

Reserve Mobilization CPPA Certifying Officer Qualification Card

NAME: _____ RATE: _____ DODID: _____

1. Purpose: This qualification card forms the basis for certifying Reserve Command Pay and Personnel Administrators (CPPA) have met the minimum requirements to create and certify mobilization strength gain transactions within their respective units.
2. Applicability: This qualification card must be completed prior to expanded authority for mobilization strength gain transactions.
3. Process: This qualification card will be completed in phases to allow for mastery of the transactions at the clerk and supervisor phases before moving on to become a certifying officer with release authority. Each phase must be completed in order unless approved by Transaction Service Center (TSC) Norfolk Commanding Officer (CO) with proven mastery of previous phases. Once a phase is completed and signed, a copy shall be retained by the CPPA and forwarded to the servicing TSC with the CPPA's request for system access.

Note: Qualifiers should ensure the CPPA has mastered the required skills prior to signifying completion of a transaction and/or section. Digital signatures are acceptable. All prerequisites must be completed prior to starting this CPPA qualification card.

PREREQUISITES:

- I. ☐ CPPA Navy Enlisted Classification Code (791F)
CPPA "C" School (A-500-0035) or 24 Pay and Personnel (PAYPERS)
Clerk functional area courses listed in MILPERSMAN 1000-021, Exhibit (CPPA PAYPERS Clerk eLearning Courses)
- II. ☐ CPPA designation letter for current Unit Identification Codes (UICs)
IAW MILPERSMAN 1000-021, Exhibit 1 (CPPA Designation Letter)
- III. ☐ Obtain access with the associated role to the essential information technology systems listed below to apply the full capability of these systems in processing administrative, personnel, and pay transactions:
 - a. NSIPS – CPPA
 - b. MMPA – User Viewer via MIAP/DFAS/DMR
 - (1) MMA
 - (2) MXC
 - c. CRM (Salesforce) – CPPA
 - d. FLTMPS – User
- IV. ☐ Current FY Annual Navy eLearning Courses (or TWMS equivalent)
 - a. DON Annual Privacy Training (DON-PRIV)
 - b. DON Records Management
 - c. DOD Cyber Awareness Challenge (DOD-IAA)

Note: In all cases, the responsibility for qualification of phase III rests with the TSC Norfolk CO.

Reserve Mobilization CPPA Qualification Card Summary Page
(To be signed once CPPA has successfully completed all required sections for each phase)

NAME: _____ RATE: _____ DODID: _____

This page is to be utilized to track completion of required sections to receive Navy Standard Integrated Personnel System (NSIPS) access. Each phase includes prerequisites before final signature can be obtained for qualification.

- Phase I & II qualifying signature MUST be a Phase III Reserve Mobilization CPPA Supervisor (can be digital signature.)
- Phase III qualifying signature MUST be the TSC Norfolk CO (can be digital signature.)

I. NSIPS Reserve CPPA (must complete all required sections)

- a. ☐ Meet all CPPA prerequisites
- b. ☐ Complete NRA PQS NAVEDTRA 43075-A (Mobilization/Demobilization Common Core 113- Mobilization/Demobilization Commun Core 114)

REDCOM Pay Sup/Qualifier/Date
(Signature & Print Name)

------(PHASE II ADVANCED SECTION)-----

II. NSIPS Reserve Mobilization CPPA Clerk (must complete all required sections)

- a. ☐ E-4 and above CPPA
- b. ☐ Complete Phase II Reserve Mobilization CPPA Clerk (Enclosure 1, signatures by REDCOM)
- c. ☐ Unit Commanding Officer's endorsement

NRC CO/Date
(Signature & Print Name)

REDCOM Pay Sup/Qualifier/Date
(Signature & Print Name)

Reserve Mobilization CPPA Qualification Card Summary Page
(To be signed once CPPA has successfully completed all required sections for each phase)

----- (PHASE III EXPERT SECTION) -----

- III. NSIPS Reserve Mobilization CPPA Supervisor (must complete all required sections)
- a. ☐ E-6 and above CPPA
 - b. ☐ Complete Phase III Reserve Mobilization CPPA Supervisor (Enclosure 2, signatures by REDCOM).
 - c. ☐ Complete 6 months of accurate transactions submitted as a NSIPS Reserve Mobilization CPPA Clerk as determined by the TSC (eCRM, NSIPS, etc.).
 - d. ☐ Successfully complete an oral board with TSC Norfolk CO.

