



# RECEIPTS

## Activity Gain

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# 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)



DoD ID # [REDACTED]

**NPPSC RECEIPTS CHECKLIST**  
NPPSC 1300/4 (Rev. 01-2020)

PREVIOUS EDITIONS OBSOLETE  
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 <input type="checkbox"/> Single <input type="checkbox"/> Dependent <input type="checkbox"/> BAH-Diff <input type="checkbox"/> With Child <input type="checkbox"/> Other: [REDACTED]		
8. BAH Zip Code	9. Meal Deduction <input type="checkbox"/> Yes <input type="checkbox"/> No	10. CPPA completed NSIPS Activity Report? <input type="checkbox"/> Yes <input type="checkbox"/> No

**I. ACTIONS**

Required Items from CPPA	P&D or T&C Clerk Actions
PCB orders with endorsements	Verify accuracy and completeness of all documents received
Ensure Service member updates NAVPERG 1070/623 Dependency Application (Page 2) and DD 93 Record of Emergency Data via NSIPS RED/DA	Review Service member's MMPA (JIAA) and take appropriate action
Ensure Service member updates Servicemembers' Group Life Insurance (SGLI) via SGLI Online Enrollment System (SOES)	SH and LG
	All open entitlements
	All open deductions

**Submit Items (Only if Applicable)**

Copy of DD 1351-2 Travel Voucher or Subvoucher	
NAVPERG 1070/613 Administrative Remarks (Page 13) BAH Statement of Understanding	
Approved request chit for single BAH from the BEG manager, CO of the base, or designee, who owns the barracks	
Approved request chit for SAG from the food service officer, CO of the base, or designee, who owns the galley	
NAVPERG 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)	
NAVPERG 1070/613 Administrative Remarks (Page 13) OBLIBERY (CONUS only)	
Award citation (tag letter of commendation and below)	
Record entries (e.g., PQG, off-duty course) that are not in the ESR or in the OMFF	

**Remarks:**

[REDACTED]

**II. RETAINS**

NPPSC 1300/4 NPPSC Receipt Checklist (this checklist)	DD 1561 Statement to Substantiate Payment of Family Separation Allowance (FSA)
PCB orders with endorsements	Approved request chits
All NAVPERG 1070/613 Administrative Remarks (Page 13)	Command special pay(s) memo

**III. SIGNATURES**

Clerk Name (Last, First, MI)	Supv Name (Last, First, MI)
Clerk Signature [REDACTED]	Supv Signature [REDACTED]

Reset Form Print Form

Page 1 of 1

Required items from the CPPA and other supporting documents

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



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: 17 DEC 01

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 CHANGE DUTY ORDERS FOR  
IT2 JANE Q SAILOR, USN 2791  
XX  
IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO  
MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.  
FOR OFFICIAL USE ONLY  
XX  
PART ONE  
- 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  
FROM DEFENSE INTEL AGENCY  
PERMANENT DUTY STATION WASHINGTON, DC  
FROM DUTY  
- PERSONNEL ACCOUNTING SUPPORT: PERSUPDET WASHINGTON DC  
----- INTERMEDIATE ACTIVITY (S) -----  
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  
FOR APPROXIMATELY 13 DAY/S/  
- PERSONNEL ACCOUNTING SUPPORT: PERSUPDET NORVA  
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.  
----- ULTIMATE ACTIVITY (S) -----  
REPORT NOT LATER THAN 10 JAN 18  
TO COMNAVPERSCOM MILLINGTON TN  
PERMANENT DUTY STATION MILLINGTON, TN  
FOR DUTY  
ASSIGNED RATE: IT2 DNEC1: 0000 DNEC2:  
- PERSONNEL ACCOUNTING SUPPORT: PERSUPDET MEMPHIS  
CENSURFCOMBATSYS DET NORFOLK, VA  
DATE AND TIME REPORTED: 17 DEC 15 @ 0900  
COMNAVPERSCOM MILLINGTON, TN  
DATE AND TIME REPORTED: 17 DEC 30 @ 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 DEC 01

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

XX  
IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO  
MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.

