

RECEIPTS

Activity Gain

I↓ MyNAVYHR

Objective



- Identify the steps and documents required to complete NSIPS panels in the Receipts process.
- Identify the steps required to verify gain entitlements have posted on MMPA.



Introduction



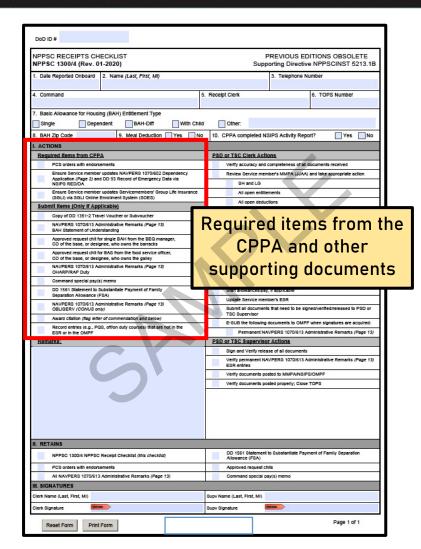
In this lesson we will cover:

- Receipts Checklist
- Orders & Modifications
- Page 2 / RED/DA
- SOES
- Administrative Remarks
- NSIPS Panels 1 4
- MMPA Verification
- References



NPPSC 1300/4 (Receipts Checklist)





The Receipts Checklist serves as a guide.

Receipts packages include:

- Receipts Checklist
- Orders and all modifications
- RED/DA
- Travel Voucher
- SGLI via SOES
- Administrative Remarks (BAH, OHARP, RAP, etc.)



Reading PCS Orders

CAREER CA

Verify all
Endorsements
from Detaching,
Intermediate
and Ultimate
Activities

ORIGINAL CENSURFCOMBATSYS DET NORFOLK, VA DETACHED DATE: 17 DEC 27 CERTIFIED TO BE ORIGINAL ORDERS OFFICIAL TRANSFER DATE: 17DECO DEPARTMENT OF THE NAVY BUREAU OF NAVAL PERSONNEL MILLINGTON, TN 38055 ORIGINAL PERS-4010F 08 AUG 2017 SUBJ: BUPERS ORDER: 1792/XXX-XX-6789/IT2 GENDER: FEMALE PERS-N4010F OFFICIAL CHANGE DUTY ORDERS FOR IT2 JANE Q SAILOR, USN 2791 IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH. FOR OFFICIAL USE ONLY PARTONE - MEMBER ADVISED: IF THIS ORDER CONTAINS FY18 OM&N (TRAINING PER DIEM) FUNDING, PROGRAM/FUND ALLOCATION IS ISSUED IN ANTICIPATION OF ENACTMENT OF THE FY18 DOD APPROPRIATIONS ACT OR A FY18 CONTINUING RESOLUTION (CR) AND IS SUBJECT TO AVAILABILITY OF FUNDS AND ALL PROVISIONS OF WHICHEVER ACT IS APPLICABLE. FORMAT FD100: REMEMBER TO READ YOUR ORDERS IN THEIR ENTIRETY!! THIS MESSAGE HAS BEEN SENT IN A SECURE ENVIRONMENT, HOWEVER, IF IT ---- DETACHING ACTIVITY (S) ---- REQUIRED OBLIGATED SERVICE TO: DEC 20. WHEN DIRECTED DETACH IN DEC 12. EDD: DEC 17 FROM DEFENSE INTEL AGENCY PERMANENT DUTY STATION WASHINGTON, DC ACC: 100 - PERSONNEL ACCOUNTING SUPPORT: PERSUPDET WASHINGTON DC UIC: 42557 --- INTERMEDIATE ACTIVITY (S) -----EDA: 14 DEC 17 REPORT NOT LATER THAN 15 DEC 17 BUT NET 14 DEC 17 TO CENSURFCOMBATSYS DET NORFOLK VA LOCATION: NORFOLK, VA FOR TEMPORARY DUTY – UNDER INSTRUCTION ACC: 341 FOR APPROXIMATELY 13 DAY/S/ - PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET NORVA UIC: 42574 CLASS: 12345 CONV: 18 DEC 17 GRAD: 27 DEC 17 ENEC: 1234 CDP: 7890 UPON COMPLETION OF TEMPORARY DUTY - UNDER INSTRUCTION AND WHEN DIRECTED, DETACH. EDD: 27 DEC 17 ----- ULTIMATE ACTIVITY (S) ------EDA: 10 JAN 18 REPORT NOT LATER THAN 10 JAN 18 TO COMNAVPERSCOM MILLINGTON TN PERMANENT DUTY STATION MILLINGTON, TN ACC: 100 ASSIGNED RATE: IT2 DNEC1: 0000 DNEC2: PRD: 2012 - PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET MEMPHIS CENSURFCOMBATSYS DET NORFOLK, VA COMNAVPERSCOM MILLINGTON, TN DATE AND JIME REPORTED: 17 DECISIO 0900 DATE AND TIME REPORTED: 17 DEC 30 0 1000

