PHASE II CPPA SUPERVISOR COURSE PREREQUISITES

In order to be eligible to attend the course, you must have:

1. CPPA Navy Enlisted Classification Code (791F) or Civilian: successful completion of A-500-0035 Command Pay and Personnel Administrator or equivalent

2. CPPA designation letter for current UIC and your CO's Verification Letter

3. Be an E-6/GS-5 or above, (or an exceptional E-5 as evidenced by a CO's Verification Letter)

4. 6 month of experience as a CPPA

5. Current access and basic proficiency with the following systems (make sure you know your passwords):
   a. MMPA from DISA/MIAP
   b. CPPA NSIPS role user
   c. MNCC eCRM

6. Complete the following Navy e-learning modules:
   a. PERS2-PAYPERS-CLERK-RECEIPTSPROC-V3.0 / PAYPERS Clerk Receipts Procedures
   b. PERS2-PAYPERS-CLERK-REENLEXTPROC-V9.0 / PAYPERS Clerk Reenlistments/Extensions Procedures
   c. PERS2-PAYPERS-CLERK-BAHPROC-V9.0 / PAYPERS Clerk Basic Allowance for Housing (BAH) Procedures v8.0
   d. PERS2-PAYPERS-CLERK-CSPANDCSPP-V14.0 / PAYPERS Clerk Career Sea Pay (CSP) and Career Sea Pay Premium (CSPP) Procedures
   e. PERS2-PAYPERS-CLERK-FSAPROC-V11.0 / PAYPERS Clerk Family Separation Allowance (FSA) Procedures v11.0
   f. PERS2-PAYPERS-CLERK-RIKMGMT-V16.0 / PAYPERS Clerk Meal Deductions/Rations in Kind (RIK) Management Procedures
   g. PERS2-PAYPERS-CLERK-REDDAPROC-V12.0 / PAYPERS Clerk Record of Emergency Data/Dependency Application (RED/DA) Procedures
   h. PERS2-PAYPERS-CLERK-COMRESPAYPROC-V6.0 / PAYPERS Clerk Command Responsibility Pay (CRP) Procedures
   i. PERS2-PAYPERS-CLERK-SDAPPROC-V4.0 / PAYPERS Clerk Special Duty Assignment Pay (SDAP) Procedures

NOTE: Do NOT proceed to the class until you have received a seat verification email.
The SOP -

1. You see the class registration is open for a date/location.

2. You ensure you have met the eligibility requirements and send an email to MNCC_N7_talent.fct@navy.mil to show interest.

3. We reply with a 'confirmation' email, sending you the soft copies of the CO's Verification Letter and Training Seat Request.

4. You fill both out and attach them to your response.

5.a. If seats are still available we reply with a seat verification email along with other information for that class/location.

5.b. If you are placed on the waitlist we are trying our best to reach out to you as soon as we have a new class available.