Upon successful completion of NSIPS Reserve Mobilization CPPA Supervisor qualification, the following requirements must be met for CPPA to certify, and release pay transactions at the UIC level:

- a. ☐ Designated as Certifying Officer by TSC Commanding Officer (DD Form 577).
 - (1) CPPA shall be familiar with all the requirements for a Certifying Officer (IAW DoD FMR Vol. 5, Section 3.4).
 - (2) Under 31 U.S.C. § 3528, certifying officers are pecuniarily liable for payments resulting from improper certifications.
- b. ☐ Document retention required in eCRM for audit purposes (IAW DoD FMR).
- c. ☐ Unit Commanding Officer's Phase 3 Endorsement Letter (Enclosure 2).

TSC Norfolk CO/Qualifier/Date
(Signature & Print Name)

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Phase II Reserve Mobilization CPPA Clerk
(To be signed once CPPA has successfully completed all required sections for each phase)

NAME _____ RATE/RANK _____

This page will be used to record the satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination or by observation of performance. The examination need not cover every item; however, enough should be covered to demonstrate the examinee's knowledge. Signatures can be obtained through the titles listed below. Should qualifiers *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watch station. Recommend designation as a qualified Reserve Mobilization Command Pay Personnel Administrator Clerk.

RECOMMENDED _____ DATE

Phase II Reserve Mobilization CPPA Clerk or
Phase III Reserve Mobilization CPPA Supervisor

QUALIFIED _____ DATE

Phase III Reserve Mobilization CPPA Supervisor

AUTHORIZED _____ DATE

NRC Commanding Officer

Phase II Reserve Mobilization CPPA Clerk
(Signatures can be from any Phase III Supervisor or qualified Phase II Clerk)

1. Identify/Explain the following sets of orders

- a. Mobilization
- b. ADOS
- c. ADSW
- d. Recall
- e. CANREC

(Signature & Date)

2. Discuss the following required Key Supporting Documents

- a. Original orders plus order modifications
- b. TSC Mobilization Questionnaire
- c. Official RED/DA (NAVPERS 1070/602)
- d. 3060/1 Mobilization Checklist
- e. DD 2058 State of Legal Residence Certificate
- f. DD Form 2367 Individual Overseas Housing Allowance (OHA) Report

(Signature & Date)

3. Discuss what each DSC means

- a. DSC 298
- b. DSC 698
- c. DSC 211
- d. DSC 200

(Signature & Date)

4. Demonstrate proficiency in reading mobilization orders and identifying key components

(Signature & Date)

Phase II Reserve Mobilization CPPA Clerk
(Signatures can be from any Phase III Supervisor or qualified Phase II Clerk)

5. Explain ZipServe and extract a document from it

(Signature & Date)

6. Navigate to NPPSC Case Routing Guidance in MyNavyHR

(Signature & Date)

7. Demonstrate proficiency submitting eCRM cases (3 times)

(Signature & Date)

(Signature & Date)

(Signature & Date)

8. Add case team members to eCRM cases (3 times)

(Signature & Date)

(Signature & Date)

(Signature & Date)

9. Explain IMS/MAS codes

(Signature & Date)

10. Explain the difference between Date Gained to Active Duty (DGAD) and Report Date

(Signature & Date)

Phase II Reserve Mobilization CPPA Clerk
(Signatures can be from any Phase III Supervisor or qualified Phase II Clerk)

11. Discuss where to find the following information for Panel 1

- a. Citizen Country
- b. ADSD
- c. UIC
- d. Report Date
- e. DGAD
- f. PEBD
- g. BR/C
- h. Gain Type

(Signature & Date)

12. Discuss when Panel 2 is utilized

(Signature & Date)

13. Discuss what to put/where to find the following information for Panel 3

- a. State
- b. ACQ
- c. MOD
- d. Initial Enlistment Code
- e. Special Program Indicator
- f. Last Discharge Date
 - BR/CL
 - Type
 - RQC

(Signature & Date)

14. Discuss what information is input for Panel 4

- a. Education Level
- b. Education Years
- c. AFQT

(Signature & Date)

Phase II Reserve Mobilization CPPA Clerk
(Signatures can be from any Phase III Supervisor or qualified Phase II Clerk)

15. Discuss what information is input for Panel 5

- a. BSC Active Date
- b. ACC Date
- c. Program Enl For

(Signature & Date)