Estimated Detach Date (EDD)

Estimated
Date of
Arrival
(EDA)



Reading PCS Orders Modification



ORIGINAL

CENSURFCOMBATSYS DET NORFOLK, VA DETACHED DATE: 17 DEC 27

CERTIFIED TO BE ORIGINAL ORDERS
OFFICIAL TRANSFER DATE: 17 DECOL

DEPARTMENT OF THE NAVY BUREAU OF NAVAL PERSONNEL MILLINGTON, TN 38055

> ORIGINAL 1326 PERS-4010F 08 AUG 2017

SUBJ: BUPERS ORDER: 1792/XXX-XX-6789/IT2 GENDER: FEMALE PERS-N4010F OFFICIAL MODIFICATION TO CHANGE DUTY ORDERS FOR

- MEMBER ADVISED: IF THIS ORDER CONTAINS FY 18 OM&N (TRAINING PER DIEM) FUNDING, PROGRAM/FUND ALLOCATION IS ISSUED IN ANTICIPATION OF ENACTMENT OF THE FY 18 DOD APPROPRIATIONS ACT OR A FY 18 CONTINUING RESOLUTION (CR) AND IS SUBJECT TO AVAILABILITY OF FUNDS AND ALL PROVISIONS OF WHICHEVER ACT IS APPLICABLE.
FORMAT FD 100: REMEMBER TO READ YOUR ORDERS IN THEIR ENTIRETY!!
THIS MESSAGE HAS BEEN SENT IN A SECURE ENVIRONMENT. HOWEVER, IF IT

- REQUIRED OBLIGATED SERVICE TO: DEC 20. WHEN DIRECTED DETACH IN DEC 12 FROM DEFENSE INTEL AGENCY PERMANENT DUTY STATION WASHINGTON, DC FROM DUTY

- PERSONNEL ACCOUNTING SUPPORT: PERSUPDET WASHINGTON DC

UIC: 42557

EDD: DEC 17

UIC: 63415

ACC: 100

. ↓ MyNAVYHR

NAVPERS 1070/602 (Page 2)



- Annually
- On reporting to a new duty station, PCS
- Prior to departure on PCS

*DEERS is not automatically updated by a NAVPERS 1070/602 update.

*Changes made affecting pay and entitlements will need to be submitted to TSC.

Service Member provides CPPA with supporting documentation:

- Marriage Certificate
- Divorce decree
- Copy of dependent death certificate
- Copy of DD Form 214 for discharged Mil-to-Mil spouse
- Court-ordered child support
- Paternity Statement
- Child's birth certificate
- Adoption papers
- Secondary dependent documentation
- Emancipation of dependent

RED/DA is the preferred form for gain processing. However, if unable to obtain RED/DA, Legacy PG2 will suffice.



NAVPERS 1070/602 (Page 2)

Date the

Service

member

originally

signed this

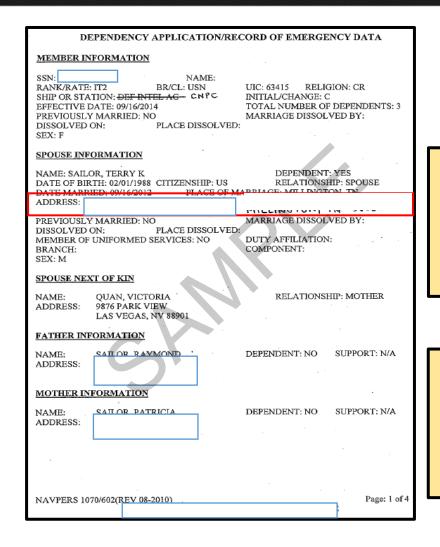
Page 2

Service

Member's

pen and ink changes

NAVPERS 1070/602(REV 08-2010)



NAME: SAILOR, JANE O NAVPERS 1070/602 UPDATED DUE TO PCS TRANSFER. NO PAY CHANGES: UPDATED BY: DATE: 11/16/2017 IT IS MY RESPONSIBLITY TO NOTIFY MY PERSONNEL OFFICE/SHIP'S OFFICE OR CSD/PSD OF ANY CHANGES TO MY STATUS THAT WOULD NECESSITATE THE CREATION OF A NEW NAVPERS 1070/602 OR IN MY ASSIGNMENT TO QUARTERS THAT MY AFFECT MY BAH ENTITLEMENTS THAT MAY RESULT IN AN OVER/UNDER PAYMENT. CERTIFICATION: I HAVE REVIEWED THE DATA ON THIS FORM AND CERTIFY THAT IT IS CORRECT, I UNDERSTAND THAT ANY CHANGE IN MY FAMILY MEMBER STATUS MUST BE REPORTED AS A CHANGE TO THE DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM (DEERS) WITHIN 60 DAYS. THIS INCLUDES SERVICE MEMBERS IN A JOINT SERVICE MARRIAGE (MILITARY MARRIED TO MILITARY), EVEN THOUGH EACH SPOUSE IS ALREADY ENROLLED IN DEERS IN HIS OR HER OWN RIGHT AS A MILITARY MEMBER. WITNESSED: SIGNATURE OF DESIGNATOR: TITLE: SUPERVISOR DATE: 11/16/2017 Official NSIPS/ESR form printed this date 16-NOV-2017 signature and date following