FOR OFFICIAL USE ONLY

XX

### PART ONE

- 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

FROM DEFENSE INTEL AGENCY

PERMANENT DUTY STATION WASHINGTON, DC

FROM DUTY

- PERSONNEL ACCOUNTING SUPPORT: PERSUPDET WASHINGTON DC

EDD: DEC 17

UIC: 63415

ACC: 100

UIC: 42557

# NAVPERS 1070/602 (Page 2)



## Verify NAVPERS 1070/602:

- 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.

Reference: MILPERSMAN 1070-270: NAVPERS 1070/602,  
Dependency Application/Record of Emergency Data Record of Emergency Data



# NAVPERS 1070/602 (Page 2)



DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA			
<b>MEMBER INFORMATION</b>			
SSN: [REDACTED]	NAME: [REDACTED]	UIC: 63415	RELIGION: CR
RANK/RATE: IT2	BR/CL: USN	INITIAL/CHANGE: C	
SHIP OR STATION: DEF INTEL AG - CNPC		TOTAL NUMBER OF DEPENDENTS: 3	
EFFECTIVE DATE: 09/16/2014		MARRIAGE DISSOLVED BY:	
PREVIOUSLY MARRIED: NO			
DISSOLVED ON:	PLACE DISSOLVED:		
SEX: F			
<b>SPOUSE INFORMATION</b>			
NAME: SAILOR, TERRY K	DEPENDENT: YES		
DATE OF BIRTH: 02/01/1988	CITIZENSHIP: US	RELATIONSHIP: SPOUSE	
DATE MARRIED: 09/16/2012	PLACE OF MARRIAGE: MTLINGTON, TN		
ADDRESS: [REDACTED]			
PREVIOUSLY MARRIED: NO	MARRIAGE DISSOLVED BY:		
DISSOLVED ON:	PLACE DISSOLVED:		
MEMBER OF UNIFORMED SERVICES: NO	DUTY AFFILIATION:		
BRANCH:	COMPONENT:		
SEX: M			
<b>SPOUSE NEXT OF KIN</b>			
NAME: QUAN, VICTORIA	RELATIONSHIP: MOTHER		
ADDRESS: 9876 PARK VIEW			
LAS VEGAS, NV 88901			
<b>FATHER INFORMATION</b>			
NAME: SAILOR, RAYMOND	DEPENDENT: NO	SUPPORT: N/A	
ADDRESS: [REDACTED]			
<b>MOTHER INFORMATION</b>			
NAME: SAILOR, PATRICIA	DEPENDENT: NO	SUPPORT: N/A	
ADDRESS: [REDACTED]			

NAVPER 1070/602 (REV 08-2010) Page: 1 of 4

Date the  
Service  
member  
originally  
signed this  
Page 2

Service  
Member's  
signature and  
date following  
pen and ink  
changes

SSN: [REDACTED]	NAME: SAILOR, JANE Q
NAVPER 1070/602 UPDATED DUE TO PCS TRANSFER. NO PAY CHANGES:	
UPDATED BY: [REDACTED]	
DATE: 11/16/2017	
IT IS MY RESPONSIBILITY 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 NAVPER 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.	
SIGNATURE OF DESIGNATOR: [REDACTED]	WITNESSED: [REDACTED]
DATE: 11/16/2017	TITLE: SUPERVISOR
Official NSIPS/ESR form printed this date 16-NOV-2017	
NAVPER 1070/602 (REV 08-2010) Page: 4 of 4	

