



# Personnel Gain Entitlements Pay Memorandum

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# Objectives



In this lesson we will cover:

- the purpose of the Personnel Gain Entitlements Pay Memorandum
- how completion will prevent rework and/or confusion in future cases
- KSDs required
- how to verify items have posted
- the importance of accuracy and timeliness when submitting

# Introduction



This memo was created to ensure CPPAs are effectively accomplishing new gains with accuracy in processing entitlements for incoming members.

When completed correctly, this highly encouraged memo, though not mandatory, has proven to decrease common errors from submitting multiple pay entitlements simultaneously.

The objective is to ensure Sailors are gained and paid quicker with less rework.



# Memo

The template  
for the memo.

31 January 2023

## MEMORANDUM

From: CPPA, (COMMAND NAME HERE)

To: Transaction Service Center San Diego

Subj: PERSONNEL GAIN ENTITLEMENTS PAY MEMORANDUM

Ref: (a) DOD FMR VOL 7A (Series)  
(b) MILPAY Key Supporting Documents Matrix  
(c) Information guide for pay entitlements memorandum

1. In accordance with references (a) and (b), (Rank/rate Last name, First name) is authorized the following entitlements upon reporting to UIC \_\_\_\_\_ DD Month YYYY.

- a. Basic Allowance for Housing (partial/single/with dependent) (zip code)
- b. Cost of Living Allowance (Hawaii/Alaska) (Locality code) (Number [ex: 9,0-5])
- c. Continental US Cost of Living Allowance (authorized zip code, single/dependent) (If applicable)
- d. Special Duty Assignment Pay (NEC) (Level) (If applicable)
- e. Career Sea Pay (If applicable)
- f. Career Sea Pay Premium (If applicable)
- g. Meal deduction (If applicable)
- h. Family Separation Allowance (type [Restricted - Ship - Temporary]) (If applicable)
- i. Special Pays (include type) (If applicable)

2. All key supporting documents for above entitlements have been verified and DD form 577 copy is included with personnel gain package in accordance with receipts check list.

3. If there are inquiries in reference to personnel gain package, please contact (CPPA name, e-mail, phone number).



# Memo



DATE: Date of Submission

From: CPPA's Name, Command Name

Update: Member's name, gaining UIC, & Report Date

BAH & COLA: Enter ZIP

SDAP: Take NEC from Orders

CSP/CSPP & MEAL DEDUCTION: Process Normally

FSA & SPECIAL PAY: Input the type(s) if eligible

Be sure CPPA contact info is in Section #3.

CPPA only signs when they have a signed DD Form 577.

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(b) MILPAY Key Supporting Documents Matrix  
(c) Information guide for pay/entitlements memorandum

1. In accordance with references (a) and (b), (Rank/rate Last name, First name) is authorized the following entitlements upon reporting to UIC \_\_\_\_\_ DD Month YYYY.
  - a. Basic Allowance for Housing (partial/single/with dependent) (zip code)
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  - i. Special Pays (include type) (If applicable)
2. All key supporting documents for above entitlements have been verified and DD form 577 copy is included with personnel gain package in accordance with receipts check list.
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J. NAVY



# Info Guide

## Enclosure 1:

Keep format the same

Member's Rate/Rank,  
Name, Gaining UIC,  
and Report Date

### INFORMATION GUIDE FOR PAY ENTITLEMENTS MEMO

1. The pay memorandum will be submitted with completed gain package and CPPA DD Form 577 signed by the commanding officer to assist the pay team in the processing of member's gain to member's new permanent/temporary duty station.

2. Include the member's information in the following format in paragraph 1:

a. Rank/rate, last name, first name

b. UIC (5 digit/letter)

c. Date reported (1-2 digit day, month spelled out, 4 digit year).

(EXAMPLE: In accordance with references (a) and (b), GM2 Cruiser, John is authorized the following entitlements upon reporting to UIC 12345 21 January 2023.)