Remarks for PCS transfer

PPA's signature and date

Page: 4 of 4



SGLI Online Enrollment System (SOES)



Servicemembers' Group Life Insurance Election and Certificate of Coverage

Name:

SSN

Branch of Service: Navy

Your SGLI Coverage Amount as of 01/01/2020 \$400,000
Your SGLI Beneficiary Designation as of 01/01/2020

| Primary/ Secondary | Name and Address | Social Security Number | Relationship | Share of Proceeds | Payment Option |
|-----------------------|---------------------|------------------------------|--------------|----------------------|-------------------|
| Primary | | , | Spouse | 100% | Lump Sum |
| Secondary | | | Child | 100% | Lump Sum |

Your Family SGLI Spouse Coverage Amount as of

\$100,000

Your Family SGLI Child Coverage

If you have dependent children, each dependent child is automatically covered for \$10,000.

Your Family SGLI Beneficiary

You, the Servicemember, are the beneficiary for spouse and child coverage.

Date Certified: 01/01/2020

Electronic Signature

The SOES can be accessed via MilConnect at:

https://milconnect.dmdc.osd.mil/milconnect/

Verify the Leave and Earnings Statement (LES) to ensure SGLI deduction has started / stopped.



Administrative Remarks - BAH



| ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE SUPPORTING DIRECTIVE MILPERSMAN 1070- | | | | | | |
|--|---------------------------------------|-----------|--|--|--|--|
| SHIP OR STATION: | | | | | | |
| SUBJECT: STATEMENT OF UNDERSTANDING FOR BAH ENTITLEMENT | PERMANENT [AUTHORITY (IF PERMANENT): | TEMPORARY | | | | |
| MEMBERS WITH CIVILIAN DEPENDENTS My dependents live with me and I wish to receive BAH at the rate of my Permanent Duty Station (PDS). I understand that my eligibility for BAH with dependents is based on my NAVPERS 1070/602 (Page 2). My dependents do not live with me at my PDS and I request to receive BAH at the rate of their location instead of the rate of my PDS. I further understand that: My eligibility for BAH with dependents is based on my NAVPERS 1070/602 (Page 2); This request requires CO approval (sea duty) or PERS-451H (shore duty); and I must provide current, original supporting documents to validate my dependents' location | | | | | | |
| MIL to MIL (not living in GQ) I am MIL to MIL with no dependents. I ELECT to receive Single-BAH, I am MIL to MIL and will claim dependents. I want BAH at the with dependent rate. I am MIL to MIL but the other MIL spouse claims the dependents. I want BAH at the without dependent rate. | | | | | | |
| SINGLE MEMBERS SHORE DUTY I am an E-1 to E-6 and I request to live in a private residence in the vicinity of my PDS instead of government quarters. I understand that CO and CBH Director's approval is required (Note: Refer to local policy) I am an E-7 or above and I do not live in government quarters. I ELECT Single-BAH. | | | | | | |
| SEA DUTY I am an E-4 with less than 4 years of service who has transferred to sea duty from a shore assignment in the same geographic area and I request to continue living in my private residence. I understand: That my residence must be located in the vicinity of my PDS/homeport; and This request requires CO approval. I am an E-4 with more than 4 years of service or an E-5 and I request to live in a private residence in the vicinity of my homeport instead of government quarters. I am an E-6 or above and I do not live in government quarters. I ELECT Single-BAH. | | | | | | |
| I CERTIFY THAT THE ADDRESS BELOW IS THE PRIMARY RESIDENCE OF: (check one or both) Myself (I reside at this address and it is listed on the Command Recall Bill) My dependents | | | | | | |
| I understand that it is my responsibility to report any change to my living arrangements (including relocation of my dependents, if any) or dependency status (marriage, divorce, separation, death, or birth) to the Personnel Officer and by submitting an updated NAVPERS 1070/602 (Page 2). | | | | | | |
| MEMBER SIGNATURE WITNESSED BY ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD: VERIFYING OFFICIAL RANK OR GRADE/TITLE: DATE: SIGNATURE OF VERIFYING OFFICIAL: | | | | | | |
| NAME (LAST, FIRST, MIDDLE): SOCIAL SECURITY NUMBER: BRANCH AND CLASS | | | | | | |

