

Chief of Naval Personnel		
<b>Process Name: Navy Veteran and Other Service Veteran</b>		
<b>Document ID: End to End</b>		
<b>Document Owner:</b> MNCC HRSC, Navy Personnel Command	<b>Approval:</b> Navy Pay and Personnel Support Center (NPPSC)	<b>Revision Date:</b> 12/3/2024

## PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Navy Veteran and Other Service Veteran Accessions, CPPAs, and Transaction Service Centers (TSCs) to follow during management and administration of accession processes.

### Roles and Responsibilities:

- **TSC/Personnel Office Clerk:** The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, junior personnel specialists, or a Command Pay and Personnel Administrator (CPPA) authorized to create NSIPS transactions.
- **TSC/Personnel Office Supervisor:** The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a person authorized to \*release\* NSIPS transactions.

Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO) or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct Defense Joint Military Pay System (DJMS) information is transmitted for inclusion into the Master Military Pay Account (MMPA)."

- **Command Leadership:** CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command).
- **CPPA:** Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Admin representatives who liaise directly with the ship's Personnel Office/TSC.

Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/RSC authorization.

- **Service Member:** A person serving in the Armed Forces who may be eligible for the entitlements listed in this SOP.

**Best Practices:****Service Member**

- Ensure all key supporting documents for prior service are submitted with accession package.
- Ensure separation from previous branch of service was processed correctly and, in its entirety, as applicable.
- Review your Leave and Earning Statement (LES) monthly while attending initial training.

**CPPA**

- Maintain access to current forms and utilize NPPSC 1420/1 New Accessions Checklist (NAVET/OSVET) to support accession processing. The checklist can be accessed via: <https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>.
- Ensure all key supporting documents are submitted for members with prior service.

**TSC**

- Reference applicable NPPSC 1420/1 New Accessions Checklist (NAVET/OSVET) to ensure all KSDs are submitted.

**Overall**

- All personnel are required to comply with all PII/CUI policy guidance per required annual Command Military Training (CMT). For further information, refer to the DON CIO website: <https://www.doncio.navy.mil/>

**Systems:**

#	System	Description
1.	OMPF	<ul style="list-style-type: none"><li>• Official Military Personnel File (OMPF) contains electronic images of documents generated throughout the career of every officer and enlisted Service Member, Active and Reserve, from time of entry until final separation.</li><li>• OMPF - My Record View provides the ability to view, download, and print OMPF documents.</li><li>• Login to OMPF via BUPERS Online (BOL) at <a href="https://www.bol.navy.mil">https://www.bol.navy.mil</a> using CAC and CAC-enabled computer.</li><li>• When asked to verify PKI, choose the DoD CA-XX authentication certificate, not the email certificate.</li></ul>

#	System	Description
2.	NSIPS/ESR	<ul style="list-style-type: none"> <li>• Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for officer and enlisted, Active and Reserve.</li> <li>• The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information.</li> <li>• Login to NSIPS and ESR at <a href="https://www.nsips.cloud.navy.mil/my.policy">https://www.nsips.cloud.navy.mil/my.policy</a> using CAC and CAC-enabled computer.</li> <li>• When asked to verify your PKI, choose the DoD CA-XX authentication certificate, not the email certificate.</li> </ul>
3.	DJMS MMPA	<ul style="list-style-type: none"> <li>• The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for Active Duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the TSC for processing.</li> <li>• MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing.</li> <li>• Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at <a href="https://miap.csd.disa.mil/portal.html">https://miap.csd.disa.mil/portal.html</a> using CAC and CAC-enabled computer.</li> </ul>
4.	DWOWS	<ul style="list-style-type: none"> <li>• Defense Workload Operations Web System (DWOWS) is a web-based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy Active Duty and Reserve Service Members. <a href="https://dwows.csd.disa.mil/dwows/">https://dwows.csd.disa.mil/dwows/</a></li> </ul>
5.	Electronic-Submission (E-Sub)	<ul style="list-style-type: none"> <li>• The Electronic-Submission (E-Sub) application is the system used to submit designated Officer and Enlisted record documents for inclusion into their OMPF.</li> <li>• The E-Sub of record documents for inclusion into the OMPF will be fully implemented through BOL and must be E-Sub compliant.</li> <li>• All Active Duty and Reserve personnel (less IRR) with a BOL account and a CAC-enabled computer will be able to view online the status of all documents electronically submitted or (closed out) by viewing "Official Military Personnel File (OMPF) - My Record", which is accessed via the BOL Application Menu.</li> </ul>