3. You will include a sub-paragraph for each individual entitlement with identifying information member is authorized:

a. Basic Allowance for Housing (3 options) and zip code:

- Partial-member resides in barracks or onboard an afloat unit and pays child support over current BAH-DIFF amount
- Single-unmarried or married to another military member and authorized to reside outside government quarters
- With dependent-married to a civilian spouse or to another military member and claiming dependents

Reminder: For Hawaii, ensure you input the correct island zip code

(EXAMPLE: Basic Allowance for Housing - Single - 92136)



# COLA



For the OAHU AOR the most common COLA location code is HI009 - Island of OAHU

Pay special attention to:  
HI001 - Island of HAWAII  
&  
HI003- Island of KAUAI  
as the COLA rate is higher

## b. Overseas Cost of Living Allowance

Hawaii: HI001-ISLAND OF HAWAII (OTHER)  
HI003-ISLAND OF KAUAI  
HI004-ISLAND OF HAWAII (KILAUEA MIL)  
HI005-ISLAND OF MAUI  
HI007-ISLAND OF MOLOKAI  
HI009-ISLAND OF OAHU

Alaska: AK001-ADAK  
AK005-ANCHORAGE (INCL EAGLE RIV)

If incorrectly selected would result in a large indebtedness

# SDAP



Include on the memo the NEC-level and the dollar amount to which the member is eligible.

Ex. (Special Duty Assignment Pay: 811A-level 5- \$375)

d. Special Duty Assignment Pay

- Letter signed by Commanding Officer included in gain package.
- Include NEC-level #-amount
- If member is not authorized until turnover is complete, you will need to submit SDAP package in a separate SALESFORCE case

(EXAMPLE: Special Duty Assignment Pay: 811A-level 5- \$375)

A separate SDAP letter is required per the SOP.  
The Gain Pay Memo will NOT suffice as a KSD.



# FSA



Though FSA is listed on this memo, you are still required to submit the DD Form 1561 in the gain package.

- Restricted - if dep. are not authorized to travel
- Ship - If member is stationed afloat or away for minimum of 30 days
- Temporary - If member is TAD/TEMADD for minimum of 30 days

h. Family Separation Allowance (3 types):

- DD Form 1561 is included in gain package
- Restricted-if dependents not authorized to travel to PDS
- Ship - if afloat command is permanent duty station and member has been away for minimum 30 days
- Temporary - if member is TAD/TEMADD for minimum 30 days

(EXAMPLE: Family Separation Allowance-Restricted)

# VERIFY



Verify a gain and pay entitlements have posted correctly in MMPA and NSIPS

**EVERY CPPA SHOULD VERIFY ALL SUBMITTED GAINS POST**



# MMPA



LOG INTO MMPA

LINK:

**[DISA Multi-Host Internet Access Portal](https://miap.csd.disa.mil/portal.html)**

**<https://miap.csd.disa.mil/portal.html>**

# MMPA



## Use JJAA (Pay Entitlements)

Enter  
Member's  
SSN

JUMPS MMPA INQUIRIES

SSAN: \_ ( 'X' TO EXIT)

REQUEST CODES: --- --- --- ---  
--- --- --- ---  
--- --- --- ---

PRINT: - NAME: -----

HISTORY MMPA?: N

'X' IN SSAN (OR PF3) TO EXIT  
'P' OR 'X' IN PRINT (OR PF9) TO PRINT THIS REQUEST  
PF1 FOR HELP  
PF4 FOR ADDITIONAL OPTIONS  
PF6 TO CANCEL REQUEST

Enter the  
specific FID(s)  
required.

*Or*

Use "E" to  
display all  
entitlements.