Check applicable boxes

The NAVPERS 1070/613 is required for Basic Allowance for Housing (BAH) IAW DOD FMR

Check box/boxes and write the full address

Member and Witness signature

Member Info with full SSN





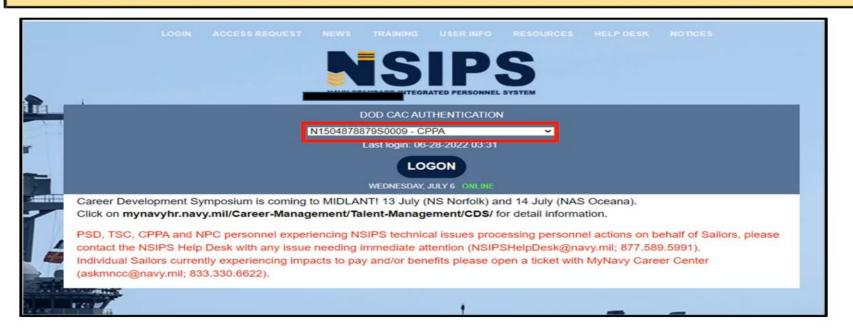
NSIPS Activity Report



NSIPS Receipts Process



After receiving the necessary documents from the member, the CPPA can initiate the Activity Report process via NSIPS to gain the member into the command.



 From the NSIPS Home Page, Log in to NSIPS using your CPPA account.





MMPA Verification



DJMS Common Verbs



JJAA – MMPA Inquiry
Pay Verification

LOPG – Enlisted Master File Enlisted PERS Verification

L00G - Officers Master File
Officer PERS Verification



Format Identifier (FID)



A FID is a two character, alpha-numeric code identifying a particular item (entitlements, deductions, allowances, etc.) within MMPA.

COMMON FIDS FOR GAIN VERIFICATION

SG - PCS Arrival

27 - Career Sea Pay (CSP)

35 – Basic Allowance for Quarters (BAQ)

37 - Career Sea Pay Premium (CSPP)

40 - Basic Allowance for Subsistence (BAS)

43 - Overseas Housing Allowance (OHA)

46 - Cost of Living Allowance (COLA)

65 - Family Separation Allowance (FSA)

68 - Basic Allowance for Housing (BAH)

DN - Meal Rate Deduction

DQ - Indebtedness of Military Pay/Allowance

DV - Indebtedness Repay - Advance



Common Action Indicators



Action Indicator (ACTN): A 2-position code that shows the input or computer action.

03 - Report 20 - Resume 04 - Change

In this example, the BAH line is being corrected.

68 BAH* ENTRY-OPEN-DT 220207 09 02 1 CNTRL-CODE 0 ACTN 05 START 220101
ENTLMT-MM 1,097.85 ENTLMT 2,195.70 ENTLMT-NM 2,195.70 ACCOM 0 ZIP-CODE
38054 RENT 0.00 SHARE-NR 1 RENT-STAT R PRCNTGE .00 PROTECTED-RATE 0.00
CLOST-DEPN



MMPA Login



JUMPS MMPA INQUIRIES KLGLGON1 -----Entry Validation System: MXC Date: 08/18/22 Device: AZSTHP2G Time: 11:12:41 Identification: Input MMPA Username and Userid..... ____ Password Password.... Change Password ? N (Y or N) Additional Information: Group.... _____ Acct.... Proc.... Bulletins: *ATTENTION* Users having trouble using the CAC/PKI sessions can contact their system administrator. ARIS, EAIS, OAIS or ODIS users contact 901-874-3249. DFAS NES/OPINS & MMPA/RC users contact 216-522-5890. NIWC/Navy NES/OPINS & MMPA/AC users contact 504-697-3088.