#	System	Description
6.	eCRM (Salesforce)	<ul style="list-style-type: none"> <li>The eCRM console enables designated command personnel to electronically communicate safely and efficiently with the supporting TSC or TPC. Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions.</li> <li>The eCRM console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems.</li> <li>Login to eCRM at <a href="https://navynpc.my.salesforce.mil/">https://navynpc.my.salesforce.mil/</a> using CAC and CAC-enabled computer.</li> </ul>

#### References:

#	Doc ID	Title
1.	JTR	Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees <a href="https://www.travel.dod.mil/policy-regulations/joint-travel-regulations/">https://www.travel.dod.mil/policy-regulations/joint-travel-regulations/</a>
2.	DoD FMR, Vol. 7A	DoD (Department of Defense) Financial Management Regulation (FMR) 7000.14-R Military Pay Policy and Procedures – Active Duty and Reserve Pay <a href="http://comptroller.defense.gov/FMR/vol7a_chapters.aspx">http://comptroller.defense.gov/FMR/vol7a_chapters.aspx</a>
3.	DoD FMR, Vol. 9	DoD (Department of Defense) Financial Management Regulation (FMR) 7000.14-R Travel Policy and Procedures <a href="http://comptroller.defense.gov/FMR/vol9_chapters.aspx">http://comptroller.defense.gov/FMR/vol9_chapters.aspx</a>
4.	SECNAV M-5210.1	Department of the Navy Records Management Program Records Management Manual <a href="https://www.secnav.navy.mil/doni/default.aspx">https://www.secnav.navy.mil/doni/default.aspx</a>
5.	OPNAVINST 1160.6 (Series)	Special Duty Assignment Pay (SDAP) Program <a href="https://www.secnav.navy.mil/doni/default.aspx">https://www.secnav.navy.mil/doni/default.aspx</a>
6.	OPNAVINST 7220.12 (Series)	Basic Allowance for Housing Entitlements <a href="https://www.secnav.navy.mil/doni/default.aspx">https://www.secnav.navy.mil/doni/default.aspx</a>
7.	BUPERSINST 1080.54 (Series)	Enlisted Distribution and Verification Process <a href="https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/">https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/</a>

#	Doc ID	Title
8.	BUPERSINST 1150.1 (Series)	Policies and Administrative Procedures for the Hometown Area Recruiting Program (HARP), Officer Hometown Area Recruiting Program (OHARP), Blue Jacket Hometown Area Recruiting Program (BJHARP) and Senior Minority Assistance to Recruiting Program (SEMINAR) <a href="https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/">https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/</a>
9.	BUPERSINST 1301.40 (Series)	Format and Procedures for Validation and Distribution of the Officer Distribution Control Report (ODCR) <a href="https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/">https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/</a>
10.	BUPERSINST 1610.10 (Series)	Navy Performance Evaluation System <a href="https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/">https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/</a>
11.	MILPERSMAN 1050-220	Recruiting Assistance Leave Program <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
12.	MILPERSMAN 1050-410	Consecutive Overseas Tour (COT) and In-Place Consecutive Overseas Tour (IPCOT) Leave Travel Entitlement Policy <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
13.	MILPERSMAN 1050-440	Administrative Absence to Obtain a Legal Marriage <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
14.	MILPERSMAN 1070-111	Submission of NSIPS and Electronic Service Record (ESR) Documents to OMPF. <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
15.	MILPERSMAN 1070-270	Dependency Application <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
16.	MILPERSMAN 1070-271	Record of Emergency Data <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
17.	MILPERSMAN 1070-320	Administrative Remarks <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
18.	MILPERSMAN 1306-106	Time on Station (TOS) and Retainability/Obligated Service (OBLISERV) <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
19.		Permanent Change of Station (PCS) Transfer Order Endorsements