# MMPA



## Verifying Entitlements:

No “-” indicates an OPEN Entitlement

46 COLA\*

An “-” between the FID and the entitlement indicates a CLOSED Entitlement

01-BP\*

```
05 MJ: LB:3800 LC:5902 SA:A SX:1 TK:050222 TU:250311 TH:250311
FIXED/OPEN/HISTORY
01 BP* ENTRY-OPEN-DT 230221 18 02 2 ACTN C4 START 230222 ENTLMT-MM
2,706.75 ENTLMT 5,413.50 ENTLMT-NM 5,413.50
35 BAQ* ENTRY-OPEN-DT 230101 99 01 1 ACTN Z4 START 230101 ENTLMT-MM 0.15
ENTLMT 0.30 ENTLMT-NM 0.30 NR-DEPN 1 CLOST-DEPN A QTR-ASGN 2 QTR-ADQ 0
HELD-INDCTR 1
40 BAS* ENTRY-OPEN-DT 230101 99 01 1 CNTRL-CODE 0 ACTN Z4 START 230101
ENTLMT-MM 226.28 ENTLMT 452.56 ENTLMT-NM 452.56 BAS-TYPE S
46 COLA* ENTRY-OPEN-DT 230221 18 02 2 CNTRL-CODE 0 ACTN C4 START 230222
ENTLMT-MM 328.00 ENTLMT 677.87 ENTLMT-NM 656.00 DAILY-RATE 21.86667
NR-DEPN-COLA 3 JTR-LCTN HI009
68 BAH* ENTRY-OPEN-DT 230101 99 01 1 CNTRL-CODE 0 ACTN Z4 START 230101
ENTLMT-MM 1,823.85 ENTLMT 3,647.70 ENTLMT-NM 3,647.70 ACCOM 1 ZIP-CODE
96860 RENT 0.00 SHARE-NR 1 RENT-STAT R PRCTGE .00 PROTECTED-RATE 0.00
CLOST-DEPN
01-BP* ENTRY-OPEN-DT 230101 99 01 1 ENTRY-CLSD-DT 230221 18 02 2 CNTRL-CODE
2 ACTN C4 START 230101 STOP 230221 ENTLMT-MM 2,629.35 ENTLMT 3,681.09
ENTLMT-NM 0.00 MNTLY-RATE 5,258.70
01-BP* ENTRY-OPEN-DT 220216 16 02 2 ENTRY-CLSD-DT 230101 99 01 1 CNTRL-CODE
```

# MMPA



SG line shows the gain information posted:

- report date
- travel time
- proceed time
- any TAD time in route

```
05 MJ:  LB:3800 LC:5902 SA:A SX:1 TK:160920 TU:260915 TH:260915
FIXED/OPEN/HISTORY
SG-PCS ARVL*  ENTRY-OPEN-DT 230111 09 01 2  ENTRY-CLSD-DT 230111 09 01 2  ACTN
03  ARRIVE 230110  DEPART-CONUS 230104  ALWBL-TVL-TIME 01  ARV-HFP 000000
DAYS-TDY 000  ARR-DEPRT-CODE D  PROCD-DAYS-GRNTD 4  RESERVED 000000  INDCTR
2  QTR-DAY-ARR 1
** END OF INQUIRY.
```



# MMPA



If there is: “ENTRY NO DATA FOUND”

It means the entitlement is not posted.

```
05 MJ:    LB:3800 LC:5902 SA:A SX:1 TK:050222 TU:250311 TH:250311  
FIXED/OPEN/HISTORY  
27      ENTRY  NO DATA FOUND.  
**      END OF INQUIRY.
```