16. Discuss what to put/where to find the following information for Panel 6

- a. CED
- b. No of Enlistment
- c. RADO Days
- d. RADO Months
- e. Expiration of Enlistment EAOS

(Signature & Date)

17. Discuss each strength gain panel

- a. Personal Info Tab - Panel 1
- b. Rate Change Tab - Panel 2
- c. Employment Tab - Panel 3
- d. Test Scores Tab - Panel 4
- e. BSC/NEC Tab - Panel 5
- f. Contract Tab - Panel 6

(Signature & Date)

18. Process Strength Gain Panels 1- 6 (3 times)

(Signature & Date)

(Signature & Date)

(Signature & Date)

Phase II Reserve Mobilization CPPA Clerk
(Signatures can be from any Phase III Supervisor or qualified Phase II Clerk)

19. Discuss how many months past the end of a mobilization RADO will be processed for

(Signature & Date)

20. Verify NSIPS Worklist (3 times)

(Signature & Date)

(Signature & Date)

(Signature & Date)

21. Add Role Users in NSIPS (3 times)

(Signature & Date)

(Signature & Date)

(Signature & Date)

Phase III Reserve Mobilization CPPA Supervisor
(Signatures can be from any TSC Pay Supervisor or qualified Phase III Supervisor)

NAME _____ RATE/RANK _____

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A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watch station. Recommend designation as a qualified Reserve Mobilization Command Pay Personnel Administrator Supervisor.

RECOMMENDED _____ DATE

TSC Pay Supervisor or
Phase III Reserve Mobilization CPPA Supervisor

QUALIFIED _____ DATE

TSC Norfolk Commanding Officer

AUTHORIZED _____ DATE

NRC Commanding Officer

Phase III Reserve Mobilization CPPA Supervisor
(Signatures can be from any TSC Pay Supervisor or qualified Phase III Supervisor)

1. Process Strength Gain Panels 1- 6 (3 times)

(Signature & Date)

(Signature & Date)

(Signature & Date)

2. Demonstrate proficiency processing eCRM cases (3 times)

(Signature & Date)

(Signature & Date)

(Signature & Date)

3. Demonstrate where to look in NSIPS to verify an open pers and pay account

(Signature & Date)

4. Explain where to look in MMPA to verify an open pers and pay account

(Signature & Date)

5. Discuss how to identify if a strength gain has posted properly

(Signature & Date)

6. Identify an Open and Closed Entry in MMPA (3 times)

(Signature & Date)

Phase III Reserve Mobilization CPPA Supervisor
(Signatures can be from any TSC Pay Supervisor or qualified Phase III Supervisor)

(Signature & Date)

(Signature & Date)

7. Verify LH line through MMPA MMA

(Signature & Date)

8. Verify Status in MMPA

(Signature & Date)

9. Verify Message Status Inquiry and JJAM (3 times)

(Signature & Date)

(Signature & Date)

(Signature & Date)

COMMAND LETTER HEAD

1000
Ser XX/XXX
DDMMYY

From: Commanding Officer, Name of Command
To: CPPA Rank/Rate, First Name, MI, Last Name, USN

Subj: RESERVE MOBILIZATION COMMAND PAY AND PERSONNEL
ADMINISTRATOR CERTIFYING QUALIFICATION CARD PHASE III
ENDORSEMENT

Ref: (a) DoD Financial Management Regulation (Vol. 5, Section 3.4)

Encl: (1) Reserve Mobilization CPPA Certifying Officer Qualification Card

1. You are hereby designated as a certifying officer based upon your completion of all requirements and prerequisites of enclosure (1).
2. Your designation as a Certifying Officer places you in a position of special trust and responsibility. You shall become familiar with all the requirements of a certifying officer in accordance with reference (a). Certifying Officers are accountable for and required to reimburse personally the government in the amount of any illegal or otherwise improper payment. This is called pecuniary liability, and it means the Command Pay and Personnel Administrator who is the Certifying Officer is personally financially responsible.
3. Electronic document retention is required in accordance with reference (a). This shall be accomplished using the Enterprise Customer Relationship Management (eCRM) tool, also known as Salesforce, for every transaction initiated or completed.
4. This designation shall remain in effect until superseded, rescinded in writing, or upon your detachment or departure from the command.

I. M. SKIPPER

Copy to:

Enclosure (2)