

    c. JTR Volume 1, Chapter 10, Part B

    d. NAVADMIN 218/13 (Guidance on Benefits for Same-Sex Spouses)

    e. MILPERSMAN 1770-280 (Death Gratuity)

- **RED/DA Key Supporting Documents (KSDs)**:

    1. Marriage Certificate

    2. Birth / Death Certificate

    3. Divorce Decree

    4. Paternity Statement

    5. Adoption Papers

   o **NOTE 1:** Emergency data information is no longer recorded on NAVPERS

        1070/602 Dependency Application. 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.

        o **NOTE 2:** The NAVPERS 1070/602 must reflect that the Service Member has legal court ordered custody if the Service Member is receiving dependent BAH or must reflect the monthly amount of support. The fact that the child is residing with the Service Member is NOT authority to credit dependent BAH unless the Service Member has legal court ordered custody. Ref: JTR, Ch. 10. and PPIB 10-12.

        Policy: Dependency data shall be verified and updated (if necessary) by each Service 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 dependents travel.

- **RED/DA Process**: <u>Provided as an example, always refer to SOP</u>

- **CPPA Required Actions**:

    1. Advise Service Member of utmost importance in maintaining the accuracy of the NAVPERS 1070/602.

    2. Ensure Service Member verifies NAVPERS 1070/602 via ESR or OMPF. It is the Service Member's responsibility to ensure this document reflects up-to-date and complete information, as well as to provide applicable documents.

    3. 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.

    4. 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. o When a Sailor designates a portion or none of the death gratuity to the spouse:

        o Refer to MILPERSMAN 1770-280 to prepare the Spouse Notice of Designation letter for the CDR, CO, OIC signature.

        o Mail the original letter to the spouse and e-submit the copied letter to OMPF via Salesforce.

- The following is a path to step by step instructions on how Sailors can complete the RED/DA process.

    1. **Go** to NSIPS home page. https://www.nsips.navy.mil/nsipsclo_landing/index.html

    2. **Click** the TRAINING Tab.

    3. Click the RED/DA Tutorial (JPA) link on the left.
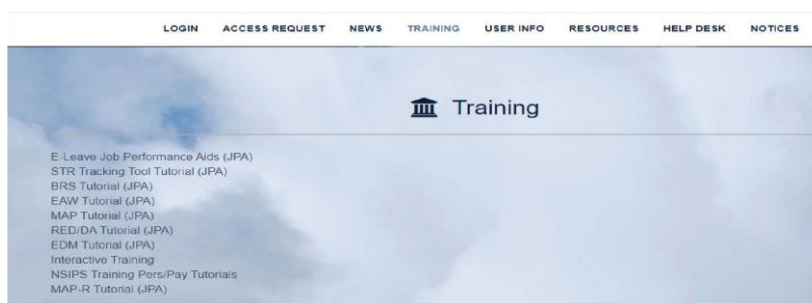
The links on the left provide tutorials on how to:
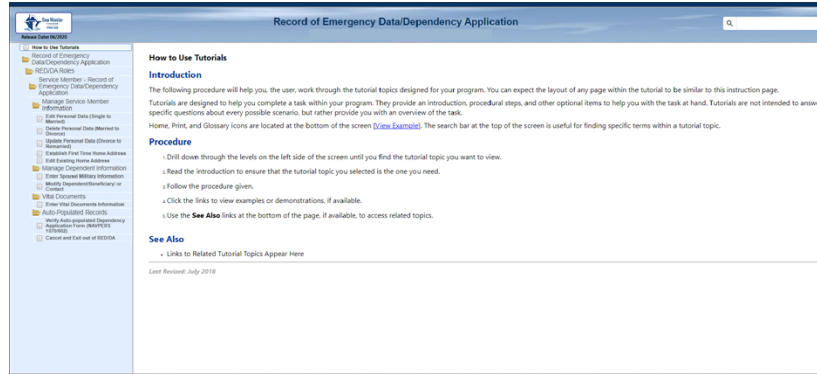
4. Manage Service Member Information (continued):

- Edit Personal Data (Single to Married).

- Delete Personal Data (Married to Divorce).

- Update Personal Data (Divorce to Remarried).

- Establish First Time Home Address.

- Edit Existing Home Address.

- Manage Dependent Information:

- Enter Spousal Military Information.

- Modify Dependent / Beneficiary / or Contact.

o Vital Documents:

- Enter Vital Document Information.

o Auto Populated Records:

- Verify Auto-populated Dependency Application Form (NAVPERS 1070/602).

- Cancel and Exit out of RED/DA.

Release from Active Duty (RAD)

> **Best Practices:** Separations and retirements are Service Member driven. Ensure the CPPA and CCC are very involved with the processes to ensure a smooth transition from Active Duty to the Fleet reserve, or assist with the separation process in general. Pay grades E-6 and below should submit request 6 to 18 months prior to requested Fleet Reserve transfer date. Pay grades E-7 – E-9 should submit the request 6 to 24 months prior to the requested Fleet Reserve transfer date. Officer requests should be submitted 9 to 12 months in advance of retirement date if retirement date does not coincide with PRD to allow ample time to identify relief for retiring officer.