# MMPA PERS SIDE



## “LOPG” ENLISTED OR “L0OG” OFFICER

This section  
indicates the  
current command,  
date of report, and  
ACC code.



```
ACTIVITY NAME    AUIC  SS  DRATE  PMAN  DTROB  ACC  DTTRF  PRD-REASON  CIC
CURR  RSC PEARL HARBOR 0012N  1  PS2    B31  230110  100          2508  A
PAST  NRC SACRAMENTO  62119  1  PS2    B11  200204  100  230102  2302  BA  ARDW012B
DUPE  NRC VENTURACNTY  62105  1  PS3    B11  170130  100  200112  2002  BA  ARAX728F
CURR  10 DIGIT CODE: 2000005797
(----- RATING DATA -----) (----- PAY RELATED DATA -----)
          CURRENT          PROSP          BRCL: 32          EAOSIND:          MOD: 8
RATE: PS2          RATE:          ADSD: 160920          EXTSCO:          TYPE ENL: 63
EFDT: 211016          EFDT:          PEBD: 160920          EXTOTH:          TERM STATUS: Z
TIR: 210701          TIR:          CED: 220916          INVOL:          RADODA: ***
AUTH: 8          LIMDT:          EAOS: 260915          RADOMO: 048  (-- LOST TIME --)
IND: ACC ADV IND:          S-EAOS: 260915          EREN: 260915          EAOS-ADSD:
CODE: 18003          RESCON:          TERM: 4          EAOS-PEBD:
PREVIOUS:          TRCK RATE:          OEX:          NO ENL: 3  (--SDCD SHDCD--)
RATE: PS3          ABBR: PS          CADD: 160920          PADD:          1701
EFDT: 190516          CODE: 1800 PTS STATUS:          PTS EFDT: 221007
(----- NAVY LOSS DATA -----) (----- PROCESS DATE: -----)
          LOSS DATE:          DOD CODE:          LOSS PROPAY:          COS CODE:
BUPERS CODE:          RQC CODE: 1          LOSS SOURCE:          ELOSSIND:
```