Remarks for PCS  
transfer

PPA's signature and  
date



# 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	<input type="text"/>	<input type="text"/>	Spouse	100%	Lump Sum
Secondary	<input type="text"/>	<input type="text"/>	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 1070-320		
SHIP OR STATION:					
SUBJECT: STATEMENT OF UNDERSTANDING FOR BAH ENTITLEMENT			<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY		
			AUTHORITY (IF PERMANENT):		
<b>MEMBERS WITH CIVILIAN DEPENDENTS</b>					
<input type="checkbox"/> 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).					
<input type="checkbox"/> 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:					
<ul style="list-style-type: none"><li>• My eligibility for BAH with dependents is based on my NAVPERS 1070/602 (Page 2);</li><li>• This request requires CO approval (sea duty) or PERS-451H (shore duty); and</li></ul>					
I must provide current, original supporting documents to validate my dependents' location					
<b>MIL to MIL (not living in GQ)</b>					
<input type="checkbox"/> I am MIL to MIL with no dependents. I ELECT to receive Single-BAH.					
<input type="checkbox"/> I am MIL to MIL and will claim dependents. I want BAH at the with dependent rate.					
<input type="checkbox"/> I am MIL to MIL but the other MIL spouse claims the dependents. I want BAH at the without dependent rate.					
<b>SINGLE MEMBERS</b>					
<b>SHORE DUTY</b>					
<input type="checkbox"/> 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)					
<input type="checkbox"/> I am an E-7 or above and I do not live in government quarters. I ELECT Single-BAH.					
<b>SEA DUTY</b>					
<input type="checkbox"/> 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:					
<ul style="list-style-type: none"><li>• That my residence must be located in the vicinity of my PDS/homeport; and</li><li>• This request requires CO approval.</li></ul>					
<input type="checkbox"/> 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.					
<input type="checkbox"/> 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)					
<input type="checkbox"/> Myself (I reside at this address and it is listed on the Command Recall Bill)					
<input type="checkbox"/> 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.

The screenshot shows the NSIPS (Navy Standard Integrated Personnel System) home page. At the top, there is a navigation bar with links: LOGIN, ACCESS REQUEST, NEWS, TRAINING, USER INFO, RESOURCES, HELP DESK, and NOTICES. Below this is the NSIPS logo and the text "NAVY STANDARD INTEGRATED PERSONNEL SYSTEM". The main section is titled "DOD CAC AUTHENTICATION" and contains a dropdown menu with the selected option "N1504878879S0009 - CPPA". Below the dropdown, it says "Last login: 06-28-2022 03:31". A "LOGON" button is prominently displayed. At the bottom, there is a message about the Career Development Symposium coming to MIDLANT! on July 13 and 14, with a link to "mynavyhr.navy.mil/Career-Management/Talent-Management/CDS/". A red text box at the bottom provides contact information for personnel experiencing technical issues: "PSD, TSC, CPPA and NPC personnel experiencing NSIPS technical issues processing personnel actions on behalf of Sailors, please contact the NSIPS Help Desk with any issue needing immediate attention (NSIPSHelpDesk@navy.mil; 877.589.5991). Individual Sailors currently experiencing impacts to pay and/or benefits please open a ticket with MyNavy Career Center (askmncc@navy.mil; 833.330.6622)."

- 1) 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.

01 – Start  
02 – Stop  
03 – Report  
04 – Change

05 – Correct  
06 – Cancel  
20 – Resume

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

KLGLG0N1 -----  
Date: 08/18/22  
Time: 11:12:41

### Entry Validation

-----  
System: MXC  
Device: AZSTHP26

Input MMPA Username and  
Password

### Identification:

Userid.....  
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

Input Member's SSN

SSAN:  ('X' TO EXIT)

REQUEST CODES: sg- 35- 68- dn-  
 --- --- --- ---  
 --- --- --- ---

Input FIDs in the Request Codes section then press Enter.

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

JJAA Navigation Guide



# 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 PF7 - PAGE BACK
-- PERSONAL DATA - PRIVACY ACT OF 1974 --- CURRENT MMPA AS OF 22/12/01 --
                                                    01 OF 01

12 MJ: LB:3800 LC:2208 SA:A SX:1 TK:090825 TU:260825 TH:260825
FIXED/OPEN/HISTORY
SG-PCS ARVL* ENTRY-OPEN-DT 221128 02 12 1 ENTRY-CLSD-DT 221128 02 12 1 ACTN
03 ARRIVE 221128 ARV-CONUS 000000 ALWBL-TVL-TIME 06 ARV-HFP 000000
DAYS-TDY 000 ARR-DEPRT-CODE PROCD-DAYS-GRNTD 4 RESERVED 000000 INDCTR
2 QTR-DAY-ARR 1
35 BAQ* ENTRY-OPEN-DT 220101 99 01 1 ACTN Z4 START 220101 ENTLMT-MM 0.15
ENTLMT 0.30 ENTLMT-NM 0.30 NR-DEPN 1 CLOST-DEPN C QTR-ASGN 2 QTR-ADQ 0
HELD-INDCTR 1
68 BAH* ENTRY-OPEN-DT 221128 02 12 1 CNTRL-CODE 0 ACTN G1 START 221128
ENTLMT-MM 1,319.22 ENTLMT 2,418.57 ENTLMT-NM 2,198.70 ACCOM 1 ZIP-CODE
38055 RENT 0.00 SHARE-NR 1 RENT-STAT R PRCNTGE .00 PROTECTED-RATE 0.00
CLOST-DEPN
68-BAH* ENTRY-OPEN-DT 220101 99 01 1 ENTRY-CLSD-DT 221128 02 12 1
CNTRL-CODE 2 ACTN G2 START 220101 STOP 221127 ENTLMT-MM -195.57 ENTLMT
-195.57 ENTLMT-NM 0.00 MNTLY-RATE 1,955.70 ACCOM 1 ZIP-CODE 93245 RENT
0.00 SHARE-NR 1 RENT-STAT R PRCNTGE .00 PROTECTED-RATE 0.00 CLOST-DEPN