#	Doc ID	Title
	MILPERSMAN 1320-310	<a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
20.	MILPERSMAN 1326-010	Transfer of Enlisted Personnel on Bureau of Naval Personnel Orders <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
21.	MILPERSMAN 1600-120	Procedures for Reporting Members as Failed to Report Under Permanent Change of Station (PCS)/Temporary Duty (TEM DU) Orders <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
22.	MILPERSMAN 1746-030	Meal Passes for Enlisted Personnel <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
23.	NPPSCINST 4060.1 (Series)	Meal Passes <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E</a>
24.	NPPSCINST 5213.1 (Series)	Forms Management <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E</a>
25.	NPPSCINST 5220.2 (Series)	Standard Management Reports <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E</a>
26.	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E</a>
27.		Retention of Disbursing Office Records

#	Doc ID	Title
	NPPSCINST 7250.1 (Series)	<a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E</a>
28.	NAVADMIN 101/10	Clarification to Close Proximity Move Policy and Eligibility to Receive Basic Allowance for Housing Based on Previous Permanent Duty Station <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
29.	NAVADMIN 416/10	Submarine Duty Incentive Pay Obligated Service Requirement <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
30.	NAVADMIN 058/14	Increased Enlisted Personnel Distribution Authority <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
31.	NAVADMIN 085/17	Servicemembers Group Life Insurance Online Enrollment System (SOES) <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>

#	Doc ID	Title
32.	NAVADMIN 254/17	Self-Service Record of Emergency Data and Dependency Application Regional Phased Implementation Schedule and Training Availability
		<a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
33.	NAVADMIN 285/21	Government Travel Charge Card Use During Permanent Change of Station Lessons Learned
		<a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
34.	NAVADMIN 129/22	Mandatory Use of the Navy Personnel and Pay (NP2) MyPCS Travel Voucher Submission Tool and Government Travel Charge Card (GTCC) during Permanent Change of Station (PCS) Travel
		<a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
35.	NAVADMIN 012/25	NAVFIT Modernization (Corrected Copy)
		<a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
36.	NAVADMIN 259/22	Publication of BUPERSINST 1610.10f (EVALMAN) CH 1 (Corrected Copy)
		<a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
37.	NAVADMIN 291/22	Government Travel Charge Card use in Support of PCS Travel
		<a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
38.	PPIB 16-09	Issue 160901: Travel Claim Control and Submission Procedures
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
39.	PPIB 16-12	Issue 161201: Update E-mail Address and Contact Information in NSIPS
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
40.	PPIB 16-22	Same Geographical Location Transfers
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
41.	PPIB 17-01	Review and Approval of Travel Vouchers
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>



#	Doc ID	Title
42.	PPIB 18-03	MILPCS Travel Voucher
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
43.	PPIB 19-05	OHA and OCONUS COLA
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
44.	PPIB 21-28	Servicemembers Group Life Insurance (SOES) Certification
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
45.	PPIB 22-22	Service Member in Transit in Government Quarters
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
46.	PPIB 22-36	RED DA Pending Transactions
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>

**Online Resources:**

#	Website Sponsor	Title and Link
1.	MyNavy HR	CPPA Resources
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/</a>

#	Website Sponsor	Title and Link
2.	MyNavy HR	Battle Admin
		<a href="https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-41-SWO/Battle-Admin/OHARP-Seminar/">https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-41-SWO/Battle-Admin/OHARP-Seminar/</a>
3.	Commander, Navy Recruiting Command	Recruiter Assistance Programs
		<a href="https://www.cnrc.navy.mil/HARP-BJHARP-OHARP/">https://www.cnrc.navy.mil/HARP-BJHARP-OHARP/</a>
4.	Commander, Navy Recruiting Command	Enlistment Incentives
		<a href="https://www.cnrc.navy.mil/enlisted-incentives/">https://www.cnrc.navy.mil/enlisted-incentives/</a>
5.	Navy Standard Integrated Personnel System (NSIPS)	NSIPS
		<a href="https://www.nsips.cloud.navy.mil/my.policy">https://www.nsips.cloud.navy.mil/my.policy</a>
6.	NPPSC	Ops Alerts
		<a href="https://flankspeed.sharepoint-mil.us/mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx">https://flankspeed.sharepoint-mil.us/mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</a>