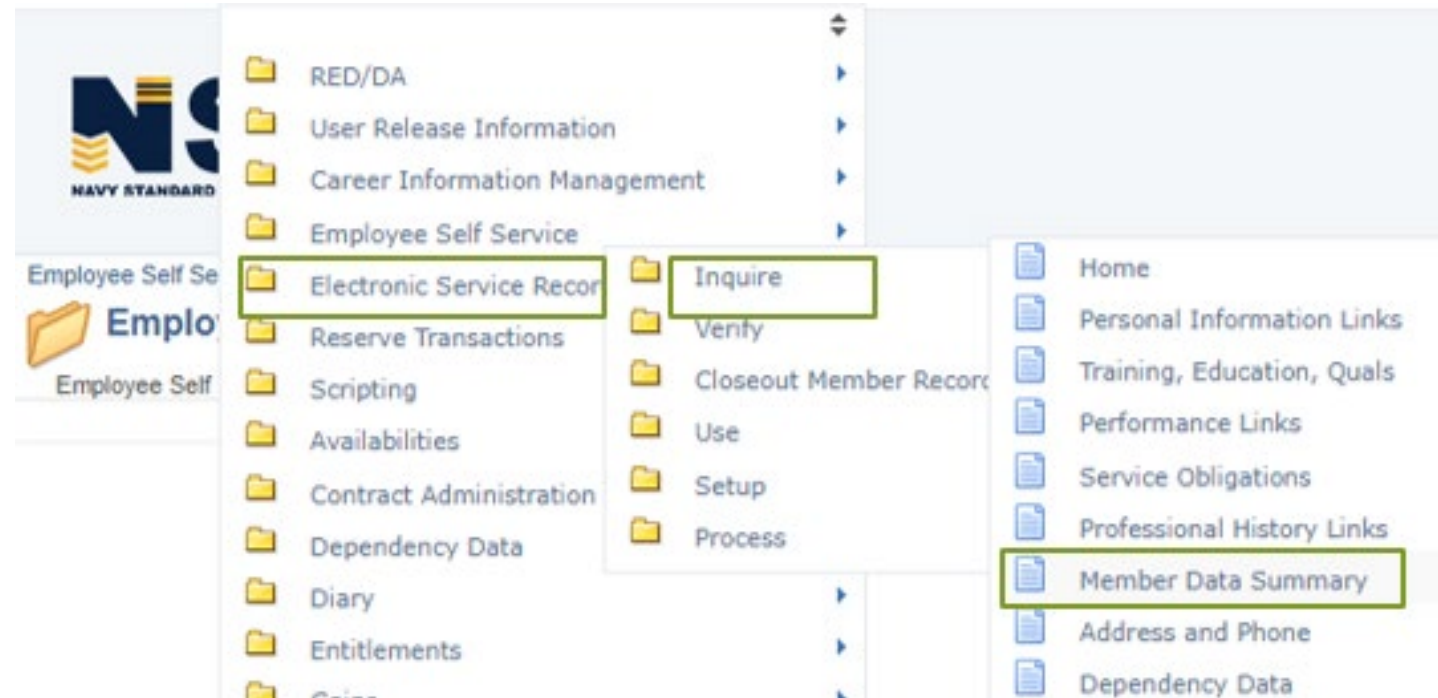
# NSIPS



## [NSIPS CLO \(navy.mil\)](https://www.nsips.cloud.navy.mil/nsipsclo_landing/index.html)

[https://www.nsips.cloud.navy.mil/nsipsclo\\_landing/index.html](https://www.nsips.cloud.navy.mil/nsipsclo_landing/index.html)

Go to Member  
Data Summary



# NSIPS



This section shows Member's current command and allows you to see if the gain posted correctly on the PERS side.

## Current Assignment

UIC:	0012N	RSC PEARL HARBOR
Report Date:	07/13/2022	
PRD:	09/30/2024	
Sea Shore Code:	Shore Duty	
Homeport:	Shore Duty	
ACC:	100	FORDU - Permanent Assignment for Duty
SDCD/SHDCD:	07/13/2022	
BSC		

# RED/DA REMINDER



CPPA ensures Member submits an updated RED/DA upon reporting to the command.

An updated RED/DA is required to ensure members entitlements match their current situation.

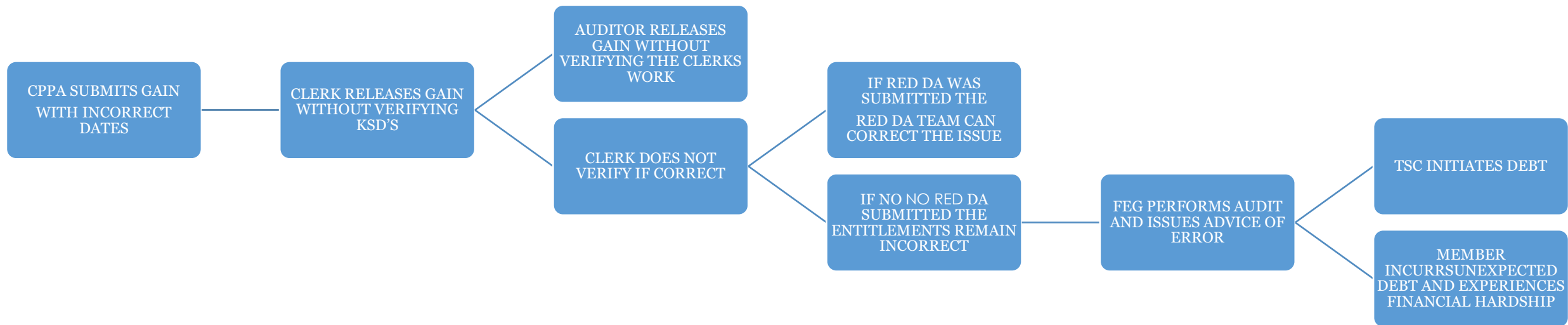
In the event of the Member's death or **loss of a family member**, the RED/DA ensures the correct beneficiaries are listed.



# Process Flow & Duties



CPPA: Ensure correct pay memo submitted.  
Use system to verify correct gain and entitlements are posted.



TSC Clerk: Verify all KSD's to ensure gain and entitlements post correctly. If pay memo is incorrect, return to CPPA for correction.

# Summary and Review



## In this lesson we covered:

- the purpose of the Personnel Gain Entitlements Pay Memorandum
- how completion will prevent rework and/or confusion in future cases
- KSDs required
- how to verify items have posted
- the importance of accuracy and timeliness when submitting

# Your Questions



# Questions?



# Conclusion



Thanks for your participation in today's  
Personnel Gain  
Entitlements Pay Memorandum  
Training!

Scan QR code for attendance!

[https://usnavy.gov1.qualtrics.com/jfe/form/SV\\_0TgIQYZg67NX9pY](https://usnavy.gov1.qualtrics.com/jfe/form/SV_0TgIQYZg67NX9pY)