Link to Interactive SOP:

Retirement:

> https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP
>
> %20PDFs/DispForm.aspx?ID=69&e=C1Ars0

Separation:

> https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP
>
> %20PDFs/DispForm.aspx?ID=81&e=yPWRvE

- **References**:
    a. OPNAVINST 1900.2 (Series)
    b. BUPERSINST 1900.8 (Series)
    c. MILPERSMAN 7220-340 (Lump Sum Payment for Accrued Leave)
    d. MILPERSMAN 1900-1999 (Separation)
    e. MILPERSMAN 1320-308 (PCS Transfer Order Execution)
    f. Separations SOP
    g. Enlisted Separation PERS-832 Website
    h. NPPSC 1900/2 (Separations Checklist)
    i. NAVPERS 7041/1 (PCS Travel)
    j. MILPERSMAN 1800-1899 (Retirement)
    k. MILPERSMAN 1320-308 (PCS Transfer Order Execution)
    l. NPPSC 1800/1 (NPPSC Fleet Reserve/Retirement Checklist)

- Retirement Process: **Is very involved and CPPAs and CCC will assist Service Member with completion.**

    1. Enlisted Service Member:

    o Pay grades E-6 and below should submit request 6 to 18 months prior to requested Fleet Reserve transfer date.

- o Pay grades E-7 – E-9 should submit the request 6 to 24 months prior to the requested Fleet Reserve transfer date.

   Enlisted Retirement Request should be submitted 24 months prior to the requested date.

   Officer Retirement:

- o Request should be submitted to PERS-8353 9 to 12 months in advance of retirement date if retirement date does not coincide with PRD to allow ample time to identify relief for retiring officer, otherwise submit request 6-9 months in advance of retirement date. Retirement requests submitted more than 12 months in advance of retirement date will not be accepted.

2. CPPA actions are to follow the NPPSC 1800/1 (Current Rev).

I. ACTIONS
Service Member/Command
Initial Items Required by PSD/TSC for Release of Orders
(5-9 months prior to approved Fleet Reserve/Retirement date)
☐ Message of Intent / Permanent or Temporary Disability Retired List (PDRL or TDRL) Message (Enlisted) or Retirement Orders (Officer)
☐ NPPSC 1900/1 NPPSC Separations Questionnaire (Blocks 1-17)
Initial Items Required by PSD/TSC for Release of Draft DD-214
(5-9 months prior to approved Fleet Reserve/Retirement date)
☐ DD-2586 Verification of Military Experience and Training (VMET)/ Joint Service Transcript (JST)
☐ PTDY Orders/Approved Job and House Hunting Request
☐ Separation Leave Paper
Secondary items required to be submitted to PSD/TSC as completed (anytime prior to approved Fleet Reserve/Retirement date)
☐ Final Approval Message (Enlisted) or Statement of Service (Officer)
☐ DD-2656 Data for Payment of Retired Personnel (Read form instructions for completion and ensure all required signatures were obtained.) (Must be received by DFAS 45-60 days prior to approved retirement date or full deductions will automatically start, no exceptions)
☐ DD-2648 Pre-Separation Counseling Checklist
☐ Command Check-Out Sheet (IAW NAVADMIN 187/14)
☐ NAVPERS 7041/1 PCS Travel Submitted via NSIPS ESR PCS Travel
☐ Bachelors Enlisted Quarter (BEQ) Check-Out
☐ NPPSC 1900/1 NPPSC Separations Questionnaire (Medical and Dental Endorsements)
Items not required to be submitted to PSD/TSC but must be initiated/completed by the member/command prior to approved Fleet Reserve/Retirement date
☐ Update Electronic Service Record (ESR) – Submit documents to appropriate section, if necessary
☐ Record of Emergency Data and Dependency Application (RED/DA) via Navy Standard Integrated Personnel System (NSIPS)
☐ SGLI enrollment via SGLI Online Enrollment System (SOES)
☐ Prepare travel claim package and directions for travel claim liquidation
Remarks:
II. RETAINS

- o **NOTE: Separations and retirements are Service Member driven. The CPPA and CCC should be very involved with both processes to ensure the Sailor has a smooth transition from Active Duty to the Fleet reserve, or assist Service Members with the Separation process in general. The CPPA and CCC should reference the SOPs.**

Acronyms

Basic Allowance for Housing	BAH
Basic Allowance for Subsistence	BAS
Career Development Board	CDB
Career Sea Pay & Career Sea Pay Premium	CSP/CSPP
Career Waypoints	C-WAY
Central Billeting Office / Combined Bachelor Housing	CBO/CBH
Chain of Command	CoC
Command Career Counselor	CCC
Command Pay / Personnel Administrator	CPPA
Crew Stabilization Letter	CSL
Electronic Service Record	ESR
Electronic Training Jacket	ETJ
End of Active Obligated Service	EAOS
Estimated Date of Loss Navy	EDLN
Family Separation Allowance	FSA
Financial Identification	FID
Fleet Training Management and Planning System	FLTMPS
Immediate Superior in Command Key	ISIC
Supporting Documentation	KSD
Leading Yeoman	LYN
Master Military Pay Account	MMPA
MyNavy Assignment	MNA
My Navy Career Center	MNCC
Navy Personnel Command	NPC
Navy Standard Integrated Personnel System	NSIPS
Official Military Personnel File	OMPF
Pay and Personnel Support Services Clerk / Supervisor	PAYPERS
Portable Document Format	PDF
Projected Rotation Date	PRD
Prospective Gain / Prospective Loss	PG/PL
Regional Support Center	RSC
Sea Duty Commencement Date	SDCD
Sea Duty Incentive Pay	SDIP
Selective Reenlistment Bonus	SRB
Special Duty Assignment Pay	SDAP
Standard Operating Procedure	SOP
Transaction Service Center	TSC
Type Commander	TYCOM