**Command Aids and User Guides Available Online:**

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide
		<a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</a>
2.	DJMS Navy Procedures Training Guide (PTG): Part 1 Chapter 4 Section B	Activity Gain
		<a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</a>

**Help Desks:**

#	Contact Source	Contact Details
1.	NSIPS ESR	<ul style="list-style-type: none"> <li>NSIPS Help Desk 1-833-637-3669 (1-833-NESDNow) <a href="mailto:nesd@nesd-mail.onbmc.mil">nesd@nesd-mail.onbmc.mil</a></li> <li>MyNavy Career Center (MNCC) 1-833-330-MNCC <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a></li> </ul>
2.	OMPF	<ul style="list-style-type: none"> <li>MyNavy Career Center (MNCC) 1-833-330-MNCC <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a></li> </ul>
3.	eCRM	<ul style="list-style-type: none"> <li>eCRM Help Desk <a href="https://navynpc.my.salesforce.mil/">https://navynpc.my.salesforce.mil/</a></li> <li>eCRM Exception to Policy Help Desk <a href="mailto:ecrmetp@us.navy.mil">ecrmetp@us.navy.mil</a></li> </ul>

**Forms:**

#	Form #	Title
1.	NAVPERS 1070/613	Administrative Remarks <a href="https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/">https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/</a>
2.	DD368	Request for Conditional Release <a href="https://www.esd.whs.mil/Directives/forms/dd0001_0499/DD368/">https://www.esd.whs.mil/Directives/forms/dd0001_0499/DD368/</a>
3.	DD1351-2	Travel Voucher or Subvoucher <a href="https://www.esd.whs.mil/Directives/forms/dd1000_1499/DD1351-2/">https://www.esd.whs.mil/Directives/forms/dd1000_1499/DD1351-2/</a>
4.	DD1351-2C	Travel Voucher or Subvoucher (Continuation Sheet) <a href="https://www.esd.whs.mil/Directives/forms/dd1000_1499/DD1351-2C/">https://www.esd.whs.mil/Directives/forms/dd1000_1499/DD1351-2C/</a>
5.	DD1561	Statement to Substantiate Payment of Family Separation Allowance <a href="https://www.esd.whs.mil/Directives/forms/dd1500_1999/DD1561/">https://www.esd.whs.mil/Directives/forms/dd1500_1999/DD1561/</a>