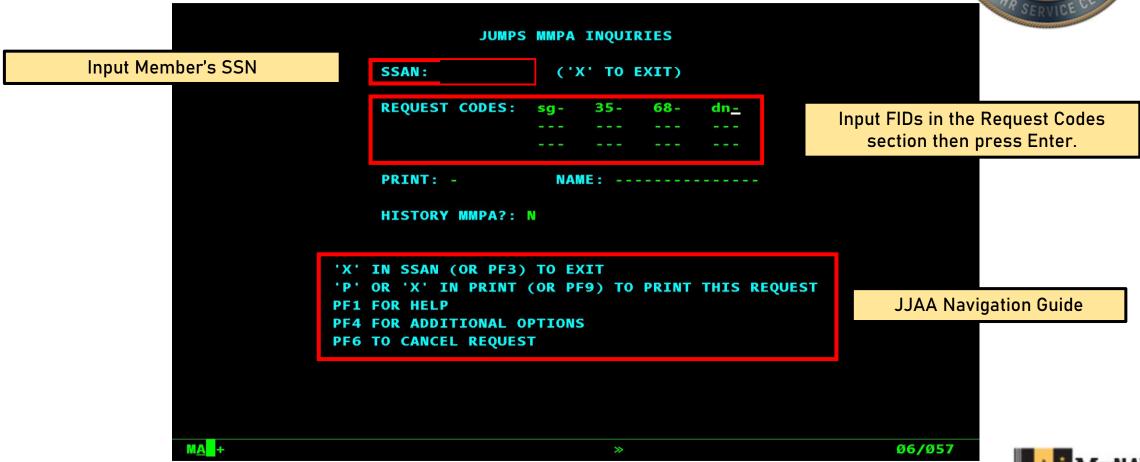
MMPA: JJAA

DJMS/MMPA Inquiry



JJAA Menu Screen







Recognizing FIDs

Indicator and transaction codes are used to specify whether a transaction is OPEN (current) or CLOSED (past/history).

The dash mark (-) signifies CLOSED.

FID WITHOUT A (-) = **OPEN**

FID WITH A (-) = **CLOSED**

SSAN (OR CMD) _---- NEW REQ ? --- PRINT -NAME (`X` TO EXIT, PF##, PB##) PF8 OR ENTER - PAGE FORWARD -- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 22/12/01 --Ø1 OF Ø1

LB:3800 LC:2208 SA:A SX:1 TK:090825 TU:260825 TH:260825

FIXED/OPEN/HISTORY

- SG-PCS ARVL* ENTRY-OPEN-DT 221128 Ø2 12 1 ENTRY-CLSD-DT 221128 Ø2 12 1 ACTN ARV-CONUS ØØØØØØ ALWBL-TVL-TIME Ø6 ARR-DEPRT-CODE PROCD-DAYS-GRNTD 4 RESERVED ØØØØØØ 2 QTR-DAY-ARR 1
- 35 BAQ* ENTRY-OPEN-DT 220101 99 01 1 ACTN Z4 START 220101 ENTLMT-MM 0.15 ENTLMT Ø.3Ø ENTLMT-NM Ø.3Ø NR-DEPN 1 CLOST-DEPN C QTR-ASGN 2 QTR-ADQ Ø **HELD-INDCTR 1**
- 68 BAH* ENTRY-OPEN-DT 221128 Ø2 12 1 CNTRL-CODE Ø ACTN G1 START 221128 ENTLMT-MM 1,319.22 ENTLMT 2,418.57 ENTLMT-NM 2,198.70 38055 RENT Ø.00 SHARE-NR 1 RENT-STAT R PRCNTGE .00 PROTECTED-RATE Ø.ØØ **CLOST-DEPN**
- CNTRL-CODE 2 ACTN G2 START 220101 STOP 221127 ENTLMT-MM -195.57 ENTLMT -195.57 ENTLMT-NM Ø.ØØ MNTLY-RATE 1,955.7Ø ACCOM 1 ZIP-CODE 93245 RENT Ø.ØØ SHARE-NR 1 RENT-STAT R PRCNTGE .ØØ PROTECTED-RATE Ø.ØØ

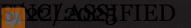
ENTRY NO DATA FOUND

** END OF INQUIRY.

MMPA HEADER

MMPA Entries





MMPA Header



MONTH

12 MJ: LB:3800 LC:2208 SA:A SX:1 TK:090825 TU:260825 TH:260825

The last line of the MMPA Header includes quick references to items that you may need to know at first glance.

- MMPA Month This shows the processing month of the MMPA.
- MJ (AFMPC Match Flag Code) This is used to identify event transactions that have not been confirmed.
- LB This is the paying ADSN.
- LC This is the member's servicing ADSN.
- SA This identifies the member's status.
- SX This normally identifies the number of status's that are open on the MMPA.
- TK Pay date.
- TU Date of Separation (DOS).
- TH Expiration of Term of Service (ETS) date for enlisted personnel.



SG - PCS Arrival



ENTRY-OPEN-DT: Date an entry was posted as open / processing started.

ENTRY-CLSD-DT: Date an entry was posted as closed / processing completed.

SG-PCS ARVL* ENTRY-OPEN-DT 221128 Ø2 12 1 ENTRY-CLSD-DT 221128 Ø2 12 1 ACTN Ø3 ARRIVE 221128 ARV-CONUS ØØØØØØ ALWBL-TVL-TIME Ø6 ARV-HFP ØØØØØØ DAYS-TDY ØØØ ARR-DEPRT-CODE PROCD-DAYS-GRNTD 4 RESERVED ØØØØØØ INDCTR 2 QTR-DAY-ARR 1

ARRIVE: Date member reported to current duty station.

ARV-CONUS: Date member arrived CONUS from FD/HFP designated area to commence leave.

ALWBL-TVL-TIME: Number of days charged as allowable travel time determined by mode of transportation authorized.

INDCTR: 2 means SG is in balance. No further action necessary.