DN 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 02 12 1 ENTRY-CLSD-DT 221128 02 12 1 ACTN
03 ARRIVE 221128 ARV-CONUS 000000 ALWBL-TVL-TIME 06 ARV-HFP 000000
DAYS-TDY 000 ARR-DEPRT-CODE PROCD-DAYS-GRNTD 4 RESERVED 000000 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 report 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 220202 06 02 1 ENTRY-CLSD-DT 220707 08 07 1
CNTRL-CODE 2 ACTN G2 START 220113 STOP 220618 ENTLMT-MM -509.88 ENTLMT
-509.88 ENTLMT-NM 0.00 MNTLY-RATE 1,274.70 ACCOM 0 ZIP-CODE 78419 RENT
9,999.00 SHARE-NR 1 RENT-STAT R PRCNTGE .00 PROTECTED-RATE 0.00
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 02 12 1
CNTRL-CODE 2  ACTN G2  START 220101  STOP 221127  ENTLMT-MM -195.57  ENTLMT
-195.57  ENTLMT-NM 0.00  MNTLY-RATE 1,955.70  ACCOM 1  ZIP-CODE 93245  RENT
0.00  SHARE-NR 1  RENT-STAT R  PRCNTGE .00  PROTECTED-RATE 0.00  CLOST-DEPN
```

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)



OPEN

68 BAH\* ENTRY-OPEN-DT 221128 02 12 1 CNTRL-CODE 0 ACTN G1 START 221128  
ENTLMT-MM 1,319.22 ENTLMT 2,418.57 ENTLMT-NM 2,198.70 ACCOM 1 ZIP-CODE  
38055 RENT 0.00 SHARE-NR 1 RENT-STAT R PRCNTGE .00 PROTECTED-RATE 0.00  
CLOST-DEPN

CLOSED

68-BAH\* ENTRY-OPEN-DT 220101 99 01 1 ENTRY-CLSD-DT 221128 02 12 1  
CNTRL-CODE 2 ACTN G2 START 220101 STOP 221127 ENTLMT-MM -195.57 ENTLMT  
-195.57 ENTLMT-NM 0.00 MNTLY-RATE 1,955.70 ACCOM 1 ZIP-CODE 93245 RENT  
0.00 SHARE-NR 1 RENT-STAT R PRCNTGE .00 PROTECTED-RATE 0.00 CLOST-DEPN

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

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

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

Input number from menu to view desired screen

ENTER SSN --> <--

Input member's SSN



# Screen 3 Member Data

PERSONNEL ONLINE LISTING (POLL)										DATE: 33522	
RATING, PAY, LOSS					LAST UPDATE: 03321						
SCIND: XFXXX CREATE DATE: 090826 SEX: F											
-											
ACTIVITY NAME AUIC SS DRATE PMAN DTROB ACC DTTRF PRD-REASON CIC											
CURR MNCC		4016A		1	PSC	B11	221128	100	2512		L
PAST COM CVW 17		09745		2	PS1	F23	190320	100	221101	2209	AA AMDG81GB
DUPE NRPS AMARILLO TX		47868		1	PS2	TB11	160223	100	190228	1902	BA AMDG51GC
CURR 10 DIGIT CODE: 2000005900											
(----- RATING DATA -----) (----- PAY RELATED DATA -----)											
CURRENT		PROSP		BRCL: 11		EAOSIND:		MOD: 0			
RATE: PS1		RATE: PSC		ADSD: 090825		EXTSCO:		TYPE ENL: 41			
EFDT: 180701		EFDT: SSSSSS		PEBD: 090825		EXTOTH:		TERM STATUS: 3			
TIR: 180701		TIR:		CED: 220826		INVOL:		RADODA:			
AUTH: E		LIMDT: 230831		EAOS: 260825		RADOMO:		(-- LOST TIME --)			
IND: ACC ADV		IND:		S-EAOS: 260825		EREN:		EAOS-ADSD:			
CODE: 18002				RESCON:		TERM: 4		EAOS-PEBD:			
PREVIOUS:		TRCK RATE:		OEX:		NO ENL: 4		(--SDCD SHDCD--)			
RATE: PS2		ABBR:		CADD:		PADD:		2211			
EFDT: 121216		CODE:		PTS STATUS:		PTS EFDT: 220902					
(----- NAVY LOSS DATA -----) (----- PROCESS DATE: -----)											
LOSS DATE:		DOD CODE:		LOSS PROPAY:		COS CODE:					
BUPERS CODE:		RQC CODE: 1		LOSS SOURCE:		ELOSSIND:					
MA+ >> 03/002											

Command Information

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

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



# MMPA: LOG

## Officer Master File



# L00G Login Screen



PERSONNEL ON LINE LISTING (POLL)  
L00G OFFICER SIGNON SCREEN

LL	00000000	00000000	GGGGGGGG
LL	0000000000	0000000000	GGGGGGGGGG
LL	00 000	00 00	GG
LL	00 000 00	00 00	GG GGGG
LL	00 000 00	00 00	GG GGGG
LL	000 00	00 00	GG GG
LLLLLLLLLL	0000000000	0000000000	GGGGGGGGGG
LLLLLLLLLL	00000000	00000000	GGGGGGGG

SIGNIN WITH YOUR OPINS/FORMAN SOURCE CODE AND PASSWORD

SOURCE CODE: IN PASSWORD:

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

09/08/22  
07:07:43

MA +

>>

02/003

Source Code: IN

Password: VIEW



# L00G Menu Screen