#	Form #	Title
6.	DD2058	State of Legal Residence Certificate
		<a href="https://www.esd.whs.mil/Directives/forms/dd2000_2499/DD2058/">https://www.esd.whs.mil/Directives/forms/dd2000_2499/DD2058/</a>
7.	DD2058-1	State Income Tax Exemption Test Certificate (NJ, NY, and OR)
		<a href="https://www.esd.whs.mil/Directives/forms/dd2000_2499/DD2058-1/">https://www.esd.whs.mil/Directives/forms/dd2000_2499/DD2058-1/</a>
8.	NPPSC 1300/4	Receipt Checklist
		<a href="https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/">https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</a>
9.	SF 1199A	Direct Deposit Sign-up Form
		<a href="https://www.irs.gov/">https://www.irs.gov/</a>
10.	W4	Employees Withholdings Certificate
		<a href="https://www.irs.gov/">https://www.irs.gov/</a>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
<b>START</b>			
1	Report to NAVET/OSVET holding	Service Member	Report to holding at RTC Great Lakes.
1.1	Issue Service member NPPSC 1420/1 New Accessions Checklist (NAVET/OSVET)	CPPA	Ensure Service member receives NPPSC 1420/1 New Accessions Checklist (NAVET/OSVET) for submission of KSDs.
1.2	Receive KSDs from the Service member per NPPSC 1420/1	CPPA	Service member submits all KSDs to the CPPA per NPPSC 1420/1 New Accessions Checklist (NAVET/OSVET).
1.3	Verify ECM Approval Letter	CPPA	Verify ECM Approval letter. It will have two different ranks listed on it: A rank applicable for before graduation of “A” school and a rank for after graduation of “A” school (i.e: SN/E3 when reporting to “A” school. Upon completion of “A” school, member is authorized to wear the rank of PO2.)
1.4	Conduct a time in service calculation	CPPA	It is highly recommended for the CPPA to conduct a time in service calculation, via an excel spreadsheet, to ensure all prior service is documented properly before a pay account is established.  If the CPPA does not have a copy of a time in service calculation spreadsheet, contact RSC Great Lakes.
1.5	Verify pay account	CPPA	Review MMPA. If member is in a “T” or “V” status, this may result in delays in pay. Ensure member is advised.
1.6	Assemble and verify Service member’s Accession-NAVET/OSVET package for completeness and accuracy. Submit to TSC via eCRM.	CPPA	CPPA assembles and verifies Accession-NAVET/OSVET package for completeness and accuracy per NPPSC 1420/1 New Accessions Checklist (NAVET/OSVET).  Form can be obtained at:

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<a href="https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms">https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms</a>  Refer to Case Routing Guidance for New Accessions to ensure transaction is submitted via eCRM properly (i.e. subject line, problem code, etc.).  Note: Ensure a complete history of prior service documents are submitted. Without the documents, strength gain cannot be processed and will cause delays in pay.
2	Verify Service member's key support documents	Clerk	Verify Service member's key supporting documents using the NPPSC 1420/1 New Accessions Checklist (NAVET/OSVET).
2.1	Calculate time in service	Clerk	Conduct a time in service calculation using internal command excel spreadsheet.  Note: If all KSDs were not submitted to account for prior service, refer to eCRM Case Work Flow Accessions for rerouting to CPPA.
2.2	Pre-stage the strength gain via NSIPS.	Clerk	Pre-stage the member Strength Gain via NSIPS.  Note: Strength gains need to be pre-staged in NSIPS HQ access before they are completed.
2.3	Process strength gain and submit to QA for review and release via NSIPS	Clerk	The actual strength gain transaction will be completed via NSIPS and routed to QA for review.
2.4	QA releases strength gain via NSIPS.	QA	QA will review and release the strength gain transaction. This will generate a E203 transaction which will create the members pay account in MMPA.
2.5	Process entitlements and submit to QA for review via NSIPS.	Clerk	MMPA account must be created for processing of entitlements. Ensure a pay account is established before processing entitlements via NSIPS.  Note: Refer to applicable Military Pay Advisory (MPA) for Month End Restructure (MER) dates and pay cutoff.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Process applicable entitlements (BAH, FSA, etc.) and submit to QA via NSIPS for their review and release.
2.6	Review and release entitlements via NSIPS.	QA	Review and release entitlements via NSIPS.
2.7	Verify entitlements	Clerk	Verify entitlements posted correctly.
2.8	Route eCRM case to supervisor	Clerk	Route eCRM case to supervisor. Refer to eCRM Case Work Flow, as applicable.
3	Review time in service calculation	Supervisor	Ensure time in service calculations were processed correctly.
3.1	Verify proper processing of pay, entitlements, deductions, and special pay	Supervisor	Review and audit the members pay account in its entirety for any discrepancies.
3.2	Complete eCRM case	Supervisor	<p>Ensure all files are retained via eCRM and are retained in accordance with the following documents:</p> <ul style="list-style-type: none"> <li>• NPPSCINST 7250.1 (series),</li> <li>• NPPSC 1420/1 New Accession Checklist (NAVET/OSVET)</li> <li>• Applicable eCRM Case Work Flow</li> </ul>
<b>STOP</b>			