From the SG line above, we can extract the following information:

Service Member arrived to their current PDS on 28 Nov 2022. The Action Indicator 03 shows that this entry was a <u>report</u> of PCS Arrival. Member was charged 6 days of travel time plus 4 days of proceed time. The MMPA entry was opened on 28 Nov 2022 and closed on the same day, completing the entry. This shows that the member was successfully gained to the command.

Note: The SG line only shows the PCS Arrival. It is imperative to check that other entitlements have started as they may not have populated automatically.



68 - BAH



ENTRY-OPEN-DT: Date an entry was posted as open / processing started.

ENTRY-CLSD-DT: Date an entry was posted as closed / processing completed.

68-BAH* ENTRY-OPEN-DT 22Ø2Ø2 Ø6 Ø2 1 ENTRY-CLSD-DT 22Ø7Ø7 Ø8 Ø7 1
CNTRL-CODE 2 ACTN G2 START 22Ø113 STOP 22Ø618 ENTLMT-MM -5Ø9.88 ENTLMT
-5Ø9.88 ENTLMT-NM Ø.ØØ MNTLY-RATE 1,274.7Ø ACCOM Ø ZIP-CODE 78419 RENT
9,999.ØØ SHARE-NR 1 RENT-STAT R PRCNTGE .ØØ PROTECTED-RATE Ø.ØØ
CLOST-DEPN

START: Start date of entitlement in YYMMDD format. STOP: Stop date of entitlement in YYMMDD format.

The Entry Open/Closed Dates should not be confused with the Entitlement Start/Stop Dates. The Entry Open/Closed dates pertain to when that entitlement/entry was processed.

In the example above, the member's entitlement began on 13 Jan 2022 (START), but wasn't processed until 02 Feb 2022 (ENTRY-OPEN-DT). Similarly, the member's entitlement stopped on 18 Jun 2022 (STOP), despite not being processed to stop until 7 Jul 2022 (ENTRY-CLSD-DT). The member will be paid the entitlement for START to STOP.

68 - BAH (Continued)



68-BAH* ENTRY-OPEN-DT 220101 99 01 1 ENTRY-CLSD-DT 221128 Ø2 12 1 CNTRL-CODE 2 ACTN G2 START 220101 STOP 221127 ENTLMT-MM - 195.57 MNTLY-RATE 1,955.70 ACCOM 1 ZIP-CODE 93245 ENTLMT-NM Ø.ØØ RENT **RENT-STAT** PROTECTED-RATE **CLOST-DEPN** \emptyset . $\emptyset\emptyset$ SHARE-NR 1 PRCNTGE .ØØ

MNTLY-RATE: Amount of monthly BAH entitlement

ACCOM: Accompanied status.

1 means member is receiving BAH at the with dependent rate accompanied by authorized dependents.

ZIP-CODE: Postal ZIP code that the Service Member is receiving BAH for.

From the 68 line above, we can extract the following information:

Service Member's BAH entitlement started on 1 Jan 2022 and was stopped on 27 Nov 2022. Member was receiving BAH for Lemoore, CA zip code 93245 at the monthly rate of \$1,955.70, at the with dependent rate.



68 - BAH (Continued)



```
68 BAH*
                 ENTRY-OPEN-DT 221128 Ø2 12 1 CNTRL-CODE Ø
                                                             ACTN G1
OPEN
           ENTLMT-MM 1,319.22
                               ENTLMT 2,418.57 ENTLMT-NM 2,198.70
                                                                    ACCOM 1 ZIP-CODE
                                                                    PROTECTED-RATE Ø.ØØ
                  RENT Ø.ØØ
                             SHARE-NR 1
           38Ø55
                                         RENT-STAT R
                                                      PRCNTGE .ØØ
           CLOST-DEPN
        68-BAH*
                                               ENTRY-CLSD-DT 221128 Ø2 12 1
                 ENTRY-OPEN-DT 220101 99 01 1
CLOSED
                         ACTN G2 START 220101
                                               STOP 221127
                                    MNTLY-RATE 1,955.70
                                                         ACCOM 1 ZIP-CODE 93245
                    ENTLMT-NM Ø.ØØ
                 SHARE-NR 1
                                          PRCNTGE .ØØ
                                                       PROTECTED-RATE Ø.ØØ CLOST-DEPN
                             RENT-STAT R
```

From the 68 lines above, we can extract the following information:

Service Member reported to their new PDS on 28 Nov 2022. Their zip code changed from Lemoore, CA to Millington, TN with the BAH amount changing accordingly. In the Closed entry, the BAH stopped on 27 Nov 2022 and started for the new zip code in the Open entry on 28 Nov 2022, ensuring no overlap.