```

PERSONNEL ON LINE LISTING (POLL)
OFFICER SCREEN SELECTION MENU

1). SUMMARY, DUTY HISTORY
2). SPECIALTIES, AQD, HEALTH
3). EDUCATION, LANGUAGES
4). PENDING GAIN, HISTORY
5). PROMOTION, ADMIN, ACCTG
6). SLATING, TAC, SECURITY

H). HOW TO USE POLL
D). CONTENTS OF OFFICER SCREENS

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

***** PRESS CLEAR TO EXIT
    
```

Select Screen 1 (Summary, Duty History) for Gain verification

Input number from menu to view desired screen

Input member's SSN

# Officer Summary/Duty History



PERSONNEL ON LINE LISTING  
SUMMARY, DUTY HISTORY

DATE: 22335  
LAST UPDATE: 214

ACC: 100 DESIG: 1200 GRD: 171201 GLI:

DUTY STATION HISTORY INFORMATION												
FROM	TO	DUTY STATION	T	HOMEPORT	DPL	STA	NOBC1	MOS	NOBC2	MOS	NOBC3	MOS U
2206		MNCC	S	MILLIN			3970		3970			
2004	2206	OTC NEWPORT RI	S	NEWPR		91M	3240	26				
1607	1905	VP 45	C	JAX		15D	8501					

Command Information

CURRENT DUTY				SUMMARY DATA							
PRI	DUTY:	PERS	PLN / CAG	PRECEDENCE:	L	15086500	LOSS	DTE:	CODE:		
UICA:	4016A	RPDT:	220630	DOR:	171201	PEBD:	130824	ETHNIC:	Y	RACE:	E
BSC:	00037	PCN:		ACBD:	131115	PSD:		DOB:	880823	SEX:	M
				ADBD:	130824	PLSD:					
DEPN				MSRI:	2309	SPDOR:	171201	SUB1:		OSC:	030
PRI	SEC	NR	DATE	PRD:	2506	PRDO:		SUB2:		CSC:	030
5	0		2009	OS:				SUB3:			

Current Duty Station Information with Report Date



# 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](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](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