MMPA: LOPG

Enlisted Master File



LOPG Menu Screen



JUMPS MMPA INQUIRIES

PERSONNEL ON LINE LISTING (POLL)
SCREEN SELECTION MENU

- 1). CURRENT EVALUATIONS DATA
- 2). MONTGOMERY G.I. BILL
- 3). PAGE 1 RATING, PAY, LOSS
- 4). PAGE 2 PERSONAL
- 5). PAGE 3 HISTORY
- 6). PAGE 4 ORDERS, TEMDU, UPG, AV
- 7). PAGE 5 APTITUDE, RECRUITCOM, SRB
- 8). PAGE 6 SUBMARINE PAY
- 9). PAGE 7 SPOUSAL, INITIAL ENTRY, NLDP, EMC
- S). TRANSFER TO SPECIAL SCREEN PROGRAM
- H). HOW TO USE POLL
- D). CONTENTS OF ENLISTED SCREENS

ENTER NUMBER OF DESIRED SCREEN --> _ <--

ENTER SSN

< - -

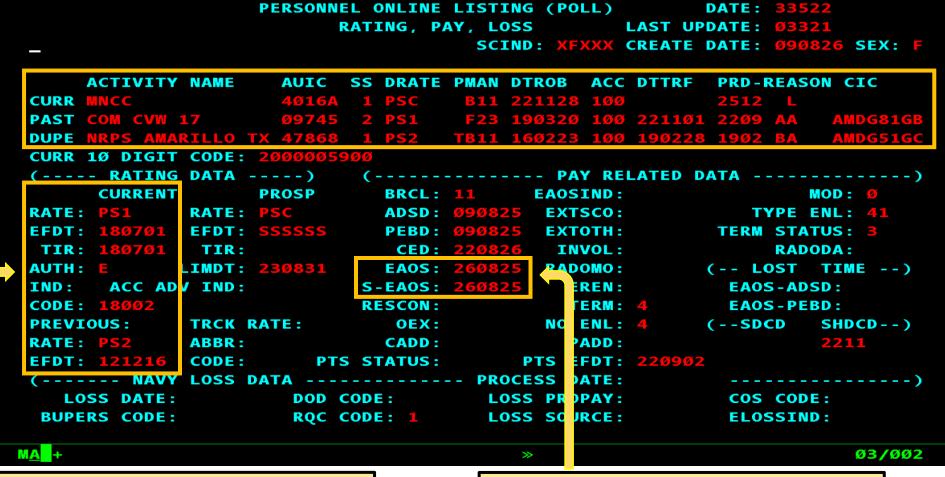
Input member's SSN

Select Screen 3 (Page 1 – Rating, Pay, Loss) for Gain verification

Input number from menu to view desired screen



Screen 3 Member Data





Command Information

DTROB: (Date Reported Onboard): Date member reported to command.

DTTRF (Date Transferred): Date Member transferred from previous command.





MMPA: L00G

Officer Master File



L00G Login Screen



| PERSONNEL ON LINE LISTING | (POLL) | 09/08/2 |
|---------------------------|--------|---------|
| LØOG OFFICER SIGNON SC | REEN | 07:07:4 |

| LL | 00000 | 0000 | 0000 | 0000 | GGG | GGGGG |
|------------|--------|-------|-------|-------|------|-------|
| LL | 000000 | 00000 | 00000 | 00000 | GGGG | GGGGG |
| LL | ØØ | ØØØ | 00 | 00 | GG | |
| LL | 00 00 | 00 00 | 00 | 0.0 | GG | GGG |
| LL | 00 000 | ØØ | 00 | 00 | GG | GGG |
| LL | ØØØ | ØØ | 00 | 00 | GG | G |
| LLLLLLLLLL | 000000 | 00000 | 00000 | 00000 | GGGG | GGGGG |
| LLLLLLLLLL | 00000 | 0000 | 0000 | 0000 | GGG | GGGGG |

SIGNIN WITH YOUR OPINS/FORMAN SOURCE CODE AND PASSWORD

SOURCE CODE: IN PASSWORD: Source Code: IN

Password: VIEW

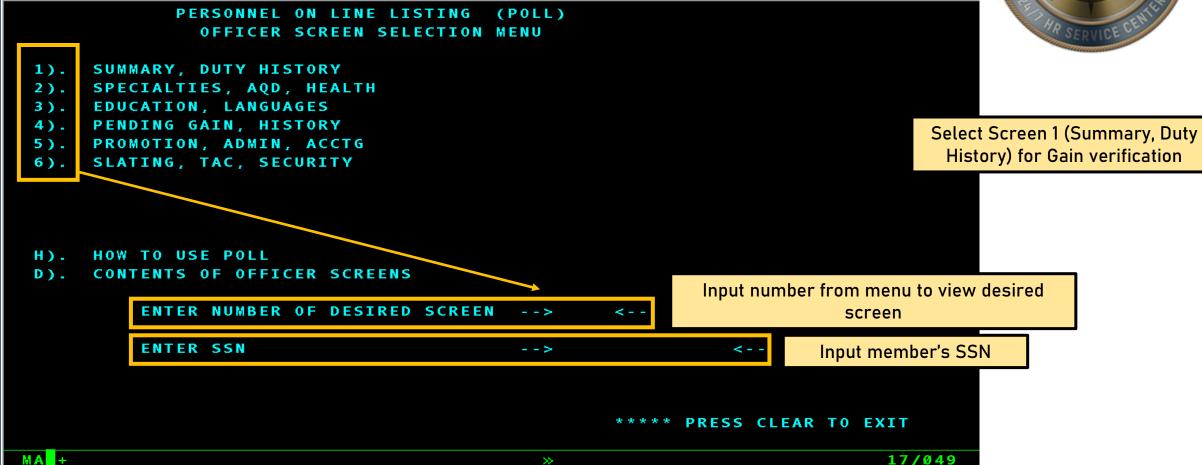
02/003

KEY IN SOURCE CODE AND PASSWORD. DEPRESS ENTER. TO EXIT, TAB UPPER LEFT CORNER, ENTER X, DEPRESS ENTER



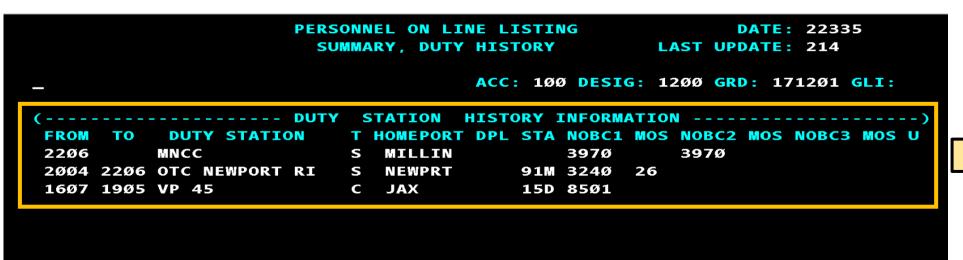
L00G Menu Screen







Officer Summary/Duty History



```
CAREER CAR
```

Command Information

```
---- CURRENT DUTY ----)
                           ----- SUMMARY DATA
PRI DUTY: PERS PLN / CAG
                           PRECEDENCE:
                                       L 15Ø865ØØ
                                                   LOSS DTE:
                                                                     CODE:
UICA: 4Ø16A RPDT: 22Ø63Ø
                                                      ETHNIC: Y
                            DOR: 1712Ø1
                                       PEBD: 13Ø824
                                                                     RACE: E
 BSC: ØØØ37 PCN:
                           ACBD: 131115
                                          PSD:
                                                         DOB: 88Ø823
                                                                     SEX: M
                           ADBD: 13Ø824
                                        PLSD:
 (-- DEPN --- DOS --)
                           MSRI: 23Ø9
                                       SPDOR: 1712Ø1
                                                                    OSC: Ø3Ø
                                                       SUB1:
   PRI SEC
           NR DATE
                            PRD: 25Ø6
                                        PRDO:
                                                       SUB2:
                                                                    CSC: Ø3Ø
       Ø
               2009
                            OS:
                                                       SUB3:
                                                                      04/002
                                         >>>
```



Best Practices



- It is required to complete Panel 1 the day member reports.
- It is mandatory to submit the completed gain package to TSC within 4 days of reporting.
- Verify Member's Obligated Service and required screenings upon check-in.
- Monitor member's pay account using MMPA daily until gain and all related entitlements have posted.
- The Navy DJMS Procedures Training Guide (PTG) gives a lot of information on certain corrections and reporting methods and should always be used as a reference especially with any MMPA transactions.
- The MMPA Read Guide contains all the information required to understand MMPA.
- Use current forms and NPPSC Receipts Checklist.



References



- MyNavy HR CPPA Resources Page: https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPPA-Resources/
- CPPA Handbook: https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPPA-Resources/
- Receipts SOP: https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/SOP-Library/
- Use current forms and NPPSC Receipts Checklist: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/
- MMPA Read Guide: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/DispForm.aspx?ID=121&e=zKLvPY
- Navy DJMS Procedures Training Guide: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/DispForm.aspx?ID=120&e=ebwMZ3

You are serving in a position of significant trust with access to the personnel records (data and documents) of command personnel.

AT ALL TIMES, YOU ARE TO PROTECT THE PERSONALLY IDENTIFIABLE INFORMATION (PII) OF COMMAND PERSONNEL AND PREVENT THE

UNAUTHORIZED ACCESS TO, OR LOSS OF PII.

Summary and Review



In this lesson we have covered:

- Receipts Checklist
- Orders & Modifications
- Page 2
- SOES
- Administrative Remarks
- NSIPS Panels 1 4
- MMPA Verification
- References





Questions?





Thank you for your participation!

THE SAILOR WINS TODAY

